

**Exhibit D: LIST OF SFA CHARTS AND ATTACHMENTS**

**[SFA must complete/compile all the following]**

Chart 1 (A-B):	Food Service Staffing for all sites: Identify each SFA food service staff/position that will be retained/paid by the SFA for the duration of the contract/renewals. <b>Attach</b> Union Contracts for SFA Employees and for current FSMC Employees, as applicable
Chart 2A	Vended Contract Meals Sold to Other Schools or Programs
Chart 2B	<b>Attach</b> Participation Data: Copies of each feeding site’s point of service reports (student meal counts, a la carte sales, and adult meal counts) for SY 22-23, and SY 23-24 (Aug- Dec).
Chart 3	Prices for student and adult meals <b>(Include projected meal price increases)</b>
Chart 4	<b>Attach</b> SFA Meal Charge Policy
Chart 5	<b>Attach</b> Copies of Reimbursement Claims for SFSP 2023 and SY 23-24 (Aug-Dec.) <b>(Summary View which shows site meal details)</b>
Chart 6	<b>Attach</b> USDA Foods Entitlement Allocations and Usage for SY 22-23 and SY 23-24
Chart 7	<b>Attach</b> School Calendar for 2024-25 If SFA does not have an approved school calendar, submit the projected school calendar.
Chart 8	Designation of Program Expenses - The column selected by the SFA for each expense represents whether the SFA or FSMC is responsible for that cost.
Chart 9	<b>Attach For All Feeding Sites</b> Equipment by feeding site

\*Several items that need to be inserted as PDF documents in this section  
 \*Refer to the Fixed Price RFP Checklist 23-24 provided in the email to ensure all documents have been included

**Chart 1 A: LABOR WORK SHEET – SFA**

**To be completed by the SFA for District Food Service Employees  
and District Employees with Food Service Responsibilities (POS, Bookkeeping)**

Pay rate for current school year

SITE OR SCHOOL	JOB TITLE	INDICATE IF EMPLOYEE WILL BE RETAINED/ PAID BY THE SFA DURING THE CONTRACT TERM	INDICATE IF PAID BY GENERAL FUND OR *NPSFSA	HOURLY RATE (\$)	DAILY HOURS	NUMBER OF DAYS PAID	TOTAL ANNUAL WAGE (\$)	UNEMPLOYMENT COMPENSATION	UNION CONTRACT*
						Total Labor	\$		
						Substitute Pay	\$		

**Additional Information**

\*NPSFSA means Non-Profit School Food Service Account  
 NOTE: Use actual rates for SFA; do not use a prorated statewide average benefit rate  
\*Provide Union Contracts for SFA Employees and for current FSMC Employees, as applicable

**Chart 1 B: FRINGE BENEFIT COST WORK SHEET – SFA**

**To be completed by the SFA for District Food Service Employees  
and District Employees with Food Service Responsibilities (POS, Bookkeeping)**

List Annual Cost for the School Year

EMPLOYEE NAME	MEDICAL \$	DENTAL \$	VISION \$	LONGEVITY OR ANNUITY \$	LIFE \$	RETIREMENT \$	OTHER <sup>1</sup> \$
<b>TOTAL COSTS</b>	\$	\$	\$	\$	\$	\$	\$

**Additional Information**

<sup>1</sup> Include Paid Time Off (PTO), Holiday pay and Sick pay  
If Workers’ Compensation cost is charged to food service, what is percentage \_\_\_\_\_%  
**NOTE: Use actual rates for SFA; do not use a prorated statewide average benefit rate.**

**Chart 2 A: Vended Contract Meals Sold to Other Schools or Programs**

**SY 23-24 Average Number Daily  
(including adults)**

**Non-Reimbursable  
Milk Break**



<b>SCHOOL OR PROGRAM</b>	<b>BREAKFAST</b>	<b>LUNCH</b>	<b>SNACK</b>	<b>MILK</b>

\*Do not include Special Functions

## **Chart 2 B: ATTACH POINT OF SERVICE SALES SUMMARY REPORTS**

### **(Include-Student Meal Counts, a la Carte Sales, and Adult Meal Counts)**

- SY 22- 23
- SY 23-24 Total Year-to-Date Summary Report (Aug-Dec)

\*Only Summary Reports are needed (monthly totals or year-end total)  
\*Do not include detailed transactions for individual days/students  
\*Insert as PDF documents behind this page

If prices for 24-25 are unknown, provide an estimated price increase. Keep in mind increased costs from FSMC due to increasing food costs, labor costs and supply chain issues.

**Chart 3: Prices for student and adult meals**

List all planned student and adult meal prices for current school year and projected student and adult meal prices for next school year:

<b>MEAL PRICES</b>	<b>2023-24</b>		<b>Projected 2024-25</b>	
<b>BREAKFAST:</b>				
Preschool Paid				
Elementary Paid				
Middle School Paid				
High School Paid				
Adult Paid				
Program Adult Meals (Paid from Non-Profit Food Service Acct)	<b>Record # meals served daily</b>		<b>Record # meals served daily</b>	
Adult Meals (Paid from General Fund)	<b>Record # meals served daily</b>		<b>Record # meals served daily</b>	
Other:				
<b>LUNCH:</b>				
Preschool Paid				
Elementary Paid				
Middle School Paid				
High School Paid				
Adult Paid				
Program Adult Meals (Paid from Non-Profit Food Service Acct)	<b>Record # meals served daily</b>		<b>Record # meals served daily</b>	
Adult Meals (Paid from General Fund)	<b>Record # meals served daily</b>		<b>Record # meals served daily</b>	
Other:				
<b>AFTERSCHOOL SNACK (Non-Area Eligible)</b>				
Paid				
<b>SPECIAL MILK PROGRAM</b>				
Paid				
<b>MILK BREAK</b> Non-reimbursable milk served to elementary grades in-between meals				
<b>CONTRACT MEALS –sold to others</b>	<b>Breakfast</b>	<b>Lunch</b>	<b>Breakfast</b>	<b>Lunch</b>
Preschool				
Elementary				
Middle School				
High School				
Adult				
Snacks				
Other:				
<b>Non-Reimbursable Alternative Meal</b> – meals provided for students with negative balances				

**Additional Information:**

Insert SFA's written charge policy as a PDF document behind this page

#### Chart 4: SFA's Charge Policy

Attach the SFA's Charge Policy, which would include, if applicable the availability of alternate meals. Indicate below how alternate meals are handled.

The reimbursable meal is provided, account continues to be charged.

No meal provided.

A reimbursable alternate meal is provided; student's account is charged.

**Food items offered:**

A reimbursable alternate meal is provided; students account is not charged.  
District pays for this meal with non-federal funds.

**Food items offered:**

A non-reimbursable meal is charged to student's account.

**Food items offered:**

A non-reimbursable meal is not charged to student's account.  
District pays for these meals with non-federal funds.

**Food items offered:**

**Insert claim data as PDF documents behind this page**

### Chart 5: Copies of Reimbursement Claims

Print copies of Reimbursement Claims from the Nutrition Services CNP website for all programs the SFA participates in for the current SY (August-Dec) and SFSP claims for summer 2023 in the Summary View which shows site meal details.

<input type="checkbox"/>	Breakfast, Lunch, Afterschool Snack, Special Milk
<input type="checkbox"/>	Fresh Fruit and Vegetable Program
<input type="checkbox"/>	Seamless Summer Option
<input type="checkbox"/>	Summer Food Service Program
<input type="checkbox"/>	Child and Adult Care Food Program
<input type="checkbox"/>	Other:

Click on "Summary" and "Show Site Meal Details" before saving/printing the claims to show the number of meals claimed at each feeding site.

Claim Month: September 2023

Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
View   <a href="#">Summary</a>	0	10/06/2023	10/06/2023	10/10/2023	\$70,249.64	Processed
<b>Total Earned</b>					<b>\$70,249.64</b>	

  

Sponsor Totals			
Meal Type	Meals/Supplements Served	Federal Rate	Reimbursement Federal Amount
<b>National School Lunch Program</b>			
Free	7,385	4.2500	31,386.25
Reduced	2,611	3.8500	10,052.35
Paid	58,357	0.4000	23,342.80
<b>Total</b>	<b>68,353</b>		<b>64,781.40</b>
<b>Performance-Based Reimbursement (Lunch)</b>			
Claimed	68,353	0.0800	5,468.24
Adjusted	0	0.0800	0.00
<b>Total</b>	<b>68,353</b>		<b>5,468.24</b>
<b>Claim Reimbursement Total</b>			<b>70,249.64</b>

  

Sponsor Claim Reimbursement Totals	
Current Claim Reimbursement Total	70,249.64
Previous Claim Reimbursement Total	0.00
<b>Net Claim Reimbursement Total</b>	<b>70,249.64</b>

[Show Site Meal Details](#)

Hide Site Meal Details

Site Meal Totals				
<b>Elementary School 0007</b>				
Meal Type	Free	Reduced	Paid	Total
National School Lunch Program	284	98	5,834	6,216
<b>Middle Schools 0008</b>				
Meal Type	Free	Reduced	Paid	Total
National School Lunch Program	775	299	7,642	8,716
<b>Elementary School 0009</b>				
Meal Type	Free	Reduced	Paid	Total
National School Lunch Program	786	276	4,714	5,776



**Insert as PDF documents behind this page**

**Chart 6: USDA Foods Entitlement Allocations and Usage for SY 22-23 and SY 23-24**

Nebraska DHHS - Food Distribution/SDA CNPWeb, found at <https://www.cnpweb.org/nebraska/Login.aspx>

**Contact:**  
 Chad Mohr, USDA Foods Director  
 (402-560-0480)  
 chad.mohr@nebraska.gov  
 OR  
 Brian Gerkenmeyer, Administrative Assistant II  
 (402-580-2503)  
 brian.gerkenmeyer@nebraska.gov

Example >

Sponsor Info		Activity		Applications		Entitlement		Surveys		Allocations		Inventory		Orders		Invoicing	
Program	Current Year Entitlement	Entitlement Used	Remaining Balance	Bonus	Commercial												
NSLP	95,167.78	74,036.09	21,131.69	317.60	0.00												
<b>Sponsor Entitlement Adjustments</b>																	
Date	Amount	Description	User														
1/23/2023	95167.78		cmohr														
<b>Sponsor Entitlement Detail by Product Category</b>																	
Category					Entitlement Used												
Beef/Pork End Products					0.00												
Cheese					2,688.11												
Cheese/Pizza/Breadstick End Products					0.00												
DOD FFAVORS					40,000.00												
Eggs/Breakfast End Products					0.00												
Flour/Potato End Products					0.00												
Fruit Cups/Condiment End Products					0.00												
Fruits and Vegetables					18,784.68												
Grains, Nuts, Oil					0.00												
Peanut Butter End Products					0.00												
Poultry					10,248.10												
Poultry End Products					0.00												
Red Meat					2,315.20												
<b>Sponsor Allocations</b>																	
Alloc Id	Alloc Desc	Alloc Date	Entitlement Used	Bonus	Commercial	Action											
Svy3579	August USDA	7/31/2023	2,318.27	0.00	0.00	<a href="#">View</a>											
Req3580		8/07/2023	0.00	317.60	0.00	<a href="#">View</a>											
Svy3590	September USDA	8/21/2023	3,662.79	0.00	0.00	<a href="#">View</a>											
Svy3598	October USDA	9/22/2023	4,165.01	0.00	0.00	<a href="#">View</a>											
Svy3615	November USDA	10/24/2023	1,654.87	0.00	0.00	<a href="#">View</a>											
Svy3616	November USDA	10/24/2023	0.00	0.00	0.00	<a href="#">View</a>											

### Chart 7: School Calendar for 2024-2025

Insert the SFA School Calendar for next SY. Draft form is sufficient.

Insert as a PDF document behind this page

Example



**Important:** Indicate if FSMC or SFA Expense or Duty. Add additional clarifications/information in fillable text boxes as needed.

**Chart 8: Designations of Program Expenses/Duties**

DESCRIPTION	FSMC	SFA	N/A*			
<b>FOOD:</b>						
Food Purchases						
Processing of Invoices						
Payment of Invoices						
Donated Food Inventory Control						
Storage/Delivery Charges of Donated Food						
Commodity Processing Charges						
Delivery of Donated Food between school buildings						
<b>LABOR</b>						
<b>FSMC EMPLOYEES:</b>						
Salaries/Wages						
Fringe Benefits and Insurance						
Retirement						
Payroll Taxes						
Workers' Compensation						
Unemployment Compensation						
<b>SFA EMPLOYEES:</b>						
Salaries/Wages						
Fringe Benefits and Insurance						
Retirement						
Payroll Taxes						
Workers' Compensation						
Unemployment Compensation						
<b>OTHER PURCHASED SERVICES</b>						
Telephone, long distance						
Cellphone						
Pest Control						
Uniforms						
Linens						
Laundry						
Trash Removal:						
From Kitchen						
From Dining Area						
From Premises						
Courier Service (i.e., Bank Deposits, School Deliveries)						
Other: (specify)						

<b>SUPPLIES</b>	<b>FSMC</b>	<b>SFA</b>	<b>N/A</b>
Disposable Service ware			
Cleaning Supplies			
Paper Supplies			
Uniforms			
Menu paper			
Menu Printing			
Other Printing			
Promotional Materials			
Nutrition Education and Materials			
Office Supplies			
Postage			
Other: (specify)			
<b>EQUIPMENT AND FACILITIES</b>	<b>FSMC</b>	<b>SFA</b>	<b>N/A</b>
Replacement of Non-Expendable/Capital Equipment			
Replacement of Expendable/Minor Equipment			
Repair of Equipment (Normal wear and tear)			
License Fees			
POS Software			
Other: (specify)			
<b>CLEANING RESPONSIBILITIES</b>	<b>FSMC</b>	<b>SFA</b>	<b>N/A</b>
Food Preparation Areas & Equipment			
Serving Areas			
Kitchen Areas			
Dining Room Floors			
Periodic Waxing and Buffing			
Daily Routine Cleaning of Dining Room Tables & Chairs			
Thorough Cleaning of Dining Room Tables & Chairs			
Cafeteria Walls			
Kitchen Walls			
Light Fixtures			
Windows			
Window Coverings			
Restrooms for Food Service Employees			
Grease Traps			
Hoods			
Grease Filters			
Duct Work			

Exhaust Fans			
Other: (specify)			
<b>MISC. CATEGORY</b>	<b>FSMC</b>	<b>SFA</b>	<b>N/A</b>
Point of Sale Accountability			
Records Supporting the Claim for Reimbursement			
Collection and deposit of Daily Cash Receipts			
Menu Distribution			
Delivery to Satellite Sites			
Vehicle Lease or Purchase			
Vehicle Maintenance			
Vehicle Fuel and Oil			
Vehicle Taxes			
Vehicle Insurance			
Vehicle Licenses			
Vehicle Registration			
Audit fees			
Mileage			
Employee Physicals			
Employee Background Checks			
Other: (specify)			

Specify any other requirements of employment

Can also add another document containing the same information if needed for additional sites.

## Chart 9- Equipment by Feeding Site

**Instructions:** Complete for each feeding site or provide your own if you already have equipment inventory. If providing for more than one site, you will need to make copies. Indicate who owns the equipment and the number of items at each site. Provide a copy of the completed form for each site.

Name of site:

	District owned	FSMC owned
<b>Cold Food Tables</b>		
Refrigerated Buffet Tables		
Cafeteria Breath Guard		
Salad Bars		
Sneeze Guard		
<b>Countertop Equipment</b>		
Commercial Griddles		
Hot Plates		
Electric Food Slicers		
Commercial Microwaves		
Induction Cookers		
Commercial Toasters		
Commercial Food Blenders		
Commercial Food Cutters		
Commercial Food Processors		
<b>Dishwasher-Sinks and Supplies</b>		
Under Counter Commercial Dishwasher		
Conveyor Dishwashers		

	District owned	FSMC owned
Dishwasher-Sinks and Supplies		
Door Type Commercial Dishwasher		
Water Heater Booster		
Dish Tables		
Commercial Sinks		
Commercial Mixers and Food Processors		
Commercial Countertop Mixers		
Floor Mixer		
Freezers		
Commercial Chest Freezers		
Solid Door Reach-In Freezers		
Walk-In Freezers		
Under Counter Freezers		
Worktop Freezers		
Commercial Refrigerator-Freezer Dual Temp		
Holding and Proofing Cabinets		
Holding Cabinets- Stationary		
Holding Cabinets- Mobile		
Proofing Cabinets		
Low Temperature Holding Cabinet		
Hospitality Carts Tray Station		
Tray Delivery Cart		
Tray Dispenser		

	District owned	FSMC owned
<b>Commercial Ice Machines - for Salad Bar</b>		
<b>All types of Commercial Ranges and Ovens</b>		
Commercial Cooktops		
Ranges Commercial		
Convection Ovens		
Cook and Hold Ovens		
Tilting Skillet		
Steam Kettle		
Retractable Exhaust		
Kitchen Exhaust Systems		
<b>Refrigerators</b>		
Walk-In Refrigerators		
Reach-in Refrigerators		
Refrigerated Prep Tables		
Milk Coolers		
Under Counter Refrigerators		
Commercial Refrigerator Freezer Dual Temp		
<b>Steam Tables</b>		
Electric Steam Tables		
Steam Table Serving Shelf		
<b>Food Warmers</b>		
Countertop Food Warmers/Soup Warmers		
Drawer Warmers		



	District owned	FSMC owned
<b>Commercial Worktable</b>		
<b>Miscellaneous or Other</b>		
<b>Speed Racks</b>		
<b>Carts</b>		
<b>Hotel Pans/Steam Table Pans Solid</b>		
<b>Full Size 1 inch deep</b>		
<b>Full Size 2 1/2 inch deep</b>		
<b>Full Size 4 inch deep</b>		
<b>Full Size 6 inch deep</b>		
<b>Full Size 8 inch deep</b>		
<b>Half Size 1 inch deep</b>		
<b>Half Size 2 1/2 inch deep</b>		
<b>Half Size 4 inch deep</b>		
<b>Half Size 6 inch deep</b>		
<b>Half Size 8 inch deep</b>		
<b>Half Long 2 inch deep</b>		
<b>Half Long 4 inch deep</b>		
<b>Half Long 6 inch deep</b>		
<b>1/3 Size 2 1/2 inch deep</b>		
<b>1/3 Size 4 inch deep</b>		
<b>1/3 Size 6 inch deep</b>		
<b>1/4 Size 2 1/2 inch deep</b>		
<b>1/4 Size 4 inch deep</b>		
<b>1/4 Size 6 inch deep</b>		
<b>1/6 Size 2 1/2 inch deep</b>		

	District owned	FSMC owned
1/6 Size 4 inch deep		
1/6 Size 6 inch deep		
<b>Hotel Pan Lids/Steam Table Pan Lids</b>		
Full Size		
Half Size		
Half Long Size		
1/3 Size		
1/4 Size		
1/6 Size		
<b>Sheet Pans</b>		
Full Size		
Half Size		
<b>Pizza Pans</b>		
Pizza Baking Pans		
Pizza Serving Pans		
<b>Cooking, Baking and Storage</b>		
Stock Pots		
Storage Containers		
Dish Machine Racks		
Bus tub		
Sanitizer Buckets		
Cutting Boards		
Strainer		

	District owned	FSMC owned
Measuring Cup		
Measuring Cup Set		
Measuring Spoons		
Pastry Brush		
Oven Mitt		
Potholder		
Thermometer		
Timers		
Flatware		
Spoons		
Forks		
Pizza Cutter		
Knives		
Metal Spatula		
Serving Spoons		
<b>Ladles</b>		
.5 oz		
1 oz		
2 oz		
3 oz		
4 oz		
6 oz		
8 oz		
<b>Tongs</b>		
6 inch		

	District owned	FSMC owned
9 inch		
10 inch		
12 inch		
<b>Dipper/Disher</b>		
#10		
#12		
#16		
#20		
#24		
#30		
#60		
<b>Spoodles Solid</b>		
1 oz		
2 oz		
3 oz		
4 oz		
6 oz		
8 oz		
<b>Spoodles Perforated</b>		
1 oz		
2 oz		
3 oz		
4 oz		
6 oz		

	District owned	FSMC owned
<b>8 oz</b>		
<b>Supplies</b>		
<b>Soap Dispensers</b>		
<b>Paper Towel Dispensers</b>		
<b>Floor Mats</b>		
<b>Napkin Holders</b>		
<b>Silverware Holder/Dispensers</b>		
<b>6 Compartment Trays</b>		
<b>Cafeteria Trays</b>		
<b>Plates</b>		
<b>Bowls</b>		
<b>Pitchers</b>		
<b>Cups</b>		
<b>Catering Equipment</b>		

Extra lines can be used for additional equipment not listed