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Meal Cost Tool (Standardized Cost Sheet)

2018 Training

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Where can I find it?

- The Meal Cost Tool can be found on the Community Living Section website under Nutrition Services- Program Monitoring and Reports
- If there are any updates or changes to the tool, providers will be notified and the new document will be updated on the website



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Policy Information

- “Meals programs shall complete the ‘Standardized Cost Sheet for Nutrition Programs’ annually. This tool will determine the total meal cost and guest fee to be charged to non-eligible individuals each FFY beginning October 1st through September 30th”.
- “Meal sites must notify the Division when the Guest Fee amount has changed and rationale behind the change”.



Policy Information

- “If the nutrition program has local funding available to offer discounted meals to guests, including staff or other individuals, they may do so as long as the full guest fee amount, as determined by the ‘Standardized Cost Sheet for Nutrition Programs’ is covered by the nutrition program”.



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Policy Information

The tool will be due once each Federal
Fiscal Year on October 30th



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How It Works

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- Instructions
- Definitions
- Standardized Program Costs





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How It Works

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- What You Need
 - Total revenue for the prior FFY from federal, state, local sources, and program income
 - Total actual expenses for the prior FFY (October- September) to provide meals
 - Total number of meals provided (congregate and home-delivered)



How It Works

- Instructions
 - Enter revenue by program into columns E and G only. All other calculations will be done automatically.
 - Enter costs into columns E and G only. Only include expenses paid for with the nutrition program funds.
 - DO NOT include value of in-kind (volunteer staff or services).
 - DO NOT include costs associated with providing nutrition education, nutrition counseling, or health promotion. These are separate services and do not contribute to the meal cost.



How It Works

- Instructions
 - Enter the number of meals served into the green cells on the right side of the spreadsheet. For the purposes of calculating an average meal cost, this includes meals that meet OAA meal requirements.
 - If you are selling/providing individual food items (emergency food packages, liquid supplements, etc.) you would calculate these costs separately.



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How It Works

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- **Definitions- Personnel/Labor**
 - Include salaries/wages charged to the nutrition program (regular pay, overtime, vacation, holiday)
 - Include benefits: employee benefits are expenses paid from nutrition program funds for fringe benefits received by nutrition program employees (social security, retirement, workers compensation, disability)



How It Works

- Definitions- Travel
 - Include the cost of reimbursing staff or volunteers for using their personal vehicles for work-related trips (meal delivery, nutrition director travel)
 - Reimbursement or payment for C2 drivers would be included here
 - Include travel for conferences, training, and out of town meetings.
 - DO NOT include mileage reimbursement for drivers who transport participants to dining centers (III-B cost)



How It Works

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- **Definitions- Supplies**
 - Include all costs associated with production and service of food at the dining center or for home delivery
 - Includes general supplies necessary for the operation of the nutrition program (disposables, cleaning, office, books)
 - Include the amount expended for the purchase of all food served in the nutrition program operation



How It Works

- Definitions- Other
 - Includes all costs associated with the maintenance and upkeep of the kitchen, administrative offices, or all facilities if they are attributed to the nutrition program (rent/lease, utilities, building maintenance)
 - Includes costs associated with program related communication and communication services (phone, internet, email)
 - Includes all equipment costs directly related to the meal preparation/serving including purchases, repairs or replacements



How It Works

- Definitions- Other
 - Includes all basic business costs to run and manage the program (licenses, insurance, computer software)
 - Includes costs associated with purchasing, maintaining or repairing a vehicle to transport meals
 - Includes expenses paid for by the nutrition program only
 - DO NOT include expenses found in another budget in the agency



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How It Works

Standardized Program Costs Sheet- Example





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Questions?

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