# Paid Lunch Equity Tool 2024-25 (USDA Memo SP-14-2024)

**Oklahoma State Department of Education**

**Child Nutrition Programs**

**OKLAHOMA Education**

# PLE Tool in CARS

- Other Documents

- PLE Tool SY 2024-25

- Once you open the Tool, you will need to save it to your computer (save as) and name the file by your school name and county/district code

- Save in tool in original EXCEL format

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# What the Tool Does

- Determines SFAs average price for Paid lunches for SY 2023-24

- Compares average price with the difference between free and paid reimbursement rates

- Determines if increases are needed for SY 2024-25

- Determines the amount that must be added from Non-federal funds to food service in lieu of price increase

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# Documentation to Request Exemption

- Revenue/Expenditure detailed analysis report or a report that shows a zero or positive balance as of June 30, 2023.

- Submit to cnp.data.submissions@sde.ok.gov

- In the subject line of the e-mail enter the school name and district code

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# Exemption to the PLE Requirements

- The 2024-25 PLE tool would not be required to be completed if an SFA receives this exemption.

- SFAs with a positive or zero balance in its non-profit school food service account as of June 30, 2023, can be exempt from the PLE requirements for SY 2024-25.

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# Paid Lunch Equity

- SFAs that have a <span style="color:red">negative</span> balance in the non-profit school service account as June 30, 2023 <span style="color:red">must</span> complete the PLE and increase Paid prices or add Non-federal funds to CNP

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# Non-Pricing/CEP/ Provision 2 or 3

- District Wide (All Sites) Non-Pricing schools are exempt from completing the PLE tool

- District Wide (All Sites) Provision 2 or 3 and Community Eligibility (CEP) schools are also exempt.

- This includes all RCCIs.

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# No Longer Exempt

- If a district is no longer participating in Provision 2/3 or CEP or are changing from non-pricing to charging its paid students, the district would need to know what they last charged students before they were non-pricing and increase their Paid student charges by at least .10 cents

- The district is allowed to increase their Paid student charges more than the minimum if they choose to do so

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# Average Price

- Required to charge Paid student lunch meals at an average price equal to the difference between Free lunch and Paid lunch reimbursement rates ($3.85) OR cover the difference through Non-Federal funds.

- If currently charging less and not subsidizing your food service, you must increase your Paid student lunch charges a minimum of .10 cents per year.

# Non-Federal Funds

- Per-meal Non-federal reimbursement for any Paid meal (breakfast, lunch, etc)
- Any funds provided by organizations for any Paid meal
- Any proportion attributable to Paid meals from direct payments made from school district funds to support lunch service.

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# Formula For Using Non-Federal Fund Sources for Paid Meals

| STEP ONE: | | | | |
|---|---|---|---|---|
| _____ | ÷ | _____ | = | X 100 |
| | Divided by | | Equals | |
| **A** Total STUDENT PAID MEALS (Lunches, Breakfasts) Claimed in Previous Year | | **B** Total STUDENT MEALS (Lunches, Breakfasts) Claimed in Previous Year | | **C** % of STUDENT PAID MEALS |

**STEP TWO:**

Total Dollar Amount of Expenditures From Fund 11 Through Fund 60/Program Code 700/Project Reporting Code 000/Function Codes 3120, 3130, 3140, and 3150 = $ _____

**D** Nonfederal Fund Sources From Current Year

| STEP THREE: | | | | |
|---|---|---|---|---|
| $ _____ | X | _____ | = | _____ |
| **D** Nonfederal Fund Sources (Step Two) | Multiplied by | **C** % of STUDENT PAID MEALS (Step One) | Equals | **E** TOTAL AMOUNT OF NONFEDERAL SOURCE FUNDS FOR PAID STUDENT MEALS |

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# Formula for Using Non-Federal Fund Sources-Step 1

Page C-43 in Child Nutrition Manual

**Step 1:**

The total number of student paid meals claimed in the previous school year

**Divided by**

The total number of ALL student meals claimed in the previous year

**= % of Student Paid Meals**

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# Formula for using Non-Federal Fund Sources-Step 2

## Step 2:

Total Dollar amount of Expenditures in previous year from

Fund 11 through 60

Program Code 700

Project Reporting Code 000

Function Codes, 3120, 3130, 3140 and 3150

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# Formula for Using Non-Federal Fund Sources-Step 3

## Step 3:

Non-federal Fund Sources Total (step 2)

**Multiplied by**

% of Student Paid Meals (step 1)

= Total amount of Non-federal source funds available for Paid student meals

# Required Data for the Tool

- SY 2023-24 Unrounded Price requirement **OR** SY 2010-11 Weighted Average Price

- All Paid lunch prices for October 2023

- Total number of paid student lunches associated with each paid lunch price for FY 2023

# Multiple Serving Lines

- If you have more than one serving line and different prices are charged you will need to come up with the average price for that site

- Add total number of paid student lunch meals served at that site in October 2023 divided into total amount of revenue generated

- This equals the average price of one paid student lunch meal

# Paid Lunch Equity Tool 2024-25

- Tab 1: Guidance

- Tab 2: Instructions

- Tab 3: SY 2024-25 Requirement Calculator

- Tab 4: SY 2024-25 Price Raise Calculator

- Tab 5: SY 2024-25 Non-Federal Calculator

- Tab 6: SY 2024-25 Split Calculator

- Tab 7: SY 2024-25 Report

- Tab 8: SY 2010-11 Price Calculator

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# Additional Tips

- Have last year's PLE tool available

- Were any credits carried over from last year?

- Is the Current Weighted Average Paid Lunch price above the requirement?

- Only the tabs of the PLE tool that are relevant need to be completed

- The .10 cent cap does **NOT** mean that every SFA will increase prices or contribute Non-Federal funds to that extent

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# 2024-25 PLE tool

## Food and Nutrition Service
### U.S. DEPARTMENT OF AGRICULTURE
**USDA**

| A |
|---|

**SFA NAME: [TYPE SFA NAME HERE]**

## Paid Lunch Equity Tool for School Year 2024-2025 Instructions

The Paid Lunch Equity (PLE) Tool was created to help School Food Authorities (SFAs) calculate their new weighted average price requirement for the school year (SY) and determine what price increase is needed to meet the requirement. There are three methods for how SFAs can meet the requirement and the tool assists with making calculations based on the method chosen. This version of the PLE Tool only applies to SY 2024-2025 as a new version of the PLE Tool will be issued for SY 2025-26.

**The SY 2024-25 PLE Tool consists of 8 tabs:**

Tab 1: Guidance
Tab 2: Instructions
Tab 3: SY 24-25 Requirement Calculator
Tab 4: SY 24-25 Price Raise Calculator
Tab 5: SY 24-25 Non-Federal Calculator
Tab 6: SY 24-25 Split Calculator
Tab 7: SY 24-25 Report
Tab 8: SY 10-11 Price Calculator

SFAs will follow the specific instructions pertaining to the method they choose to meet the requirement and only use the calculator (tab) that corresponds to that

Guidance | **Instructions** | SY 24-25 Requirement Calculator | SY 24-25 Price Raise Calculator | SY 24-25 Non-Federal Calculator | SY 24-25 Split ...

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# PLE Tool 2024-25

- Record your SFA name and county/district code on the instructions tab

- SY 2024-25 Report tab much be completed

- Click on the drop-down box in the report tab of the tool and select the method you used to meet the PLE requirements

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# Things to Remember

- Not required to raise more that .10 cents per year on average
- In compliance if the tool shows "no increase necessary"
- It is the districts decision if they choose to increase Paid lunch prices more that what is required (.10 cents)
- Subsidizing funds must be Non-Federal Funds

# PLE 2024-25 Due

- The SFA must complete the Paid Lunch Equity Tool for SY 2024-25 and submit it to the State Agency prior to accessing your FY25 Application and Agreement for Child Nutrition

# Exempt SFAs reminder

- Non-pricing SFAs (those with sites that serve all meals free) to all students even though the meals are claimed as Free, Reduced and/or Paid depending on the eligibility of the student)

- District wide (All Sites) Provision SFAs

- District wide (All Sites) CEP SFAs

- Residential Child Care Institutions (RCCIs)

- SFAs granted an exemption due to zero or positive balance as of June 30, 2022

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# Questions?

Please contact our office if you have any questions or need assistance with the tool. 405-521-3327.

You can also e-mail the following with questions

Becky.Gray@sde.ok.gov for counties 1-20

Alicia.Young@sde.ok.gov  for counties 21-40

Karen.Davis@sde.ok.gov  for counties 41-60

Rhonda.Stevenson@sde.ok.gov  for counties 61-77

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# YouTube Link

## https://youtu.be/7ngra6-AhRM

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