



Division of Child Care & Early Childhood Education
P.O. Box 1437, Slot S155, Little Rock, AR 72203-1437
P: 501.682.8869 TDD: 501.682.1550

MEMORANDUM

TO: ALL CACFP AND SFSP PARTICIPANTS
FROM: DCCECE / HNU
DATE: MAY 18, 2023
SUBJECT: COST ALLOCATION FORM



Our goal as a State Agency is to ensure that Child Nutrition Program Participants are successful! With this said, the Health and Nutrition Unit (HNU) team has created a Cost Allocation Form. Institutions and Sponsors that are participating in USDA food programs will need to identify allocated salary and non-food related supply expenses between these programs in this Cost Allocation Form. This form will need to be completed and uploaded to the SNP system prior to operation approval. Please click on the link below that will lead you to an online instructional video. The following applicable regulations: [FNS Instruction 796-2, Rev. 4](#) and [FNS Instruction 796-4, Rev. 4](#)

Link: [Cost Allocation Training - YouTube](#)

Please contact your Application Coordinator if you have questions/concerns regarding Board Member(s) or the Point of Contact Person information changes.

Application Coordinators

Linda Pippins, 501.320.8971
linda.f.pippins@dhs.arkansas.gov

Sandra West, 501.320.8969
sandra.west@dhs.arkansas.gov

Louise Fenton, 501.396.6361
louise.fenton@dhs.arkansas.gov

Aurora Blake, 501.320.6403
aurora.blake@dhs.arkansas.gov

Robert Majors, 501.396.6121
robert.majors@dhs.arkansas.gov

It is highly recommended that you keep a copy of this MEMORANDUM on file for quick and easy reference. A copy is also available on the resource library under **2023 Mass Alerts**. If you have any questions regarding this memo, please contact your Program Specialist at: 501-682-8869.