Completing

Exhibit D: List of SFA Charts and Attachments

Nebraska Department of Education - Nutrition Services

Exhibit D: List of SFA Charts and Attachments

- Charts, worksheets, and supporting documentation
- Required PDF attachments
- Use the RFP Checklist to ensure all required documents are included
- Save as Exhibit D

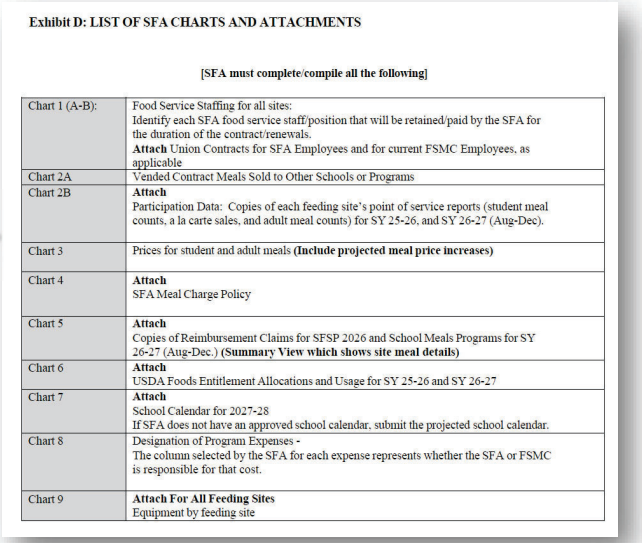


Exhibit D: LIST OF SFA CHARTS AND ATTACHMENTS

[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. **Attach** 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	**Attach** 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 25-26, and SY 26-27 (Aug-Dec).
Chart 3	Prices for student and adult meals **(Include projected meal price increases)**
Chart 4	**Attach** SFA Meal Charge Policy
Chart 5	**Attach** Copies of Reimbursement Claims for SFSP 2026 and School Meals Programs for SY 26-27 (Aug-Dec.) **(Summary View which shows site meal details)**
Chart 6	**Attach** USDA Foods Entitlement Allocations and Usage for SY 25-26 and SY 26-27
Chart 7	**Attach** School Calendar for 2027-28 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	**Attach For All Feeding Sites** Equipment by feeding site

Chart 1A: Labor Worksheet-SFA

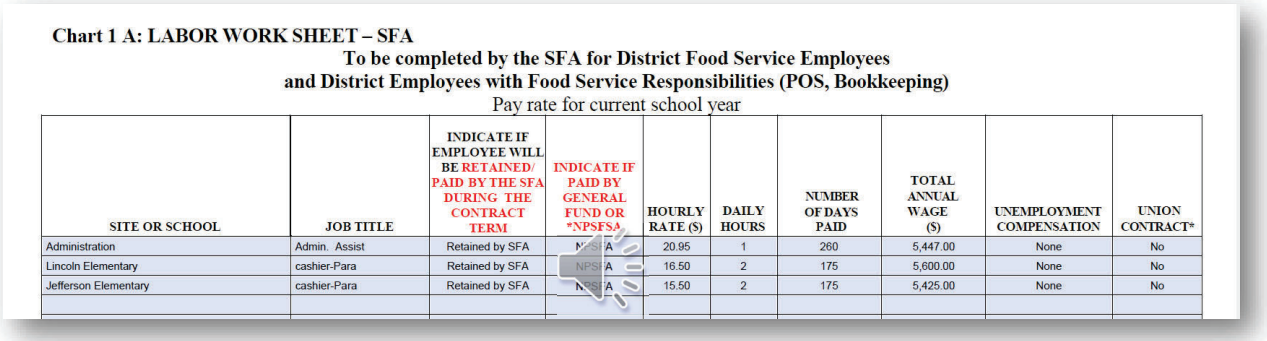


Chart 1 A: LABOR WORK SHEET – SFA

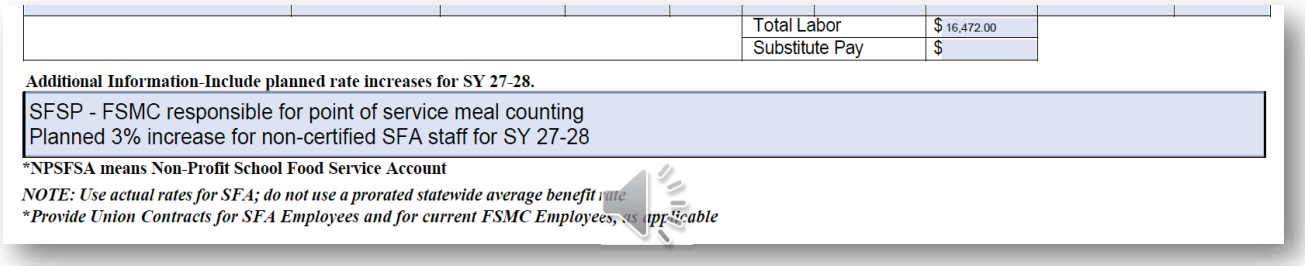
To be completed by the SFA for District Food Service Employees and District Employees with Food Service Responsibilities (POS, Bookkeeping)

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*
Administration	Admin. Assist	Retained by SFA	NPSFSA	20.95	1	260	5,447.00	None	No
Lincoln Elementary	cashier-Para	Retained by SFA	NPSFSA	16.50	2	175	5,600.00	None	No
Jefferson Elementary	cashier-Para	Retained by SFA	NPSFSA	15.50	2	175	5,425.00	None	No

- Complete for the current school year
- Include all staff with food service responsibilities
- Indicate whether the position will remain with the SFA
- Paid by General Fund or Non-Profit Food Service Account

Chart 1A: Labor Worksheet-SFA



Total Labor	$ 16,472.00
Substitute Pay	$

Additional Information-Include planned rate increases for SY 27-28.

SFSP - FSMC responsible for point of service meal counting
Planned 3% increase for non-certified SFA staff for SY 27-28

***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***

- Include important additional information
- Attach union contracts, if applicable
- Indicate planned rate increases for the upcoming school year

Chart 1B: Fringe Benefit Cost Worksheet

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

SITE OR SCHOOL	JOB TITLE	MEDICAL $	DENTAL $	VISION $	LONGEVITY OR ANNUITY $	LIFE $	RETIREMENT $	OTHER[1] $
Administration	Admin. Assist	345.00				9.00	215.00	
Lincoln Elementary	cashier-Para	300.00					100.00	
Jefferson Elementary	cashier-Para	300.00					100.00	

- Report annual cost for the school year
- Include employees with food service responsibilities identified on Chart 1A

Chart 2A: Vended Contract Meals

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

SY 26-27 Average Number Daily (including adults)

SCHOOL OR PROGRAM	BREAKFAST	LUNCH	SNACK	MILK
Kids Korner	35	35		
St. James Elementary School	115	115		
Early Beginnings Preschool				100

- List schools or organizations receiving meals
- Include **average daily** meal, snack, and milk counts
- Report only current vended meal agreements

Chart 2B: Point of Service Sales Reports

Chart 2 B: ATTACH POINT OF SERVICE SALES SUMMARY REPORTS
(Include-Student Meal Counts, a la Carte Sales, and Adult Meal Counts)

- SY 25-26
- SY 26-27 Total Year-to-Date Summary Report (Aug-Dec)

- Attach POS summary reports as PDFs
- Include:
  - Student meal counts
  - À la carte sales
  - Adult meal counts
- Do not include detailed student transactions

Chart 3: Prices for Student and Adult Meals

- Report current student and adult meal prices
- Provide projected student and adult meal prices for next school year
- Include the number of Program Adult Meals served daily

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:

MEAL PRICES	2026-27		Projected 2027-28	
BREAKFAST:				
Preschool Paid	2.80		2.90	
Elementary Paid	2.80		2.90	
Middle School Paid	2.80		2.90	
High School Paid	2.90		3.00	
Adult Paid	3.10		3.20	
Program Adult Meals	Record # meals served daily		Record # meals served daily	
(Paid from Non-Profit Food Service Acct)	1		1	
Adult Meals	Record # meals served daily		Record # meals served daily	
(Paid from General Fund)	0		0	
Adult Meals (Provided by FSMC)	0		0	
LUNCH:				
Preschool Paid	4.10		4.20	
Elementary Paid	4.10		4.20	
Middle School Paid	4.10		4.20	
High School Paid	4.10		4.20	
Adult Paid	5.25		5.35	
Program Adult Meals	Record # meals served daily		Record # meals served daily	
(Paid from Non-Profit Food Service Acct)	1		1	
Adult Meals	Record # meals served daily		Record # meals served daily	
(Paid from General Fund)	0		0	
Adult Meals (Provided by FSMC)	0		0	
AFTERSCHOOL SNACK (Non-Area Eligible)				
Paid	NA		NA	
SPECIAL MILK PROGRAM				
Paid	NA		NA	
MILK BREAK Non-reimbursable milk served to elementary grades in-between meals	.60		.60	
CONTRACT MEALS –sold to others	**Breakfast**	**Lunch**	**Breakfast**	**Lunch**
Preschool		4.10		4.20
Elementary		4.10		4.20
Middle School				
High School				
Adult		4.10		4.20
Snacks				
Other:				

Chart 4: SFA's Charge Policy

- Select the option that best describes your charge policy
- List alternate meal items, if applicable
- Attach the SFA's written charge policy

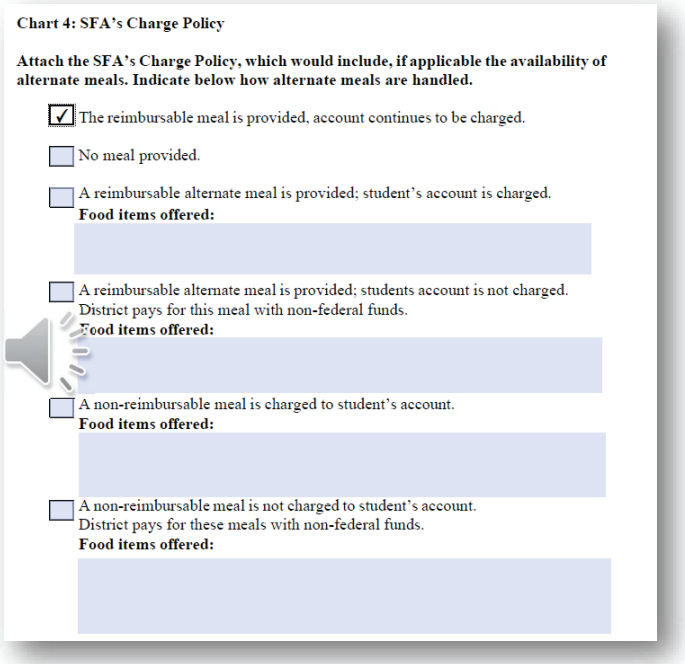


Chart 4: SFA's Charge Policy

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:

Chart 5: Copies of Reimbursement Claims

- Check boxes for all applicable programs
- Attach reimbursement claims for all programs
- Current school year (August-December)
- Include SFSP claims, if applicable

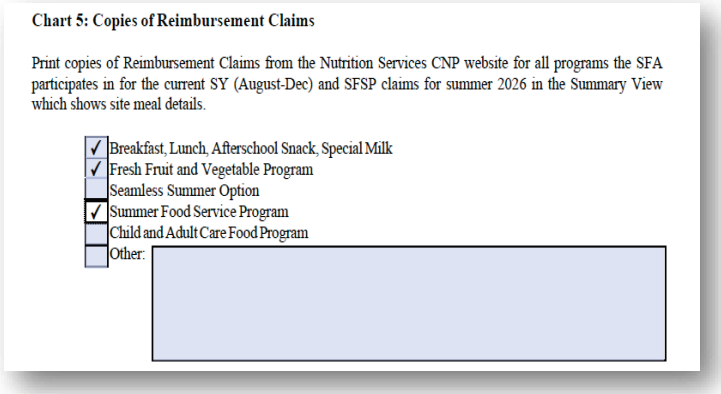


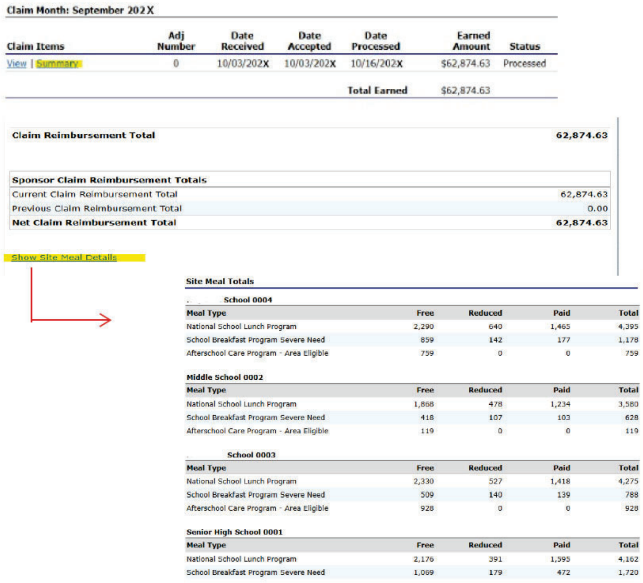
Chart 5: Copies of Reimbursement Claims

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 2026 in the Summary View which shows site meal details.

☑ Breakfast, Lunch, Afterschool Snack, Special Milk
☑ Fresh Fruit and Vegetable Program
☐ Seamless Summer Option
☑ Summer Food Service Program
☐ Child and Adult Care Food Program
☐ Other:

Saving Claims from CNP

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



Claim Month: September 202X

Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
View | Summary	0	10/03/202X	10/03/202X	10/16/202X	$62,874.63	Processed
				Total Earned	$62,874.63	

Claim Reimbursement Total 62,874.63

Sponsor Claim Reimbursement Totals

Current Claim Reimbursement Total	62,874.63
Previous Claim Reimbursement Total	0.00
Net Claim Reimbursement Total	62,874.63

Show Site Meal Details

Site Meal Totals

School 0004

Meal Type	Free	Reduced	Paid	Total
National School Lunch Program	2,290	640	1,463	4,393
School Breakfast Program Severe Need	859	142	177	1,178
Afterschool Care Program - Area Eligible	759	0	0	759

Middle School 0002

Meal Type	Free	Reduced	Paid	Total
National School Lunch Program	1,868	478	1,234	3,580
School Breakfast Program Severe Need	418	107	103	628
Afterschool Care Program - Area Eligible	119	0	0	119

School 0003

Meal Type	Free	Reduced	Paid	Total
National School Lunch Program	2,330	527	1,418	4,275
School Breakfast Program Severe Need	509	140	139	788
Afterschool Care Program - Area Eligible	928	0	0	928

Senior High School 0001

Meal Type	Free	Reduced	Paid	Total
National School Lunch Program	2,176	391	1,595	4,162
School Breakfast Program Severe Need	1,099	179	472	1,720

Chart 6: USDA Foods Entitlement Allocations and Usage

- Include USDA Foods entitlement information
- Include current and previous school year data
- Obtain information from DHHS Food Distribution

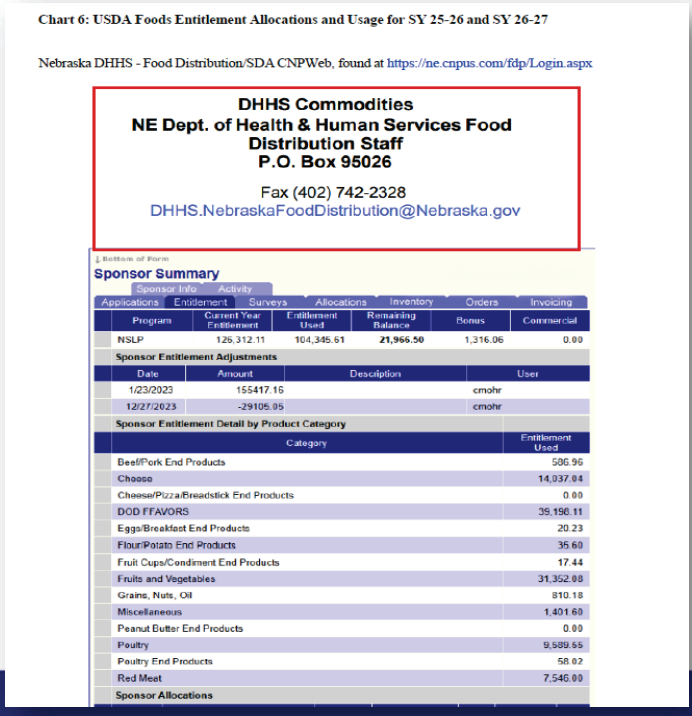


Chart 6: USDA Foods Entitlement Allocations and Usage for SY 25-26 and SY 26-27

Nebraska DHHS - Food Distribution/SDA CNPWeb, found at https://ne.cnpus.com/fdp/Login.aspx

DHHS Commodities
NE Dept. of Health & Human Services Food Distribution Staff
P.O. Box 95026

Fax (402) 742-2328
DHHS.NebraskaFoodDistribution@Nebraska.gov

Sponsor Summary

Sponsor Info | Activity

Applications | Entitlement | Surveys | Allocations | Inventory | Orders | Invoicing

Program	Current Year Entitlement	Entitlement Used	Remaining Balance	Bonus	Commercial
NSLP	126,312.11	104,345.61	21,966.50	1,316.06	0.00

Sponsor Entitlement Adjustments

Date	Amount	Description	User
1/23/2023	155417.16		cmohr
12/27/2023	-29105.95		cmohr

Sponsor Entitlement Detail by Product Category

Category	Entitlement Used
Beef/Pork End Products	586.96
Cheese	14,037.04
Cheese/Pizza/Breadstick End Products	0.00
DOD FFAVORS	39,196.11
Eggs/Breakfast End Products	20.23
Flour/Potato End Products	35.60
Fruit Cups/Condiment End Products	17.44
Fruits and Vegetables	31,352.08
Grains, Nuts, Oil	810.18
Miscellaneous	1,401.60
Peanut Butter End Products	0.00
Poultry	9,589.55
Poultry End Products	58.02
Red Meat	7,546.00

Sponsor Allocations

Chart 7: School Calendar

- Include the upcoming school year calendar
- Draft calendar is acceptable
- Attach as PDF if needed

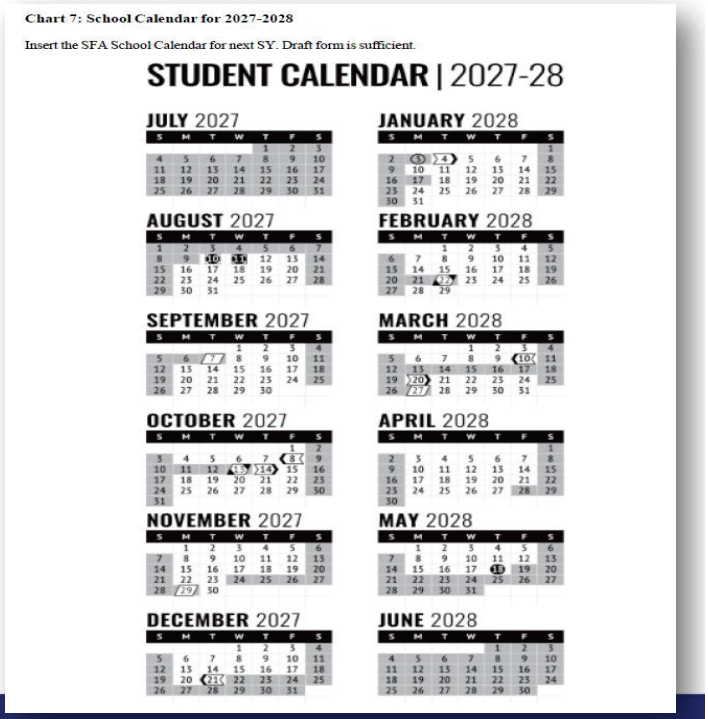


Chart 7: School Calendar for 2027-2028

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

STUDENT CALENDAR | 2027-28

JULY 2027

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUGUST 2027

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER 2027

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER 2027

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOVEMBER 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER 2027

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY 2028

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY 2028

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29				

MARCH 2028

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL 2028

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY 2028

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE 2028

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Chart 8: Designations of Program Expenses/Duties

- Designate if FSMC or SFA will be responsible for each expense/duty identified in the Chart
- Add clarifications or additional items in text boxes
- **One of the most important charts in Exhibit D**

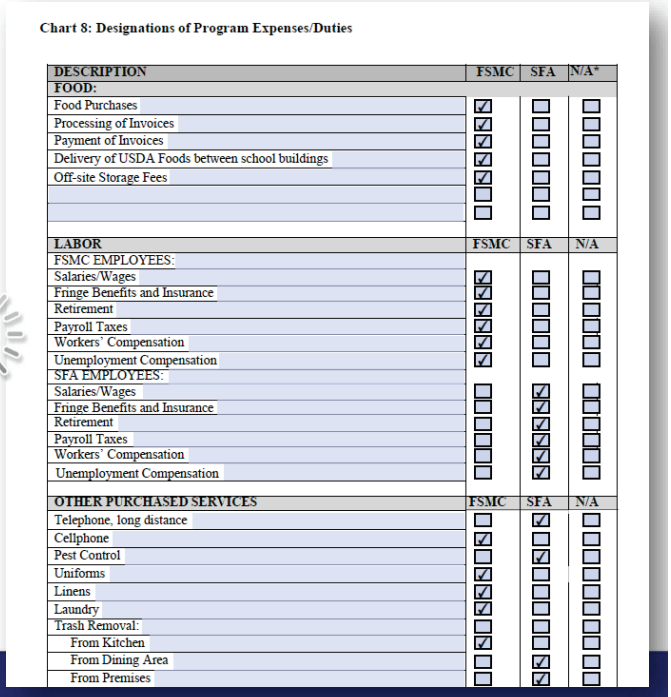


Chart 8: Designations of Program Expenses/Duties

DESCRIPTION	FSMC	SFA	N/A*
FOOD:			
Food Purchases	☑	☐	☐
Processing of Invoices	☑	☐	☐
Payment of Invoices	☑	☐	☐
Delivery of USDA Foods between school buildings	☑	☐	☐
Off-site Storage Fees	☑	☐	☐
	☐	☐	☐
	☐	☐	☐
LABOR	**FSMC**	**SFA**	**N/A**
FSMC EMPLOYEES:			
Salaries/Wages	☑	☐	☐
Fringe Benefits and Insurance	☑	☐	☐
Retirement	☑	☐	☐
Payroll Taxes	☑	☐	☐
Workers' Compensation	☑	☐	☐
Unemployment Compensation	☑	☐	☐
SFA EMPLOYEES:			
Salaries/Wages	☐	☑	☐
Fringe Benefits and Insurance	☐	☑	☐
Retirement	☐	☑	☐
Payroll Taxes	☐	☑	☐
Workers' Compensation	☐	☑	☐
Unemployment Compensation	☐	☑	☐
OTHER PURCHASED SERVICES	**FSMC**	**SFA**	**N/A**
Telephone, long distance	☐	☑	☐
Cellphone	☑	☐	☐
Pest Control	☐	☑	☐
Uniforms	☑	☐	☐
Linens	☑	☐	☐
Laundry	☑	☐	☐
Trash Removal:	☐	☐	☐
From Kitchen	☑	☐	☐
From Dining Area	☐	☑	☐
From Premises	☐	☑	☐

Chart 9: Equipment List by Feeding Site

- Complete for **each feeding site**
- Use the provided form or existing inventory
- Identify district-owned and FSMC-owned equipment
- Include additional equipment as needed
- Can be delegated and completed early in the process

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: Nebraska High School

	District owned	FSMC owned
Cold Food Tables		
Refrigerated Buffet Tables		
Cafeteria Breath Guard	3	
Fruit and Vegetable Bar	2	
Sneeze Guard	2	
Countertop Equipment		
Commercial Griddles		
Hot Plates	1	
Electric Food Slicers		
Commercial Microwaves	4	

Final Steps for Exhibit D Submission

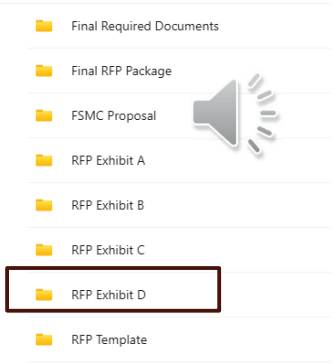
- Complete the RFP Document Checklist for Exhibit D

Exhibit D: List of SFA Charts and Attachments

- ☐ Chart 1A: Labor Work sheet-SFA
  - ☐ Provide Union Contracts for SFA Employees and for current FSMC Employees, as applicable.
- ☐ Chart 1B: Fringe Benefit Cost Work Sheet-SFA
- ☐ Chart 2A: Vended Contract Meals Sold to Other Schools or Programs
- ☐ Chart 2B: Insert a PDF copy of Point of Service Sales Summary Reports for each feeding site (SY 25-26 SY26-27 Aug-Dec.)
- ☐ Chart 3: Current and Projected SY27-28 Prices for student and adult meals
- ☐ Chart 4: SFA Charge Policy. Complete chart and insert a PDF copy of the SFA's Meal Charge Policy
- ☐ Chart 5: Copies of Reimbursement Claims – summary view for all programs for the current School Year (Aug-Dec) and SFSP claims for Summer 2026
- ☐ Chart 6: USDA Foods Entitlement Allocation and Usage SY 25-26 and 26-27
- ☐ Chart 7: School Calendar for SY 27-28
- ☐ Chart 8: Com plete Designation of Program Expenses/Duties
- ☐ Chart 9: Equipment by Feeding Site

Final Steps for Exhibit D Submission

- Save to your SFA's SharePoint site in the Exhibit C folder by January 15th



In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/ad-3027.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
(2) Fax: (833) 256-1665 or (202) 690-7442; or
(3) Email: Program.Intake@usda.gov.

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OF EDUCATION