

Summer Food Service Program

Outline of Acceptable Administrative Costs

ADMINISTRATIVE COSTS	
ALLOWABLE	DOCUMENTATION REQUIRED
LABOR	
<ul style="list-style-type: none"> * Completing the sponsor application * Attending sponsor training * Conducting your own training for site and sponsor personnel * Conducting pre-op and first week visits * Conducting site reviews * Reviewing family income applications 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 Reimbursements * Your time spent with the U.S. Department of Agriculture or the Illinois State Board of Education when a review is conducted and time spent responding to the review 	<ul style="list-style-type: none"> * Time sheets—showing name of person, activity, and amount of time spent * Benefits * Payroll records * Cancelled checks
OFFICE	
<ul style="list-style-type: none"> * Rent (if a special summer office is needed and special space is rented) * Utilities used for administrative staff (gas, electricity) * Telephone (SFSP only) * Postage (stamps) * Printing (flyers, posters, copying) * Supplies (pens, pencils, small calculators) * Building maintenance (trash removal, general upkeep) 	<ul style="list-style-type: none"> * Proration of costs (document method used to prorate if cost needs to be shared with other programs) * Cancelled checks * Invoices/bills * Receipts * Rental agreement
TRANSPORTATION	
<ul style="list-style-type: none"> * Going to training * Monitoring of sites (mileage, parking fees) 	<ul style="list-style-type: none"> * Mileage records * Gas receipts * Basis for mileage charges