



Division of Child Care & Early Childhood Education  
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## MEMORANDUM

TO: ALL CACFP AND SFSP PARTICIPANTS  
FROM: DCCECE / HNU  
DATE: MAY 17, 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.

**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

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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.