USDA

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United States Department of Agriculture

Food and Nutrition Service

3101 Park Center Drive

Alexandria, VA 22302-1500

SUBJECT: Use of Average Teachers Salaries within SNAP-Ed

TO: Directors, Financial Management, All Regions; Directors, SNAP, All Regions

Current policy for the Supplemental Nutrition Assistance Program Education (SNAP-Ed) requires that States use *actual* teacher salaries when calculating Federal SNAP-Ed reimbursement for teachers involved in nutrition education. Some State Directors have requested that the Food and Nutrition Service (FNS) allow the use of *average* teacher salaries in order to reduce the reporting burden for SNAP-Ed.

FNS will allow the use of average teacher salaries using the following parameters:

- Timesheets must be used to document actual hours worked for all staff working less than 100% of their time on SNAP-Ed;
- Average teacher salaries must be calculated for each specific school district involved in SNAP-Ed, and cannot be averaged Statewide;
- The calculated average must only include the salaries of staff that actually provide SNAP-Ed activities. No other teacher or staff salaries can be incorporated into the average;
- A weighted average must be calculated to ensure that it reflects all of the individual staff involved in SNAP-Ed rather than capturing only the upper and lower bounds of a range of teacher salaries:
  - Must capture each teacher's salary that is involved in SNAP-Ed;
  - **Example:** 100 teachers are paid *$10.00* an hour and two are paid *$20.00* an hour. *Average weighted salary* = [(100 x $10.00) + (2 x $20.00) /102] = **$10.20 average**;
- Weighted averages must be updated annually and;
- No other SNAP-Ed costs can be averaged; only the teacher salaries.

Please advise your State agencies that average salaries within school districts are an acceptable method for claiming reimbursement from FNS. Please contact Alice Lockett, Senior Nutritionist, at 703-305-2478 or Charles Okal, Chief, Grant Management Branch, at 703-305-2854, if you have questions.

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