

# SUMMER FOOD SERVICE PROGRAM SALARY GUIDANCE



TEXAS DEPARTMENT OF AGRICULTURE  
**COMMISSIONER SID MILLER**

Fraud Hotline: 1-866-5-FRAUD-4 or 1-866-537-2834 | P.O. Box 12847 | Austin, TX 78711  
Toll Free: (877) TEX-MEAL | For the hearing impaired: (800) 735-2989 (TTY)

This product was funded by USDA.  
This institution is an equal opportunity provider.



Updated 1/20/2022  
[www.SquareMeals.org](http://www.SquareMeals.org)



Food and Nutrition Division  
Summer Meal Programs

# PURPOSE

TDA is required to ensure that all Program costs, including salaries, are necessary, reasonable, allocable, and allowable for the administration of the Child Nutrition Programs. To that effect, TDA has established the following guidance for Summer Food Service Program (SFSP) base salaries as well as requested increases each Program year.



## AUTHORIZATION

FNS 796-4 Rev. 4 - Establishes standards, principles, and guidelines to assist state agencies and Food and Nutrition Service Regional Offices in the development and maintenance of financial management systems, including accounting information systems which are to be maintained by sponsors, thereby assuring that a) all costs claimed in the program are necessary and reasonable, and b) Program funds are expended efficiently, economically, and in accordance with applicable laws and regulations.



# ACRONYMS AND DEFINITIONS

## Base Salary

Standard rate of pay excluding benefits, bonuses, or other compensation.

## Budget Detail

Budget information submitted in the Texas Unified Nutrition Programs System (TX-UNPS).

## CACFP

Child and Adult Day Care Food Program

## CACFP Compensation Protocol

TDA-established protocol that documents method for determining reasonable and allowable compensation for base compensation as directed by 2 CFR Part 200 and FNS 796-4 Rev. 4.

## Categorical Roles

Field of employment was matched to meet the roles consistent with that appropriate for a non-profit food service program and categorized to fill that role.

## CE

Contracting Entity (Sponsor), an organization that has been approved to operate the SFSP and has executed a Permanent Agreement with Texas Department of Agriculture to that effect.

# ACRONYMS AND DEFINITIONS

## CFR

Code of Federal Regulations

## EMPLOYEE

A person employed for wages or salary by the applying organization or returning CE.

## F&N

Food and Nutrition division of the Texas Department of Agriculture

## PES

Program Eligibility section of F&N

## SFSP

Summer Food Service Program

## TDA

Texas Department of Agriculture

## TX-UNPS

Texas Unified Nutrition Programs System

HEALTHY  
SUMMER  
MEALS  
FOR KIDS

## SALARY GUIDANCE | PAY RANGES

- Allowable salaries for SFSP staff are approved by TDA based on the reasonableness and necessity of the request.
- Combined base salaries for CEs operating both SFSP and CACFP cannot exceed the maximum allowable base salaries as established in TDA's CACFP Compensation Protocol.





## INCREASE REQUESTS

- Salary increases should not exceed the position's range noted in the organization's compensation policy.
- TDA will consider the following salary increases using SFSP federal funding: 5% for routine annual or merit-based increases and 10% for promotional increases. Job description reviews may occur with promotional increases to ensure that the proposed change aligns with additional duties.

Continued on next slide

## INCREASE REQUESTS *Continued*

- Promotional and annual merit-based increase percentages may not be combined to exceed the thresholds provided by category. Further, promotional increases and raises may not be considered within the same year. CEs may provide increases beyond the TDA allowable ranges but may not use SFSP funds to do so. Any such instances must use non-SFSP funds to cover the increases.
- If an employee's pay for either the categorical roles of Staff and General Office is below the minimum threshold as listed in the CACFP Compensation Protocol, the max allowed pay may be increased to the minimum protocol pay threshold plus 10%.





# SALARY REQUESTS FOR CES OPERATING BOTH SFSP & CACFP

*Combined base salaries for CEs operating both SFSP and the Child and Adult Care Food Program (CACFP) cannot exceed the maximum allowable base salaries as established in TDA's CACFP Compensation Protocol.*

- Input SFSP portion of all employee salaries in SFSP Budget Detail in TX-UNPS and submit for review.
- Complete and submit the SFSP & CACFP Base Salary Worksheet. The salary costs in the Budget Detail cannot be reviewed without the worksheet.

Continued on next slide



**HEALTHY  
SUMMER  
MEALS  
FOR KIDS**

# SALARY REQUESTS FOR CES OPERATING BOTH SFSP & CACFP

*Continued*

- Template worksheets can be found on [www.squaremeals.org](http://www.squaremeals.org). Please note some fields in the worksheet will be pre-populated as an example of required response formats.
- The duration of SFSP operations shall not exceed a total combined time of four months.



**HEALTHY  
SUMMER  
MEALS  
FOR KIDS**



## SALARY REVIEWS

Approvable Budget Details will have total Base Salaries that are within the salary range parameters established in the CACFP Compensation Protocol, identify the cumulative total annual time worked in each Food Program, and that the position is documented in the CE's organization chart and compensation policy.



# TDA's SALARY REVIEW PROCESS FOR CEs OPERATING SFSP AND CACFP

TDA will review to determine the time allocation per employee per food program as provided by the CE in the respective programs' application packets in TX-UNPS.

## **Determinations are conducted by:**

- Identifying the cumulative annual time worked in each program.
- Identifying the cumulative annual pay for each program.
- Reconciling the pay and time worked in each program and ensuring the totals do not exceed the compensation parameters as noted in the CACFP Compensation Protocol.



**TDA's SALARY  
REVIEW  
PROCESS FOR  
CEs OPERATING  
SFSP AND  
CACFP** *CONTINUED*

If the Base Salary is not compliant with the TDA review parameters, the application packet will be returned for correction.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at **(800) 877-8339**. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

mail:

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

fax: (202) 690-7442; or email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.



TEXAS DEPARTMENT OF AGRICULTURE  
**COMMISSIONER SID MILLER**

Fraud Hotline: 1-866-5-FRAUD-4 or 1-866-537-2834 | P.O. Box 12847 | Austin, TX 78711

Toll Free: (877) TEX-MEAL | For the hearing impaired: (800) 735-2989 (TTY)

This product was funded by USDA.

This institution is an equal opportunity provider.



Updated 1/20/2022  
[www.SquareMeals.org](http://www.SquareMeals.org)



Food and Nutrition Division  
Summer Meal Programs

# Contact Us



1700 North Congress Avenue, 10th Floor  
Austin, Texas 78701



[www.SquareMeals.org](http://www.SquareMeals.org)



[SquareMeals@TexasAgriculture.gov](mailto:SquareMeals@TexasAgriculture.gov)



**(877) TEX MEAL**