



Food and
Nutrition
Service

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Center

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SUBJECT: Guidance on Travel Assistance Funds and Travel Expenses for States to Implement the *Team Up for School Nutrition Success* Initiative in their State - Revised

TO: Regional Directors
Special Nutrition Programs
All Regions

State Directors
Child Nutrition Programs
All States

This memorandum provides updated information and is intended to supplement memorandum SP08-2016: *Team Up for School Nutrition Success State Expansion* - dated November 13, 2015, regarding State *Team Up for School Nutrition Success (Team Up)* trainings and options for funding travel for School Food Authorities (SFA) to attend these trainings. Specifically, this memorandum provides additional guidance on the allowable uses of funds provided to State agencies (SAs) under Section 201 of the Healthy, Hunger-Free Kids Act of 2010 (the Act); State Administrative Expense (SAE) funds; and updated guidance on allowable and non-allowable uses of Food and Nutrition Service (FNS) *Team Up* SFA travel assistance funds. Additionally, this updated memorandum also includes guidance on the specific terms and conditions, as well as a FNS-529 template form.

FNS will provide a limited amount of funds (up to \$32,000 per SA) to assist SAs in funding travel expenses for SFAs to attend the *Team Up* training in their State. These resources are intended to support SFAs who would otherwise be unable to attend the training. In order to be eligible to receive these funds, the SA must commit to using the train-the-trainer model provided by the Institute of Child Nutrition (ICN) for their *Team Up* training; contractually obligate the *Team Up* travel assistance funds by September 30, 2016; and expend these funds not later than December 31, 2016. Furthermore, SFAs must commit to providing the *Team Up* training to local school nutrition professionals in their respective district or other SFAs. SAs are encouraged to review this memorandum and consider all of their options for funding *Team Up* trainings in their State.

About *Team Up* Trainings

In 2016, the *Team Up* initiative is expanding to offer customized trainings in all States and territories. SAs are being trained and empowered to facilitate their own *Team Up* trainings for SFAs, with the aim of providing tailored training and technical assistance to

additional school nutrition professionals. By providing a unique learning experience and resources with both training and peer-to-peer mentorship through the *Team Up* initiative, schools will have the opportunity to make positive strides in providing healthy school environments with financial stability and strong student meal program participation. After attending a State *Team Up* training, participating SFAs will be equipped to provide the *Team Up* training to local school nutrition professionals. SP08-2016 communicates the structure of the *Team Up* expansion stating that SAs may use lead facilitators provided by the Institute of Child Nutrition (**Option 1**) or SAs may choose their own staff or hire consultants to lead the *Team Up* training (**Option 2**).

Allowable Uses of Funds

FNS *Team Up* SFA Travel Assistance Funds

FNS is offering additional *Team Up* travel assistance funds to assist SAs in covering travel expenses for school food authorities (SFAs) to attend the *Team Up* training in their State. SAs should ensure they are making full use of all available funding prior to requesting travel assistance. After the training, the SFAs will then act on the State's behalf to provide training to local school nutrition professionals in their respective district or other SFAs.

To request funds for SFA *Team Up* travel assistance:

1. SAs will need to determine the amount of travel assistance for their state and send an email with a brief justification of the amount requested (up to \$32,000 per SA) to their FNS Regional Office (RO),
2. The RO will send the SAs the Grant/Cooperative Agreement Form (FNS-529 form) to complete the travel fund request,
3. SAs will sign and return the completed FNS-529 to their respective RO, and
4. The RO will issue the Letter of Credit to the corresponding SAs.

Funding for the approved SFA travel assistance will be provided through the Grant Award/Letter of Credit process, in the same manner as other Federal funds, upon receipt of a properly executed Agreement and is subject to availability of funding. The SA and SFAs must commit to using the train-the-trainer model provided by the Institute of Child Nutrition (ICN) for their *Team Up* training; and SAs must contractually obligate the *Team Up* travel assistance funds by September 30, 2016, and expend these funds not later than December 31, 2016. Any unspent funds must be returned to the appropriate RO upon completion of the State *Team Up* training. (States are not required to apply for this funding.)

Allowable cost guidelines:

Allowable use of FNS SFA travel assistance funds include costs related to:

- Transportation
 - Mileage
 - Airfare, train, bus travel
 - Rental Car
 - Taxi cabs fare
- Lodging
 - Hotel expenses and taxes
- Subsistence and related items
 - Per diem and incidentals expenses

Non-allowable cost guidelines:

- Subsistence and related items
 - Actual cost of meals. State agencies may utilize other funding sources to pay for the costs of meals during the training, such as SAE funds.

State agencies may determine how to distribute funds to SFAs. Refer to your Regional Office Financial Management staff for further clarification and answers to additional questions.

State Administrative (SAE) Funds

General SAE funds may only be used by SAs for training and technical assistance in the training topics covered in *Team Up*. Guidance on allowable uses of SAE funds is covered in 7 CFR 235.6. The use of SAE funds for the purposes of SFAs travel expenses and registration fees are not allowable. SAs should ensure they are making full use of their SAE funds for costs related to implementing the *Team Up* training.

Section 201 Funds

As noted in SP08-2016, logistical costs of the State *Team Up* trainings are allowable expenditures under Section 201 of the Act. Allowable logistical costs under Section 201 of the Act include:

1. hiring consultants for those SAs choosing **Option 2** to implement the State *Team Up* training;
2. covering travel expenses to/from the State *Team Up* training for SA staff; and,
3. covering travel expenses to/from the State *Team Up* training for SFAs who will be providing the *Team Up* training to local-level staff in their respective district or other SFAs.

Guidance on appropriate use of Section 201 funds of the Act is covered in memorandum SP13-2013 (v.3): *Additional Guidance on Use of Administrative Funds for State Costs of Implementation of New Meal Patterns for the National School Lunch Program and School Breakfast Program*, whereby local SFAs will be acting on behalf of the SAs in providing training to school food service staff in their districts or other SFAs. Within the framework of supporting a State-approved *Team Up* training, the SA may provide Section 201 funds to SFAs to conduct the state training program at the local level, including covering local travel, provided costs are reasonable and appropriate. Please note that Section 201 funds must be contractually obligated by September 30, 2016 and expended no later than December 31, 2016.

Other Funding Sources

In appropriate circumstances, SAs can use grant funds such as Team Nutrition Training Grants or Professional Standards Training Grants, if *Team Up* is within the scope of the SA's grant(s), as stipulated in memorandum SP08-2016. FNS Child Nutrition Programs National Office will assess such circumstances on a case-by-case basis.

State agencies should direct any questions concerning this guidance to the appropriate RO. ROs with questions should contact the FNS Child Nutrition Programs National Office.



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