**Budget Adjustment Request (BAR) Process**
*CalFresh Outreach Subcontracts*

Budget Adjustment Request (BAR)

A BAR is a line item shift of funds from one budget line item to another budget line item in the Annual Budget Detail. Ensure that the annual contract total amount of your Federal Share and State Share budget does not increase or decrease and the ratio of Federal Share to State Share also is unchanged.

Additions: **Bold, underline, red font**

* Examples: Adding a new operating expense that was not in the approved budget, adding a new position that was not in the approved budget

Removals: ~~Strikethrough, red font~~

* Examples: Completely eliminating a position for which no expenditures will be billed; completely eliminating another cost item and expense that will no longer be purchased

Changes: **Bold, red font**

* Examples: Changing airfare in the travel line from the original amount to a new amount; changing an existing salary or FTE

There are no limits to the number of BARs or amount of funds able to shift in any given year; however, it is recommended that BARs be submitted no more frequently than quarterly.

NOTE: Subsequent BARs will be color coded according to the following format guide:

* BAR #1 = Red; BAR #2 = Purple; BAR #3 = green

Note: The following modifications to budgets require USDA approval and apply to both prime contracts and subcontracts:

* Requests for equipment totaling over $5,000 in fair market value that was not approved in the original contract
* Revision in SOW that would impact the overall quality of program delivery, audiences reach, settings, or outcomes
* Requests for theft sensitive items, such as computers, cameras, etc., regardless of cost that were not approved in the original contract
* Requests for attendance at conferences or out-of-state travel that were not approved in the original contract.
* Requests for equipment that were not approved in the original contract (must be approved prior to purchase)

If your request includes any of the above modifications, please notify CSU, Chico staff prior to submitting the BAR so CDSS can be alerted to contact USDA for their review and approval.