

# Plan to Reduce Excess Operating Balance for School Nutrition Programs

School food authorities (SFAs) must submit this form to the Connecticut State Department of Education (CSDE) when their nonprofit school food service account (NSFSA) exceeds three months' average expenditures. SFAs must indicate how:

- the excess balance will be spent to maintain the SFA's nonprofit status; and
- expenditures will make improvements to the USDA school nutrition programs such as improving food quality, replacing or purchasing necessary equipment, and purchasing necessary supplies and services.

Upload the completed form under "Corrective Action Plan Attachments" in the annual **Financial Report** section of the [Connecticut Online Application and Claiming System for Child Nutrition Programs](#) (CNP System). For detailed instructions, refer to the CSDE's [Instructions for Completing the Plan to Reduce Excess Operating Balance](#).

## Part 1: SFA Information

Name of SFA: \_\_\_\_\_ Sponsor number: \_\_\_\_\_

Excess Balance as of June 30:     \$ \_\_\_\_\_

## Part 2: Allowable Expenditures *Provide a detailed description of each allowable expenditure (refer to the CSDE's guide, [Financial Management Requirements for the School Nutrition Programs](#))*

Description of activity *	Estimated cost per unit		Number of units	Total estimated cost		Estimated date of completion
	\$			\$		
	\$			\$		
	\$			\$		
	\$			\$		
	\$			\$		
	\$			\$		
	\$			\$		
	\$			\$		
	\$			\$		
	\$			\$		
	\$			\$		
	\$			\$		
	\$			\$		
	\$			\$		
	\$			\$		
	\$			\$		



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**Part 3: Narrative** *Briefly describe how the expenditures listed in part 1 will benefit the USDA school nutrition programs*

**Part 4: Signature of SFA's authorized signer 1 or 2**

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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For information on the school nutrition programs, visit the CSDE's [Financial Management for School Nutrition Programs](#) webpage or contact the [school nutrition programs staff](#) at the Connecticut State Department of Education, Bureau of Child Nutrition Programs, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This document is available at [https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/FinancialManagement/Plan\\_Reduce\\_Excess\\_Operating\\_Balance\\_SNP.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/FinancialManagement/Plan_Reduce_Excess_Operating_Balance_SNP.pdf).

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1. **mail:** U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. **fax:** (833) 256-1665 or (202) 690-7442; or
3. **email:** [program.intake@usda.gov](mailto:program.intake@usda.gov)

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