









2023-2024 Eligible Expense Chart



AWARD CATEGORY	ELIGIBLE EXPENSES
<p>Staff</p> 	<p>Only direct service worker wages may be funded. This includes persons actually engaged in the serving or storing of food, such as cooks, kitchen help, pantry volunteers, and food service or storage area cleanup persons.</p> <p>NOTE: Fringe benefits (health insurance, vacation/sick time, family leave, etc) are not fundable.</p>
<p>Utilities</p> 	<p>Heat, water, and/or electricity utility costs for food service and storage.</p> <p>NOTE: Trash, recycling, and sewer services are not fundable.</p>
<p>Space</p> 	<p>Costs for currently occupied space for direct emergency food service or storage areas where a formal agreement in place may be funded. Space shared with other programs is to be prorated to compute the portion used for emergency food service. Food programs may not “rent” space from their parent agency.</p>
<p>Disposables</p> 	<p>Non-durable/disposable supplies necessary to the provision of emergency food, such as: paper/plastic bags; disposable plates; cups and dinnerware; plastic wrap and aluminum foil; cardboard boxes and food containers.</p> <p>NOTE: Disposable food safety and sanitation supplies such as aprons, gloves, and hand soap, are not fundable, but available through the Food Bank.</p>
<p>Transportation</p> 	<p>Costs for the transportation of food from source to emergency food program may be funded. This may include mileage reimbursement at up to the federal reimbursement rate (mileage option) or include payments to rent or lease vans (rent/lease option).</p> <p>NOTE: Total gas charges are not reimbursable.</p>
<p>Capital Equipment</p> 	<p>New food service equipment items essential to emergency food operations. Reasonable delivery fees can be covered by the OS grant.</p> <p>NOTE: Your agency may only purchase the equipment approved in your OS grant award.</p>
<p>Local Produce</p> 	<p>Locally grown (New York State) produce, directly from farmers or local vendors.</p>
<p>Fresh Produce</p> 	<p>Produce provided by Food Bank and described as “Fresh” on the menu</p>