



STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
300 DON GASPAR
SANTA FE, NEW MEXICO 87501-2786
Telephone (505) 827-5800
www.ped.state.nm.us

RYAN STEWART, ED.L.D.
SECRETARY OF EDUCATION

MICHELLE LUJAN GRISHAM
GOVERNOR

September 16, 2020

MEMORANDUM

TO: Superintendents/Directors
FROM: Katarina Sandoval, Deputy Secretary
RE: **Breakfast After the Bell Allocation**

DocuSigned by:
Katarina Sandoval
C5E33732339143B...

Your School Food Authority (SFA) has been awarded FY21 funds for the Elementary Breakfast Program in accordance with 6.12.9 of the New Mexico Administrative Code (NMAC). Please see the attached Breakfast After the Bell Allocation for the SY 20-21 elementary school(s) awards. The awarded funding must be used as specified by the NMAC rules and approved through the Public Education Department's (PED) Student Success and Wellness Bureau (SSWB).

The Elementary Breakfast Program funds are paid on a request-for-reimbursement (RFR) basis. In order to participate in the program, financial transactions requesting budget approval and reimbursement must be entered into the PED Operating Budget Management System (OBMS). Reimbursement totals are based on a per-meal United States Department of Agriculture (USDA) reimbursement rate defrayment. RFR totals are calculated with the Breakfast after the Bell (BAB) Invoice Spreadsheet. This spreadsheet along with a system-generated expenditure report must be submitted through OBMS by the 10th of each month for the previous month's activity.

To budget and request reimbursement, please complete the following steps:

- a. Visit the PED OBMS website to submit an electronic Budget Adjustment Request (BAR). The flowthrough Budget Adjustment Request BAR process is located on the PED website at <https://webnew.ped.state.nm.us/bureaus/administrative-services/fiscal-grantsmanagement>. The allocation is attached to this memo.

Breakfast After the Bell
September 16, 2020
Page 2 of 2

- b. Please submit an electronic BAR utilizing **27155** (Fund Code) and **43202** (Revenue Code) by **October 4, 2020**.
- c. Requests for reimbursement must be submitted through OBMS with the complete BAB invoice and accounting system-generated expenditure report. The first RFR submission should be submitted through period ending October 31, 2020 no later than November 10, 2020.

The funding for this state allocation expires June 30, 2021. The submission deadline for final requests for reimbursement is **July 7, 2021**. No extensions are permitted.

The state reserves the right to rescind the initial allocation of noncompliant LEAs and redistribute those funds to LEAs that do meet BAR and monthly RFR deadlines, and intended use of the funding.

Waivers can be granted based on financial hardships to those schools with more than 85% Free and Reduced Lunch Percentage. Waiver requests must be submitted by August 31, 2020. To apply for a waiver, please contact Felix Griego at Felix.Griego@state.nm.us or (505) 827-1470. If you have questions, please feel free to contact Felix Griego, Deputy Director, at (505) 827-1470. For questions about the BAR process or financial procedures contact the Fiscal Grants Management Bureau by email to susan.lucero@state.nm.us or valerie.padilla@state.nm.us.

KS/AD/mc/fg/mr/sgl

Enc: (1) Breakfast After the Bell Allocation SY 20-21

cc: Michael A. Chavez, Deputy Director, Student Success & Wellness
District Business Manager
Food Service Director