

Minimum CACFP Protocol Threshold Salary Increase Guidance for Staff and General Office Positions

Explanation:

This guidance addresses individuals in lower pay job categories that may receive a higher rate of pay increase. If an employee's pay is below the minimum threshold as listed in the CACFP Compensation Protocol, the max allowed pay may be increased to the minimum protocol pay threshold plus 10%. When calculating the maximum allowable increase in pay, only the base salary may be used. Benefits should not be considered when calculating the rate of increase. The maximum raise threshold of 5% will only apply to pay above the minimum protocol threshold. Salary increases should not exceed the position's range noted in the organization's compensation policy.

IMPORTANT: This guidance applies only the Job Categories of Staff and General Office.

Reference:

CACFP COMPENSATION PROTOCOL is located on www.Squaremeals.org.

[https://squaremeals.org/Portals/8/files/cacfp/White Paper CACFP Salary and Wage Income Protocol V700 07072021%20003.pdf](https://squaremeals.org/Portals/8/files/cacfp/White%20Paper%20CACFP%20Salary%20and%20Wage%20Income%20Protocol%20V700%2007072021%20003.pdf)

Case Study 1.

CE is requesting an increase in pay for an individual in the Staff job category for the San Antonio-New Braunfels MSA that exceeds the minimum pay threshold of \$20,167.00.

Currently Approved:

Position	Name	Base Pay	Benefits	Base + Benefits
Staff-Kitchen Manager	Susan Applebee	\$16,944.20	\$6,710.13	\$23,654.33

Requested Increase:

Position	Name	Base Pay	Benefits	Base + Benefits
Staff-Kitchen Manager	Susan Applebee	\$23,000.00	\$6,710.13	\$29,710.13

The requested increase above exceeds the maximum approvable amount. The requested amount cannot be approved. However, the maximum approvable amount would be the minimum base CACFP Protocol base pay for the Staff job category of \$20,167.00 + 10%.

Approvable Increase:

Position	Name	Base Pay	Benefits	Base + Benefits
Staff-Kitchen Manager	Susan Applebee	\$22,183.70	\$6,710.13	\$28,893.83

Case Study 2.

The CE is requesting an increase that results in a base salary that is still below the minimum protocol threshold of \$20,167.00.

Currently Approved:

Position Name

Position	Name	Base Pay	Benefits	Base + Benefits
Staff-Kitchen Manager	Susan Applebee	\$16,944.20	\$6,710.13	\$23,654.33

Requested/Approvable Increase:

Position	Name	Base Pay	Benefits	Base + Benefits
Staff-Kitchen Manager	Susan Applebee	\$19,500.00	\$6,710.13	\$26,210.13

While the requested increase is above 5% it is allowable because the requested raise amount still results in an amount that does not meet the minimum threshold of \$20,167.00.