



United States
Department of
Agriculture

Food and
Nutrition
Service

3101 Park
Center Drive
Alexandria, VA
22302-1500

DATE: June 6, 2013

MEMO CODE: SP 43-2013

SUBJECT: Supplemental State Administrative Expense (SAE) Reallocation Funds for School/Child Nutrition Food Distribution Training

TO: Regional Directors
Special Nutrition Programs
Food Distribution Programs
Financial Management
All Regions

State Agencies
Child Nutrition Programs
All States

State Agencies
Food Distribution Programs
All States

The attached letter and Opt-In Notice, issued by the Food and Nutrition Service Headquarters (FNS), Food Distribution Division (FDD) team, provide information needed for State-level staff responsible for the School Food Distribution Program and/or Child Nutrition Food Program (as applicable) to apply for supplemental FY 2013 SAE Reallocation Funds. The supplemental SAE Reallocation funds are to be used to cover travel and related expenses associated with attending a mandatory training session this fall.

To be eligible for the supplemental SAE Reallocation funds, State agencies must complete the Opt-In Notice and return it to FNS Headquarters at fdd-pst@fns.usda.gov by June 14, 2013.

For further information regarding the attached memorandum and Opt-In Notice, please contact LaTisha Savoy, Program Analyst, FDD at latisha.savoy@fns.usda.gov.

Original Signed

Cynthia Long
Director
Child Nutrition Division
Attachments

AN EQUAL OPP

The contents of this guidance document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.