

SAMPLE

MAKE SURE YOU CREATE YOUR OWN COST ALLOCATION PLAN—THIS IS FOR GUIDANCE ONLY AND SHOULD NOT BE USED AS A PLAN.

Client Ratio Method – Used for Instructors only

Basic Food Education & Training Cost Allocation Plan

This method is used for instructor and student ratio cost allocation method and agencies that have this method must still have a time and effort method for any administrative staff the work on the program.

The direct services costs associated with salaries are determined by the number of BFET clients served through eligible programs. This is calculated by the number of BFET clients served divided by the total number of clients served each month, to determine the percentage of BFET clients for each month. Once the percentage is determined, these costs are allocated using the percentage of the total applicable costs. The allocation can be done per each class, weekly or monthly, but no less than calendar month for the invoice cycle.

- a. Fringe benefits (FICA, UC, and Worker's Compensation) are allocated in the same manner as salaries. Health insurance, dental insurance, life & disability and other fringe benefits are also allocated in the same manner as salaries. **(Revise as needed for your agency)**
- b. Vacation and sick pay are allocated in the same manner as salaries when:
 1. Leave is accrued, not when used or
 2. Leave is used not when it is accrued

Please put the method that your agency uses. **(Revise as needed for your agency).**

Administrative Costs:

Any administrative costs charged to the program should be in the budget to be charged so review the budget before charging administrative costs. This should be on a time & effort cost allocation method, so see that example for the sample on how to complete.

Client costs:

This should be on a time & effort cost allocation method, so see that example for the sample on how to complete.

Travel Costs:

All travel costs must be actual charges directly to the program or grant for which the travel was incurred. Anything charged to BFET must be BFET related.