Oklahoma State Department of Education
Child Nutrition Programs

Paid Lunch Equity Tool 2023-24
(USDA Memo SP-11-2023)

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Paid Lunch Equity

- For SY 2023-24, SFAs that charged less than the target weighted average price of $3.56 For Paid lunches in SY 2022-23 are required to adjust their weighted average Paid lunch price OR add non-federal funds to their Non-profit School service account.

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Exemption to the PLE Requirements

- SFAs with a positive or zero balance in its non-profit school food service account as of June 30, 2022 can be exempt from the PLE requirements for SY 2023-24.

- The 2023-24 PLE tool would not be required to be completed if an SFA receives this exemption.

Documentation to Request Exemption

- Revenue/Expenditure detailed analysis report or a report that shows a zero or positive balance as of June 30, 2022.

- 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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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

Paid Lunch Equity

- SFAs that have a negative balance in the non-profit school service account as June 30, 2022 must complete the PLE and increase Paid prices or add Non-federal funds to CNP

What the tool does

- Determines SFAs average price for Paid lunches for SY 2022-23

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

- Determines if increases are needed for SY2023-24

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

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Paid Lunch Equity 2023-24

- Required to charge Paid student lunch meals at an average price equal to the difference between Free lunch and Paid lunch reimbursement rates ($3.56) 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.

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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: ___ A Total STUDENT PAID MEALS (Lunches, Breakfasts) Claimed in Previous Year	÷ Divided by	___ B Total STUDENT MEALS (Lunches, Breakfasts) Claimed in Previous Year	= Equals	X 100 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: $ ___ D Nonfederal Fund Sources (Step Two)	X 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

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Required Data for the Tool

- SY 2022-23 Unrounded Price requirement **OR** SY 2010-11 Weighted Average Price

- All Paid lunch prices for October 2022

- Total number of paid student lunches associated with each paid lunch price for FY2020

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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 divided into total amount of revenue generated

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

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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Paid Lunch Equity Tool 2022-23

- Tab 1: Instructions

- Tab 2: Unrounded Requirement Finder

- Tab 3: SY 2023-24 Price Calculator

- Tab 4: SY 2023-24 Non-Federal Calculator

- Tab 5: SY 2023-24 Split Calculator

- Tab 6: SY 2023-24 Report

- Tab 7: SY 2022-23 Price Calculator

- Tab 8: SY 2010-11 Price Calculator

- Tab 9: PLE Guidance

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2023-24 PLE tool

USDA
United States Department of Agriculture

SFA NAME:	

School Year (SY) 2023-24 Paid Lunch Equity (PLE) Tool Instructions
Note: Users may want to print the instructions and use them as they work your way through the PLE Tool.

The PLE Tool was created to help School Food Authorities (SFAs) calculate their paid lunch price increase requirement and/or non-Federal source contributions to meet the requirements specified in 7 CFR 210.14(e). If the pricing requirements calculated by the PLE Tool are not met or are exceeded, the PLE Tool will also calculate any amounts, including credits or deficits carried over into the next year. Note, the weighted average prices calculated in the PLE Tool are the weighted average of all student paid lunch prices charged in the SFA.

TIPS:
1) Have the most recent year PLE tool you completed available for reference.

►	**Instructions**	Unrounded Requirement Finder	SY 23-24 Price Calculator	SY 23-24 NonFederal Calculator	SY 23-24 Split Calculator

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PLE tool in CARS

- Other Documents

- PLE Tool SY 2023-24

- 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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PLE Tool 2023-24

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

- SY 2023-24 Report tab much be completed

- Click on the drop-down box 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

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PLE 2023-24 Due

- The SFA must complete the Paid Lunch Equity Tool for SY 2023-24 and submit it to the State Agency prior to accessing your FY24 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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PLE 2023-24

- Once you have completed and save the tool, name the file with your County/District code and School Name. EXAMPLE: 55-I000 School Name.xlsx

- You must e-mail the completed PLE tool to cnp.data.submissions@sde.ok.gov

- Please enter in the subject line of your e-mail the SFA name and county/district code

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Do Not Wait!

- Get your PLE tool completed and sent in to the e-mail address provided

- The SY2024 Application and Agreement **CANNOT** be accessed until we have received and approved your PLE tool or we have received your documentation for an exemption from completing the tool

- Please submit the PLE tool to cnp.data.submissions@sde.ok.gov

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

Nikki.assad@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/7lkeIZCo1fg

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