FY 2025 Summer EBT Budget Checklist

This is an optional tool provided to aid Summer EBT agencies as they develop their budget narratives and FNS-366A(s). You do NOT need to submit this checklist as part of the budget.

- ❑ Each Summer EBT agency that will receive Federal Summer EBT administrative funds from FNS has completed an FNS-366A.
- ❑ If an agency submits a paper FNS-366A before entering it in FPRS, the agency's name is in block #1 and the document is signed and dated.
- ❑ The FNS-366A only includes the 50% federal share of administrative costs.
- ❑ The budget narrative covers all the administrative costs for the State or ITO in FY 2025. This includes costs for both partnering and administering agencies, where applicable, and both the 50% state match and the 50% federal share of costs.
- ❑ Costs in the budget narrative are listed in the same category as they are in the FNS-366A.
- ❑ The budget narrative describes how each cost relates to specific activities/tasks within your POM.
- ❑ The budget narrative provides a *breakdown* of each cost, if applicable. You must provide sufficient detail so FNS can understand how these costs were arrived at/calculated. For example:
    - Staffing costs show which positions are included, the rate, and the number of hours for each.
    - EBT vendor costs include descriptions of services included in the contract, e.g., costs per card/case, call center, mailers.
    - For a shared system, explain how systems costs are allocated between Summer EBT and another program.
- ❑ Documentation is included for any indirect costs that are included in the budget (e.g. a copy of the approved indirect cost rate agreement).
- ❑ Any conference and/or travel costs:
    - Are thoroughly justified (e.g., how attendance at the conference benefits your Summer EBT program, how costs are allocated across programs if the conference addresses more than one program, the requested number of staff and why their participation is necessary).
    - Include a breakdown of the cost (e.g., dates, number of travelers, lodging costs, airfare, rental car, gas).

See instructions included with the FNS-366A and Attachment A of policy memo SEBT 01-2024, FM 01-2024 *Summer EBT Administrative Funding Process for FY2024,* October 18, 2023 for further information about the FNS-366A, including applicable categories for potential costs.