Michigan
Summer Food Service Program

THE KEY TO CLAIM REIMBURSEMENT

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Contact Information and Form Location

	Security Agreement Form
Assistance	Ruby Zavala: (517) 373-0420 Email: zavalar1@michigan.gov Fax: (517) 373-4022
Form Location	In order to access the claim form you must first have created a Michigan Education Information System (MEIS) Account and completed and submitted the Child Nutrition Program Security Agreement. Access rights to the claim form will be granted upon receipt of this form. *****Do not submit a new form if you have previously completed the agreement, been given access rights, and no changes are necessary.***** Security Agreement forms are available from the MEIS website: http://michigan.gov/meis • **Child Nutrition Programs (CNP)** • Child Nutrition Program Security Agreement
	Claim Form
Assistance	Pam Miller: (517) 373-1074 Email: millerp2@michigan.gov Fax: (517) 373-4022
Location	Claim forms are accessed from the MEIS website: http://michigan.gov/meis • **Child Nutrition Programs (CNP)** • Claim Forms • Summer Food Service Program (SFSP) - SM-4012-SF

Access to CNAP and the Claim for Reimbursement

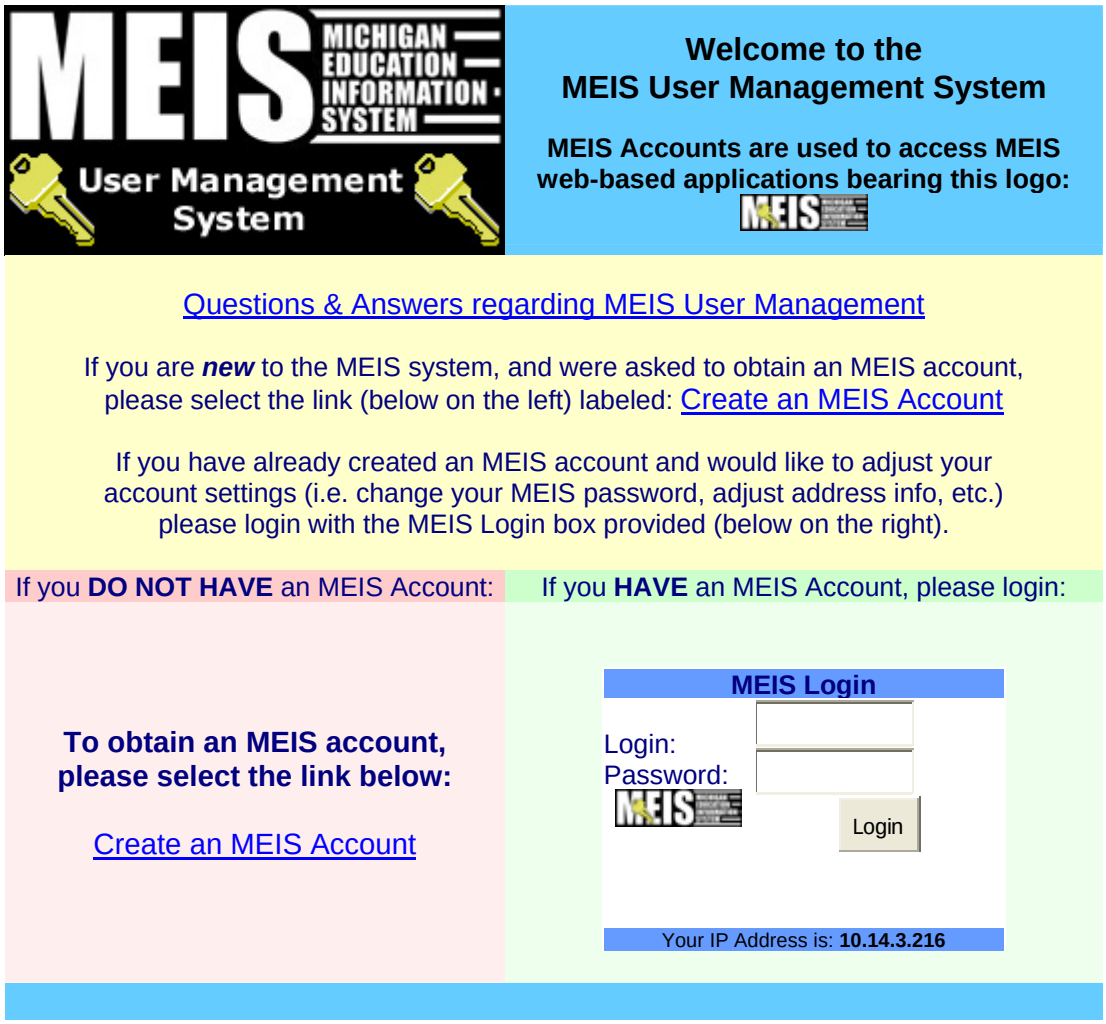
Creating a MEIS Login Account

PLEASE NOTE: If you already have a MEIS account and access rights to CNAP and/or the claim form, DO NOT CREATE ANOTHER ACCOUNT OR SUBMIT ANOTHER FORM. A new form is needed only when there is a change to the authorized user.

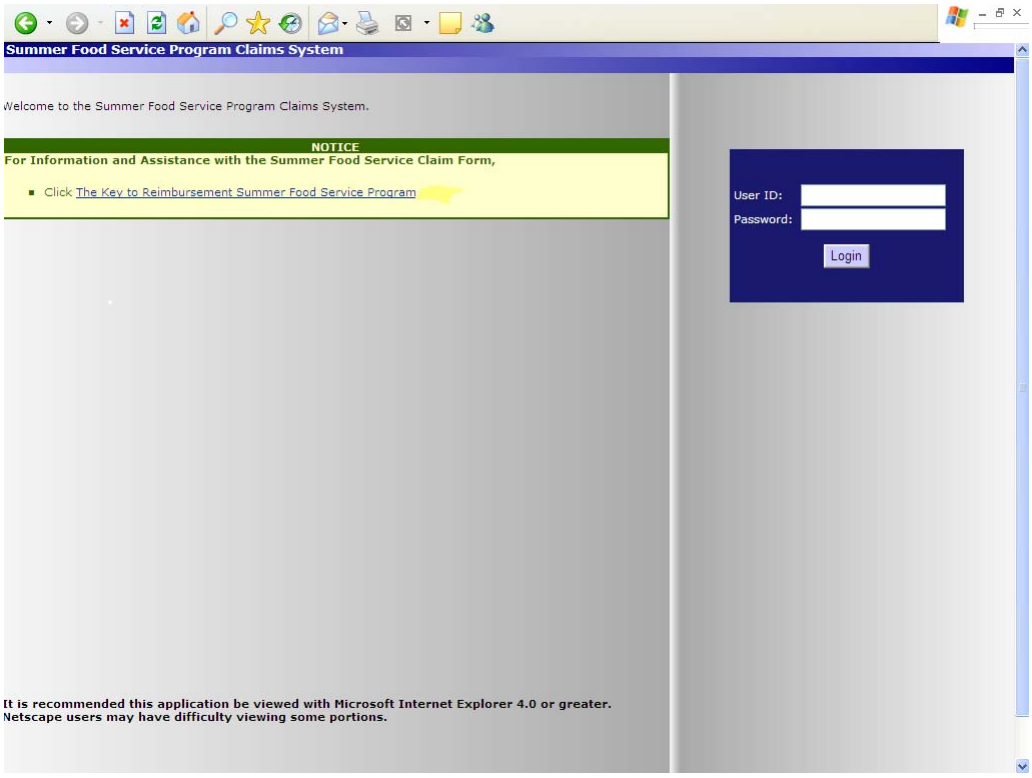
If you do **not** have a MEIS account, you will need to create one. Begin this process by going to the following website: **http://michigan.gov/meis.** This is the home page for the Michigan Education Information System.

On the top of this page, click on the MEIS logo:

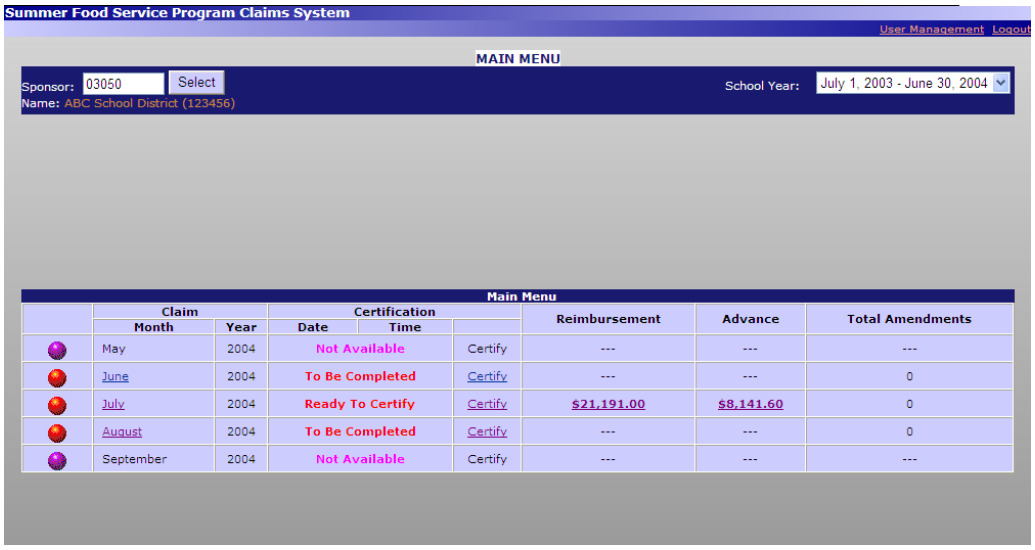
This will display the MEIS User Management System page:



On the lower left section of the screen, click on "Create an MEIS Account". Follow the steps to create an account making sure to print the final screen that lists your MEIS account information. It will include your MEIS account number, Login and Password. To update your account information or view your account number, go to the MEIS User Management System screen (above) and login. You can view or edit your personal information or change your password. After the account has been created, proceed as indicated on Page 2 to print, complete and submit the Security Agreement form.

Completing the Claim Form	
	Instructions
Login to the Claim Form	 Access the claim form at: http://michigan.gov/meis Under the "Child Nutrition Programs" heading, "Claim Forms" section, select "Summer Food Service Program (SFSP) SM-4012-SF" The first screen is the Login page. **Please Note:** • **The following instructions are general guidelines for those with security access rights of Level 2 (Enter/Edit) or Level 3 (Enter/Certify). Depending on your access rights you may not be able to complete all functions described.** • **The Child Nutrition Program Security Agreement must be completed and submitted to our office before any access rights will be granted.** Enter the login and password that was assigned when you created your MEIS account. The Main Menu will be displayed.

Main Menu



The sponsor agreement number and name will be displayed in the upper left corner. This number is assigned by our office and used as an identifier. For school districts, the number is the five-digit school code. The current fiscal year will be shown in the upper right corner. The menu lists the claim months and year, whether the claim has been certified or not, a link to the Certification page, and a link to the status report. The status report link is the payment amount listed under "Reimbursement" for each claim month. This report will summarize the claim data and payment information.

Choosing the Correct Month

To enter claim information:

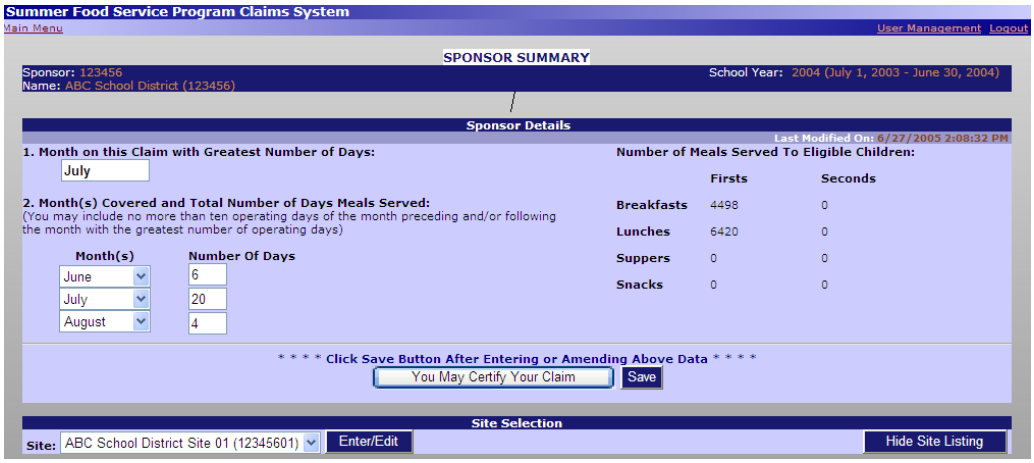
Click on the applicable month under the heading "Claim" and "Month". This link will take you to the Sponsor Summary page.

If you are combining claim months, <u>select the month with the greatest number of operating days</u> on which to combine your claim data. (If a month operated 10 days or less, it can be combined with the adjacent month having more than 10 days).

Important:

- **<u>For each claim form screen: All errors will be displayed, in red, at the top of the screen and must be corrected before the claim can be certified.</u>**
- **Do not use the Back button on your browser toolbar. Use the navigational links provided on the top and bottom of each screen.**

Sponsor Summary



Sponsor Details

(*Camp Sponsors refer to "Special Instructions for Camps")

Month on this Claim with Greatest Number of Operating Days

1. The month you selected from the Main Menu will be displayed. For a combined claim for multiple months this should be the month being claimed **with the greatest number of operating days**.

Month(s) Covered by This Claim

2. A claim can be submitted for one month or more than one month on one form. For a combined claim, there must be a primary month (the month with the greatest number of operating days). The additional months (directly preceding and/or following the primary month) can have **no more than ten operating days** in order to submit a combined claim.

In other words, only combine months of ten days or less with one full month of operation. **A separate claim must be submitted for any month in which you operate the SFSP for 11 days or more.**

Total Number of Days SFSP Meals Served This Month

For each month selected on the claim, enter the number of days during which meal service was provided.

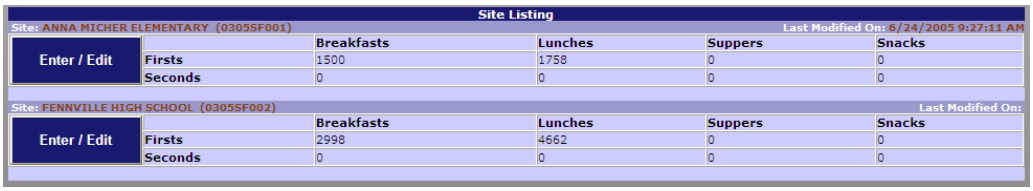
SAVE!

Click on the "SAVE" button when #2 is completed.

Site Listing (continued on bottom of the Sponsor Summary)

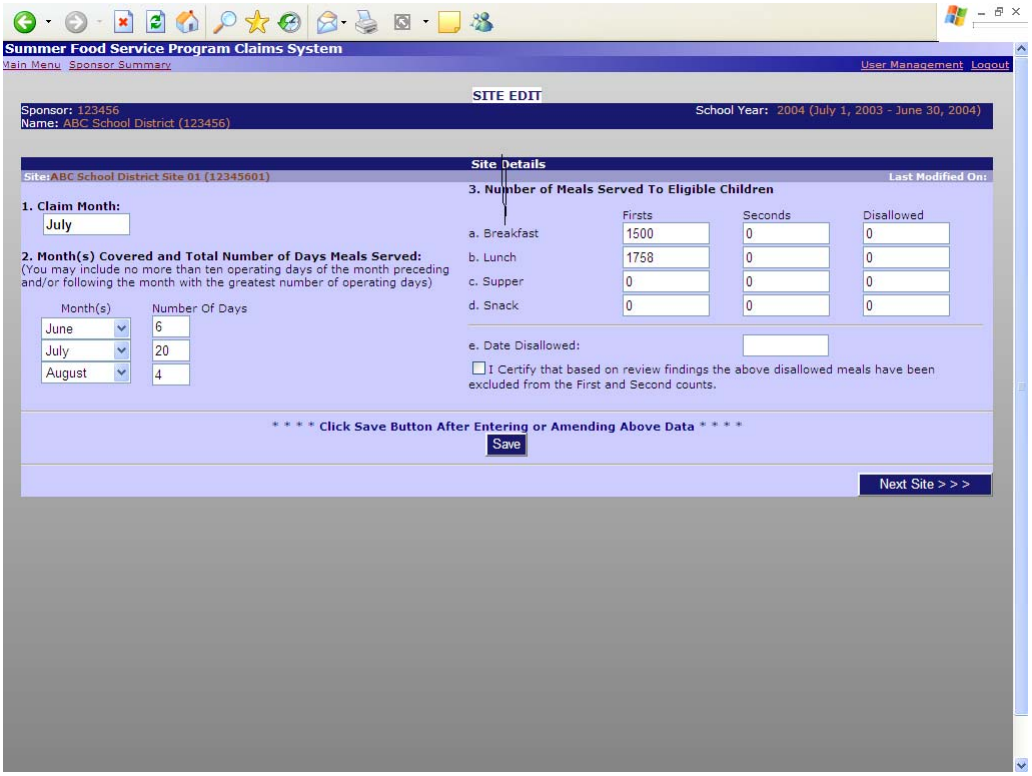
For each site, click the "**Enter/Edit**" button on the left side of the site listing to enter claim month(s) and days and number of meals served by type.

Site Data



Site Edit

(*Camp Sponsors refer to "Special Instructions for Camps")



1. The primary claim month selected from the Main Menu will be displayed.

2. Select the month(s) and enter the number of days being claimed for this site.

Number of Meals Served to Eligible Children

3. a.-d. For each site, report only the number of reimbursable meals served to eligible children that meet the approved meal pattern requirements.

(Camp Sponsors refer to Special Instructions for Camps)

Report separately the number of meals you served as *firsts* and the number of meals served as *seconds* for each approved meal type: Breakfast, Lunch, Supper, Snack.

Second servings will be reimbursed up to 2% of the number of first meals served to children for each meal type during the claim period. On the claim form, enter the actual number of complete second meals served, regardless of whether that number is more or less than 2% of the first meals served.

Disallowed Meals due to Review

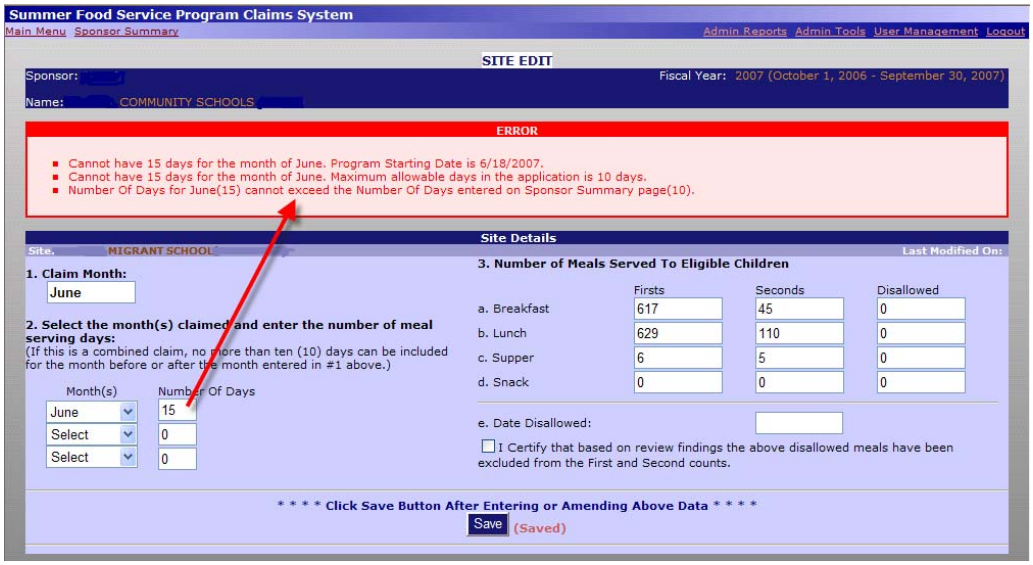
If a review has resulted in required meal deductions, do not include them in the "Firsts" or "Seconds" counts and enter them in the "Disallowed" column. Enter the date of the review, (e.), and check the certification box.

SAVE!

Click on the "SAVE" button when all data has been entered!

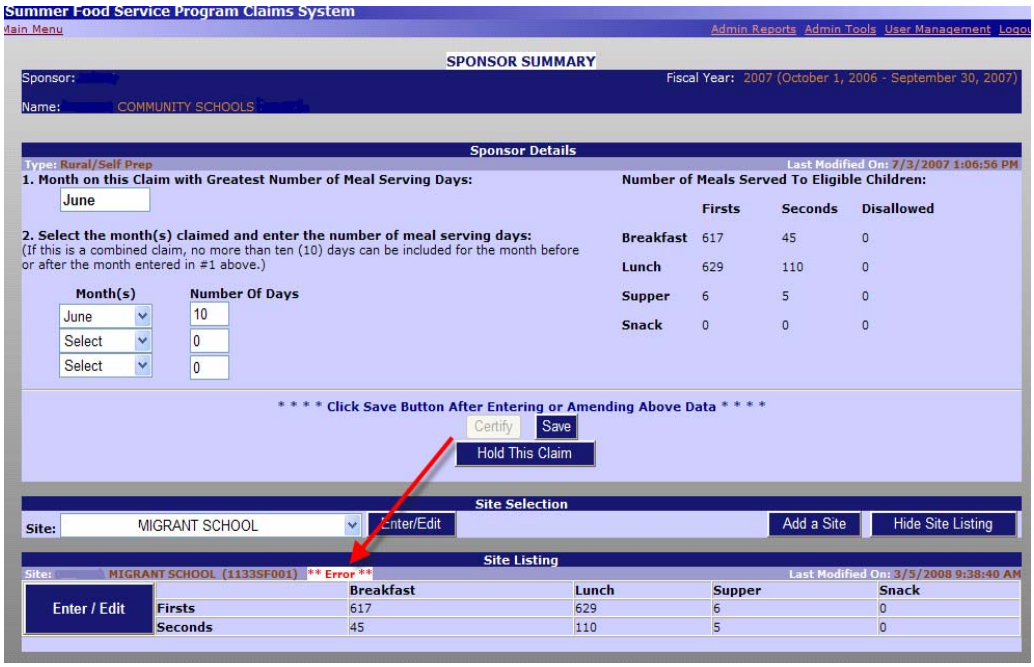
Errors in Site Data

After clicking Save, one or more errors may be displayed at the top of the screen. All data entered on the claim relates to the site information that was submitted and approved on the application (CNAP). Any variations from what was approved will result in an error which must be corrected before the claim can be certified.



Uncorrected Errors

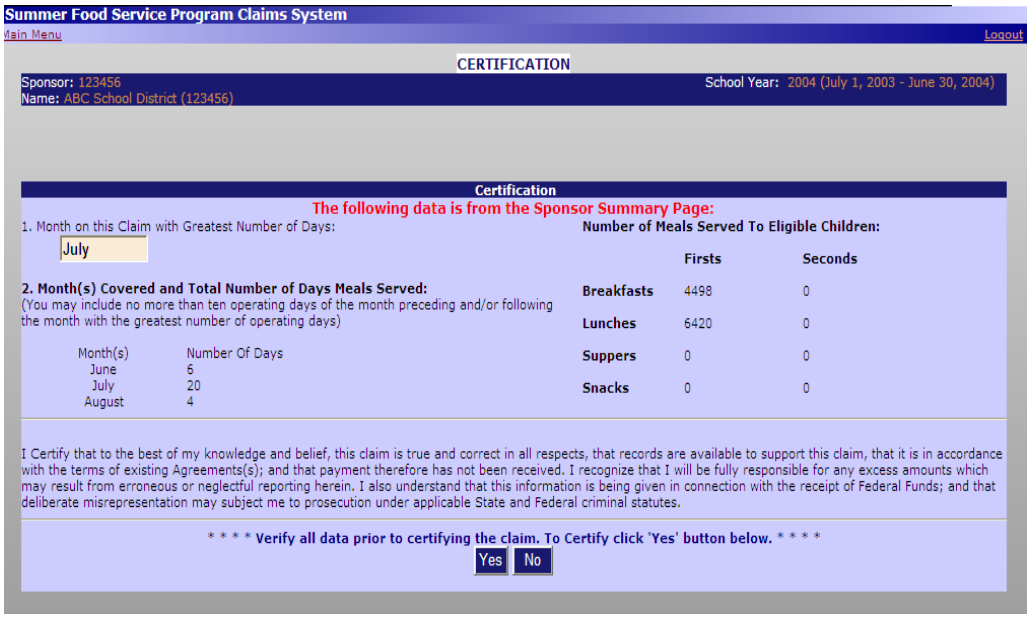
If a site error is not corrected, that site will be listed first on the Site Listing with the word "Error". The claim cannot be certified as long as one or more sites remain in error status.



Errors are the result of either entering the claim data incorrectly, or the data conflicts with what was approved on the site application on CNAP. If the application needs to be amended, and is within the allowable timeframe to do so, go into CNAP, enter the changes, save them, and submit (certify) the amendment. The changes will be available on the claim if the application amendment is approved and if it is still within the claim deadline period.

Claim deadlines must be adhered to in order to receive payment.

Certification



After all claim data has been entered and SAVED, return to the Main Menu (link at the top or bottom of the screen). Click on the “Certify” link to the right of the claim month. On the Certification page, all entered claim data will be displayed from the Sponsor Summary page. Verify the data and then click the “Yes” button. This will certify the claim and submit it to the Michigan Department of Education.

Important Information About Submitting Claims

Enrolled Sites	Non-camp sponsors that use individual enrollment to document site eligibility must certify that at least 50% of enrolled children at each enrolled site are eligible for free or reduced price meals. This statement is included on the certification page of the claim form. **Enrolled Sites:** This type of site must maintain a list of the enrolled children and have family size and income documentation on file to establish that at least 50% of the enrolled children meet the SFSP free meal standards. Click on the "Help" link on the CNAP site screens for additional guidance. **Open Enrolled Sites:** This type of site is eligible only if it can document, for each claiming period, that 50% or more of the children participating at the site meet the SFSP free meal family size and income standard. The highest number of meals served for any one meal type during a claiming period will be considered to be the site's "enrollment" for that claiming period. For example: a sponsor submits a combined June-July claim. The site's highest meal count occurred on July 2, when it served 58 breakfasts. For that site to be eligible and claim both breakfast and lunch meals for June and July, it must have documented that 29 or more children are eligible according to the SFSP free meal family size and income standard. Since the site's eligibility is based on having correctly approved Applications for free meals for a minimum of 50% of the enrolled children, it is important that the site try to maintain more than 50% of approved applications on file. This protects the site's eligibility should additional non-eligible children enroll during the summer or if some of the approved applications were incorrectly approved. If an enrolled site has correctly approved applications on file for exactly 50% or slightly more than 50% of the enrolled children, the site should continue to collect applications from any additional children who participate in the program.

Deadlines for Claim Submission	Claims are due within 10 days after the end of the claim month. If claims are submitted more than 60 days after the end of the month for which you are claiming, reimbursement cannot be guaranteed. A late claim exception request would have to be submitted and approved. Such exceptions are granted only in limited situations. For combined/multiple month claims, submit the claim within 10 days of the last day of the period for which you are submitting claim data. For example, if you are claiming for the period July 1st through August 3rd on one claim form, (July), your claim should be submitted by August 13th.

Deadlines for Claim Submission

Claim Month	Due Date	Final Deadline
JUNE	July 10	August 29
JULY	August 10	September 29
JULY - Combined: Program operates in July and has 10 or less additional operating days in June ---------- Program operates in July and ends with 10 or less additional operating days in August	August 10 ---------- 10 days after the last day of operation in August	September 29 ---------- 60 days after the last day of operation in August
AUGUST	September 10	October 30
AUGUST - Combined: Program operates in August and has 10 or less additional operating days in July ---------- Program operates in August and ends with 10 or less additional operating days in September	September 10 ---------- 10 days after the last day of operation in September	October 30 ---------- 60 days after the last day of operation in September

Combined Claims	Sponsors providing food service for 10 days or less during a calendar month can combine that month's claim with either the preceding month's claim or the following month's claim. **Example 1:** A sponsor operates for 3 days in June, 22 days in July, and 18 days in August. June can be combined with the July claim, but August must be separate. **Example 2:** A sponsor operates for 10 days in June, 25 days in July, and 5 days in August. One claim can be submitted, under JULY, combining June, July and August. **Example 3:** A sponsor operates for 11 days in June, 15 days in July, and 7 days in August. June must be submitted separately and August can be combined with July.
Camps	See "Special Instructions for Camps"
Limited Exception Process for Late Claims	This provision allows The Michigan Department of Education to grant approval for one valid monthly claim submitted after the 60-day deadline when the lateness is due to reasons within the sponsor's control.
"One-Time" Exception	A "one-time" late claim exception can only be granted if a sponsor has not had an exception during the previous 36-month period. If more than one late claim that was within your control is submitted in a 3-year period, it will not be paid. The one-time exception request must include a Corrective Action Plan which 1) sufficiently addresses the reason for lateness, 2) details actions taken to avoid any future late claim submission, 3) includes a statement acknowledging that an exception for a late claim submission within your control can be granted only once every 36 months, and 4) is signed by the authorized official for the Summer Food Service Program.
"Outside of Your Control" Exception	In rare circumstances, if a claim is late due to circumstances beyond your control, (i.e. a natural disaster), an exception can be granted outside of the "one-time" exception provision. The following would have to submitted: 1) a written request for an outside of your control exception, and 2) a detailed description of the events and circumstances that prevented the claim or amendment from being submitted on time. The information you submit will be reviewed by the state agency. If it is determined that the submission of the late claim or amendment was due to circumstances beyond your control, your request will be forwarded to the United States Department of Agriculture (USDA) for approval. The Michigan Department of Education does not have the authority to process this type of payment. Loss of a staff member within an organization is not an acceptable basis for granting an "outside of your control" exception. Sponsoring organizations are expected to plan for these situations and be able to meet Program obligations.
Deadlines for Revised Claims	Any revisions or corrections to claim data should be made to the online claim form. **Enter corrected figures, make sure to "Save" each screen that is changed, and re-certify the claim.** If a change is made after the final deadline, a letter will be sent to the contact person notifying them of the options for processing a late claim.
Downward Adjustments	Downward adjustments in reimbursement are not subject to the 60-day deadline. They may be submitted at any time.
Review Adjustments	Adjustments to previously submitted claims (either downward or upward) that are adjusted as a result of review findings are not subject to the 60-day deadline.

Special Instructions for Camps	
Camp Sessions	**Do NOT claim by camp session dates. You must claim by calendar months, even if that means claiming part of a camp session on one claim and the remainder of the camp session on another claim.** The only exception is when you meet the conditions for submitting a "combined months" claim. If a single camp session starts in one month and ends in the next month, it can be on the same claim **only** if the sponsor provides food service for 10 days or less during one of the calendar months. In that case, the sponsor can combine the claim for the month with 10 operating days or less with either the preceding month's claim or the following month's claim. See examples regarding combined claims in the "Important Information About Submitting Claims" portion of this guidance. If you need to delete a camp session from the claim, contact our office for assistance.
Second Meals	**Camps cannot claim second meals for reimbursement.** All sponsors should prepare one meal per child per meal service. **Why can some sites claim reimbursement for second meals?** Unlike camps, daily participation at "open sites" is difficult to predict. The number of participating children can vary greatly from day to day and each day's total participation is not known until the meal service is complete. To help offset the expense these "open sites" incur, a limited number of second meals can be claimed for reimbursement. Enrolled sites can also claim second meals.
Login and Main Menu	Refer to Pages 4 and 5 for instructions on how to login to the claim form. After a claim has been certified, on the Main Menu the reimbursement amount will be displayed to the right of the claim month. **This is a link to a status report that will show claim data and payment details.** After selecting the primary month on the Main Menu, the Camp Sponsor Summary page will be displayed with "Sponsor Details" and "Site Listing".

Camp Sponsor Summary

Sponsor Details

Site Listing

1. The month selected on the Main Menu will be displayed.

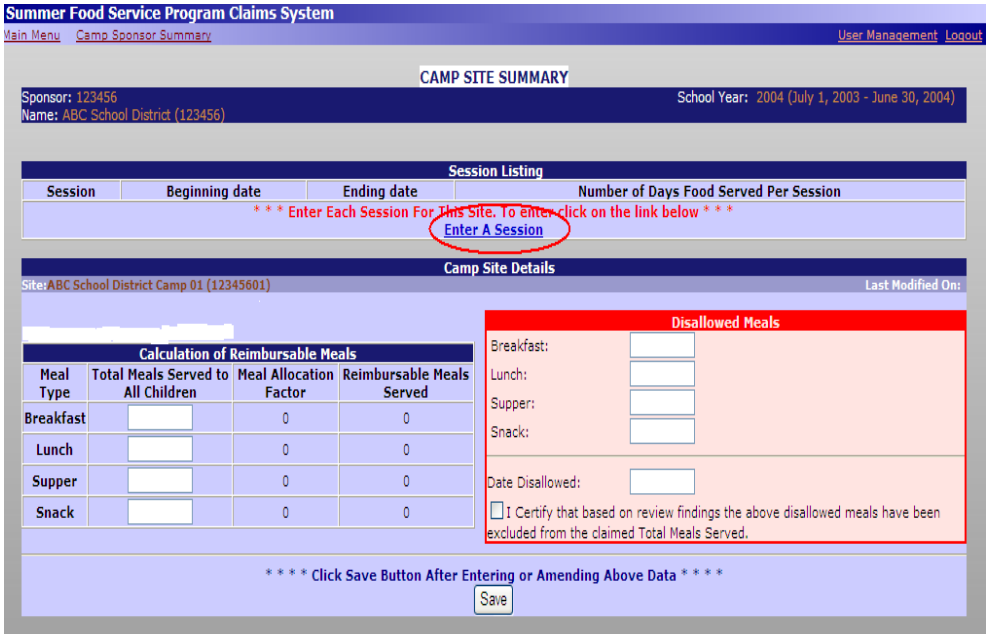
2. Select month(s) and enter number of days of SFSP operation.

Under the "Site Listing", click the "Enter/Edit" button for a site and the Camp Site Summary page will be displayed.

Camp Site Summary

For each site, under the Session Listing section, **click on "Enter A Session"**.

Session Listing



Camp Session Edit

The Camp Session Edit page will be displayed.

CAMP SESSION EDIT

Sponsor: [redacted] Fiscal Year: 2007 (October 1, 2006 - September 30, 2007)

Name: CHRISTIAN CAMPS FOR INNER CITY [redacted]

Session 1

Camp Name: CAMP TALL TURF (41SF02501)

1. Session Information:
(Note: Beginning and ending dates for a session must be in the same month. If a session spans more than one month, split that session into two sessions and report it by month.)

a. Beginning Date:	06/18/2007	[Format: mm/dd/yyyy]
b. Ending Date:	06/25/2007	[Format: mm/dd/yyyy]
c. Total Number of Days Food Served :	8	

2. Number of Children Enrolled

a. Total Children :	89
b. Needy Children :	73

3. Average Daily Number of Adults Receiving Meals

a. Program Adults :	22
b. Nonprogram Adults:	10

4. Total Meals Served to All Children for This Session:

Enter Total Meals Served between Beginning Date (1a.) and Ending Date (1b.)

a. Breakfast:	675
b. Lunch:	530
c. Supper:	618
d. Snack:	0
e. Total:	1823

5. Total Meals Served to All Adults for This Session: 651

* * * * Click Save Button After Entering or Amending Above Data * * * *

For **#1a. and b**.: If the session started in one month and ended in another, but it qualifies for a combined claim, (one of the months has 10 or less days), the beginning and ending dates must be listed within one month. (A session beginning June 20th and ending July 9th would be listed once as beginning June 20th and ending June 30th, and then again as beginning July 1st and ending July 9th.)

If you are splitting session dates, make sure to split the total meals served for #4 and #5 also.

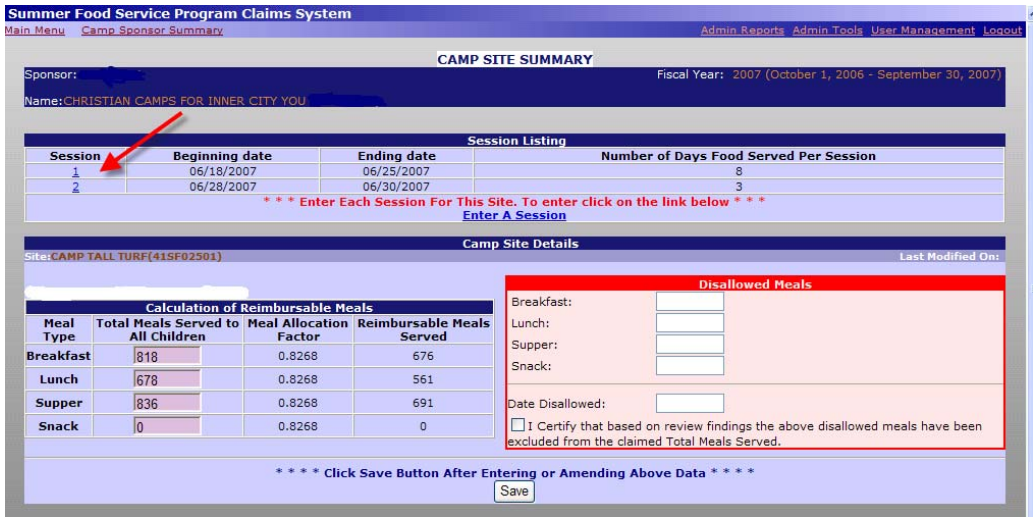
Enter the first session period and requested data for #1 - #5, then click "Save". Click "Enter A Session" again to add the remaining dates of the session in the following month. Also click "Enter A Session" to add all additional sessions for that site.

After entering requested data for #1 - #5 for all sessions for each site, click "Save". Return to the Camp Site Summary page.

If you need to delete an entire camp session, please contact our office for assistance.

Camp Site Summary

After entering the session information, return to the Camp Site Summary Page.



Number of Meals Served

To correct session information, click on the applicable number listed under "Session" (1, 2, etc.) to go back to the Camp Session Edit page. Make corrections and click "Save".

To delete an entire camp session, please contact our office for assistance.

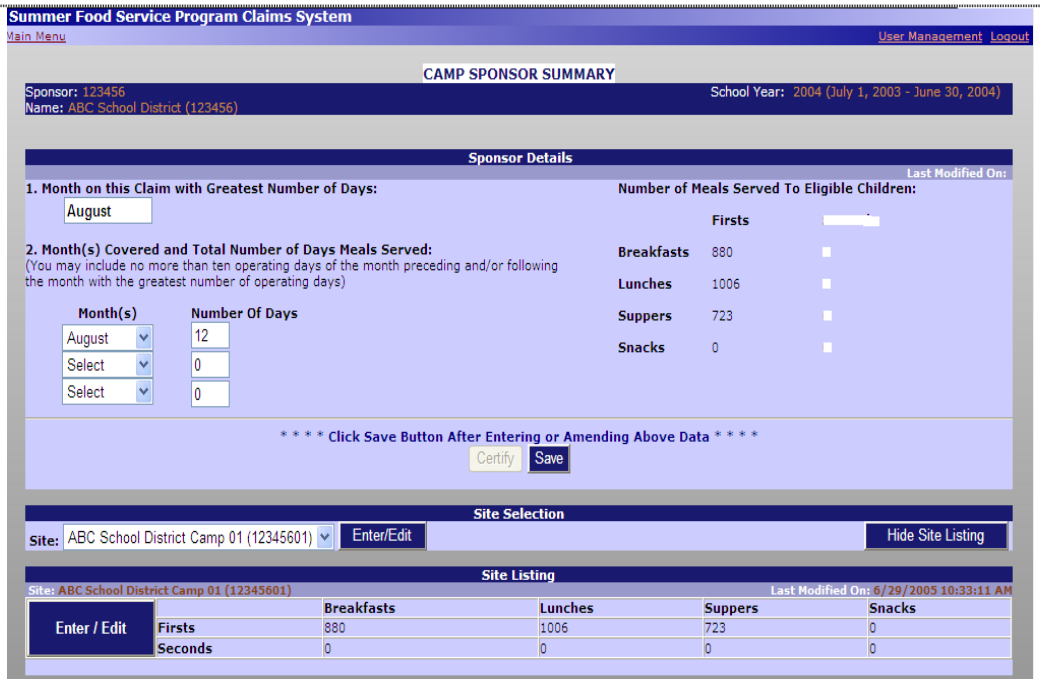
The total number of meals for all sessions served to children by meal type will automatically be filled from the session data.

Disallowed Meals

Pursuant to a review, if you have been instructed to deduct meals enter those counts under "Disallowed Meals" and **do not include them in the claimed number of "Meals Served to All Children".** Check the Certification statement box.

Meals will automatically be allocated according to eligibility (from Camp Session Edit information) to determine correct reimbursement. Click "Save" and return to the Camp Sponsor Summary page.

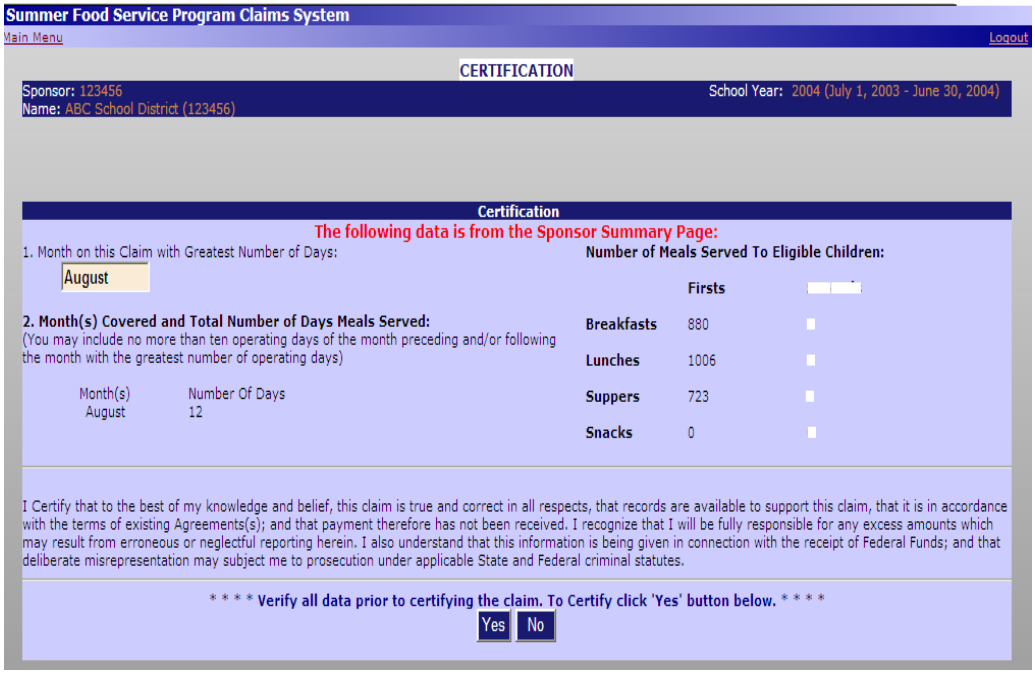
Camp Sponsor Summary



Return to Main Menu

Review data to make sure it is complete and correct, then return to the Main Menu. **Click on the "Certify" link to the right of the primary claim month.**

Certification



All entered claim data will be displayed. After verifying the data, **click on the "Yes" button.** The claim will be certified and submitted to the Michigan Department of Education.

2009 SUMMER FOOD SERVICE PROGRAM
MEAL REIMBURSEMENT RATES

Effective January 1, 2009 – December 31, 2009

Meal Type	Operating Rates All Sites	Administrative Rates Rural or Self-Prep Sites	Total Reimbursement
Breakfast	$1.65	$ .1650	**$1.8150**
Lunch or Supper	$2.88	$ .3025	**$3.1825**
Snack	$ .67	$ .0825	**$0.7525**
		Administrative Rates **Other Site Types**	
Breakfast	$1.65	$ .1300	**$1.7800**
Lunch or Supper	$2.88	$ .2500	**$3.1300**
Snack	$ .67	$ .0650	**$0.7350**

Reimbursement is based on the number of meals of each type served to eligible children multiplied by the corresponding rates of reimbursement.

Administrative reimbursement rates are higher for sponsors of sites located in rural areas and for self-preparation sponsors that prepare their own meals, either at the SFSP site or at a central facility, instead of purchasing from vendors.

Reimbursement may be combined from both sources to pay for any allowable cost, whether operating or administrative.

Advances:
All advance payment amounts will be deducted before any claim reimbursement payment is issued.

Costs - Allowable & Unallowable

IMPORTANT: Although not required to be reported on the claim form, all program related cost

records must be maintained and available for audit or review. Cost documentation must support your claim for reimbursement.

Allowable Operating Costs

Operating costs are expenses incurred when preparing, delivering and serving meals for the SFSP. These costs include, but are not limited to:

- **Food** - purchasing, obtaining and storing
- **Non-food supplies** - involved in preparation, serving and clean-up only
- **Labor** - preparing meals, preparing menus, purchasing, ordering, delivering, and serving food, taking on-site meal counts, cleaning-up, completing the meal production records, and supervising children during the meal service
- **Facilities** - rental of food service facilities and equipment, utilities, repairs of kitchen equipment only during the period of SFSP operation
- **Trash disposal**
- **Transportation** of food
- **Transportation** of children - rural only
- See *Administrative Guidance for Sponsors* for additional guidance and examples of allowable operating costs.

Camp sponsors must remember that they can only allocate a **portion** of their operating costs to the SFSP. Only the cost of meals served to children **eligible for free or reduced-price meals and Program adults are allowable**; the cost of meals served to others is considered unallowable. For each reporting period, camp sponsors need to allocate their operating costs based on eligibility. This does NOT apply to Program administrative costs.

Operating costs also include the cost of producing meals served to program adults who are performing meal service labor. If the sponsor chooses to serve meals to adults, the following rules must be observed:

* If the number of meals is limited, **all children must be fed first**.
* Meals served to children, program adults, and non-program adults must be counted and recorded separately on the daily meal count form.
* A decision to serve meals to adults may require additional site staff to maintain program safety and integrity.

Allowable Administrative Costs

Administrative costs are expenses incurred when planning, organizing, and managing the program. These costs include, but are not limited to:

- **Labor** - administrative, clerical, monitoring, bookkeeping
- **Establishing the eligibility** of children meeting the SFSP free meal family size and income guidelines
- **Facilities** - rental of office space, equipment and vehicles
- **Use allowance** - for office equipment
- **Office supplies**
- **Vehicle allowance** - mileage, parking expense
- **Communications** - telephone, postage, advertising
- **Insurance** and indemnification
- **Audits** - organization must receive more than $300,000 in Federal funds in order for this expense to be allowable
- See *Administrative Guidance for Sponsors* for additional guidance and examples of allowable administrative costs.

You should be allocating only that portion of the administrative cost incurred that benefits the SFSP. If equipment or services were purchased for the sole use of the SFSP, then 100% of that cost would be allocated to the SFSP. Prorate any administrative costs that are not 100% due to the SFSP. For example, you might have an activities program or camp program and spend $500 on office utilities. However, only 20% of the time spent on administrative work is related to the SFSP. The other 80% is spent on administrative work related to the activity or camp program. Therefore, only 20% of the utility bill ($100) is considered to be SFSP expense.

Unallowable Costs

Examples of **Unallowable** costs include, but are not limited to:

- **Cost to purchase food** (including coffee, etc.) **for use outside the SFSP**
- **Cost of meals served to administrative adult personnel**, or any other non-program adults
- **More than one meal per meal service provided to a Program adult**
- **Meals served in violation of Program regulations -** meals served outside approved serving times, meals or components consumed off-site or the cost of meals disallowed based on a USDA review
- **Interest** on loans, bond discounts, costs of financing and refinancing operations, including legal and professional fees in connection therewith
- **Entertainment -** costs of amusements, social activities, and incidental related costs such as costs incurred on field trips for meals, beverages, lodging, rentals, transportation, gratuities, etc
- **Donated labor -** the value of volunteer labor or labor funded through other Federal, State, or local government programs
- **Costs of spoiled or damaged meals**
- **Repayment of overclaims** and other Federal debts
- **Contributions to a contingency reserve** or any similar provision for unforeseen events
- **Fines or penalties** resulting from violations of, or failure to comply with Federal, State, or local laws or regulations
- **Bad debts** which are losses arising from uncollectible accounts and other claims and related costs
- **Capital expenditures** including nonexpendable equipment
- **Fund raising expenses -** financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions
- **Rental or leasing costs** for buildings, facilities, or equipment if the rental agreement includes option-to-purchase, or for periods beyond the close-out date for Program operations
- **Costs of purchasing land**, acquiring or constructing buildings, or making alterations to existing buildings, or any charges for the use of land or buildings
- **Repairs which materially increase the value or useful life of capital assets** (rebuilding of equipment worth $500 or more). Improvements to facilities when those improvements are of a permanent nature or when the benefits derived from those improvements exceed the duration of Program operations
- **Depreciation or use allowance** for publicly owned buildings and improvements
- **Rental or leasing costs** may not be charged to the Program for buildings, food service equipment, or vehicles owned by the sponsor
- **Rental or leasing fees** may not be charged to the Program **if fees exceed those normally charged** in the sponsor's locality for comparable buildings, food service equipment, and vehicles
- For vended sponsors:
  - ◊ **the cost of meals delivered by an FSMC to a non-approved site**
  - ◊ **meals served in excess of the approved CAP**
  - ◊ **spoiled or unwholesome meals** or
  - ◊ **meals which do not meet meal requirements or quality standards**.

ALLOWABLE SUMMER FOOD SERVICE PROGRAM COSTS AND REQUIRED DCUMENTATION

OPERATING COSTS		ADMINISTRATIVE COSTS	
Cost	**Documentation**	**Cost**	**Documentation**
Food: -Purchases -Costs associated with getting food -Storing charges **Labor:** -Preparing menus -Purchasing/ordering food -Delivering food -Completing the meal production records -Taking the meal count during the meal service -Supervising/assisting children during the meal service -Clean up after the meal service -Supervising food service operations at the site or kitchen level, including the direct supervision of food service staff. -Processing, transporting, storing and handling food and supplies and transporting equipment, food and supplies. **Other Costs:** -Non-food items (napkins, kitchen cleaning supplies, etc.) -Utilities for food service -Rental of facilities, equipment, vehicles -Transporting children (rural sites only) -Transporting food -Repairs of kitchen equipment	**Food:** -Invoices -Grocery tapes -Delivery receipts -Canceled checks -Receiving reports -Refunds and discounts -Starting and ending inventories **Labor:** -Time and attendance documents -Payroll records including benefits **Other Costs:** -Invoices -Grocery tapes -Delivery receipts -Canceled checks -Documented method of proration if cost needs to be shared with other programs -Mileage records -Gas receipts -Basis for mileage charges	**Labor:** -Completing the sponsor application -Attending sponsor training -Conducting your own training for site and sponsor personnel -Conducting pre-operational and first week visits -Conducting site reviews -Reviewing family size and income forms or school applications (enrolled sites and camps) -Consolidating meal counts for more than one site -Paying food program bills -Payroll activity of summer food staff -Clerical activity -Completing claims for reimbursement -Your time working with USDA when a review is conducted and time spent responding to the review **Office Costs:** -Telephone -Postage -Printing -Rent (if special Summer Office needed and special space is rented) -Utilities used for administrative staff **Transportation Costs:** -Travel to training -Monitoring sites	**Labor:** -Time sheets showing name, activity, and amount of time spent **Office Costs:** -Bills -Receipts -Canceled checks -Documented method of proration if cost needs to be shared with other programs -Rental agreement **Transportation Costs:** -Mileage records -Gas receipts -Basis for mileage charges