



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](mailto: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](mailto:latisha.savoy@fns.usda.gov).

**Original Signed**

Cynthia Long  
Director  
Child Nutrition Division  
Attachments