



SAU Plan for Reducing the Excess Fund Balance of the Nonprofit School Food Service Account

As per 7 CFR 210.14(b) The school food authority shall limit its net cash resources to an amount that does not exceed 3 months average expenditures for its nonprofit school food service or such other amount as may be approved by the State agency in accordance with § 210.19(a).

If the SAU and/or school district's fund balance exceeded 3-months average expenditures, a Spend Down Plan is required to be completed.

Using the ONPS Excess Fund Balance Calculator, check if your SAU/school district requires a Spend Down Plan for SY 23-24. The calculator and completed Spend Down Plan (if applicable) will be required documentation as part of the SY 23-24 NSLP application. A Cover letter on SAU letterhead is required with each spend down plan.

Please complete the calculator and Spend Down Plan per operating budget, using figures from the SAU/ School District's Attachment W(s).

Equipment \$5,000 or more will require prior approval from our Office. Please complete the Prior Approval Form if applicable.

***Excess funds must be spent by June 30th, 2024.**

Allowable Cost List

Insert SAU Letterhead Here:

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Please provide a brief reasoning for the SAU/District(s) fund balance:

*A separate cover letter is required for each operating budget

Superintendent signature

Date

This institution is an equal opportunity provider.



NH Department of Education
**Office of
Nutrition Programs
& Services**

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SFA Name:

SFA Number:

SFA Point of Contact (Name and Email):

Description of allowable expenditure(s) proposed to
decrease the Non-Profit School Food Service
Account's Excess Fund Balance:

Description of Expenditures	Unit(s) *if applicable	Estimated Total Cost	Estimated Completion Date



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Check box if attaching additional documentation and/or equipment prior approval forms.



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**Comments/additional
description(s):**



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Do not write below the line, for State Agency use only

☐

Approved

☐

Denied

Signature, Title

Date

USDA Nondiscrimination Statement | Food and Nutrition Service

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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:

mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

fax:

(833) 256-1665 or (202) 690-7442; or

email:

Program.Intake@usda.gov

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