

**INSTRUCTIONS FOR
FOOD & NUTRITION
CHILD AND ADULT CARE FOOD PROGRAM
CONTRACTING ENTITY BUDGET DETAIL – DAY CARE HOMES**

Those contracting entities (CEs) that use the Texas Unified Nutrition Programs System (TX-UNPS) complete the Contracting Entity Budget Detail – Day Care Homes screen in TX-UNPS and do not complete this form on paper. Those CE's that **do not** use TX-UNPS will complete and submit this paper form, along with the *Budget Justification and Disclosure – Day Care Homes* form, as part of the application process. This form is also completed/submitted when requesting budget revisions.

SECTION I – CONTRACTING ENTITY (CE) INFORMATION

1. **Name of Contracting Entity (CE)** – Enter the name of the contracting entity.
 2. **CE ID** – Enter the five-digit CE ID that has been assigned to you by the Texas Unified Nutrition Programs System (TX-UNPS). If you do not know your CE ID, leave blank.
 3. **Budget Version** – Enter the budget version for this submittal. If this is your initial submittal, you will enter “Original”. For each additional submittal, enter “Revision 1”, “Revision 2”, and so on.
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A. PROJECTED REVENUE

Number of sites anticipated for sponsorship – Under the “CE Complete This Column”, enter the number of providers (sites) that you anticipate sponsoring for this program year.

1. **Projected Total Annual Revenue** – Under the “CE Complete This Column”, enter the project total annual revenue, based on the number of sites (providers), you anticipate for the nonprofit food service account. This figure must equal Summary question 5, Total Income.
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B. PROJECTED ANNUAL ADMINISTRATIVE COSTS

List the projected annual Administrative costs and total – Using the *Budget Justification and Disclosure – Day Care Homes* form, under the “CE Complete This Column” enter:

- A. Total Labor Costs (From Page 2, Column 7);
- B. Facilities and Space (From Page 3, Column B Total);
- C. Supplies and Equipment (From Page 3, Column B Total);
- D. Purchased Services (From Page 3, Column B Total);
- E. Financial Costs (From Page 3, Column B Total);
- F. Media Costs (From Page 4, Column B Total);
- G. Sponsoring Organization Cost (From Page 4, Column B Total);
- H. Other (From Page 4, Column B Total)

Total Administrative Costs – Add the figures under the “CE Complete This Column” for each cost category to arrive at the “Total Administrative Costs”.

F. SUMMARY

1. **Total Expenses (Administrative)** – Under the “CE Complete This Column”, enter the Total Administrative Costs.

2. **Total Anticipated Annual CACFP Reimbursement** – Under the “CE Complete This Column”, enter the total CACFP reimbursement you anticipate receiving this program year.
 3. **Total Other Income** – Under the “CE Complete this Column”, enter the source and total of other income to the nonprofit food service account, such as donations specifically designated for food service.
 4. **Carryover from Previous PY** – Under the “CE Complete This Column”, enter the amount of carryover from the previous program year. You are allowed to carryover up to 10% of unused administrative payments from one program year to the next.
 5. **Total Income** - Under the “CE Complete This Column”, enter the total of lines 2, 3 and 4. This figure must equal Projected Revenue question 1. Projected Total Annual Revenue.
 6. **Estimated Residual for Next PY** - Under the “CE Complete This Column”, based on your estimated annual CACFP reimbursement and estimated costs, enter the amount of estimated residual carryover for the next program year.
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SECTION II – CERTIFICATION

Read the Certification Statement. An authorized representative of the contracting entity signs, dates and prints their name and title.

SUBMITTAL

CEs Not Using TX-UNPS – Submit, along with the *Budget Justification and Disclosure – Day Care Homes* form, to one of the following:

Mail to:

Texas Department of Agriculture
Food and Nutrition
Attn: F&N Business Operations – Applications
P.O. Box 12847
Austin, Texas 78711

Overnight to:

Texas Department of Agriculture
Food and Nutrition
Attn: F&N Business Operations – Applications
1700 North Congress Ave.
Austin, Texas 78701

E-mail to:

BOps.Applications@TexasAgriculture.gov

Fax to:

888-223-8645