# SNP Memo #2022-2023-68

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**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: May 16, 2023

TO: Directors, Supervisors, and Contact Persons Addressed

FROM: Sandra C. Curwood, PhD, RDN, ***Sandy***

## SUBJECT: Paid Lunch Equity Guidance for School Year 2023–2024

This memorandum provides guidance for establishing paid lunch prices for school year (SY) 2023–2024 using the Paid Lunch Equity (PLE) tool as required by the U.S. Department of Agriculture.

All school food authorities (SFAs) that collect payments for school meals in any schools must complete the PLE tool. This includes private schools and residential child care institutions (RCCIs) with day students. SFAs operating special provisions, such as the Community Eligibility Provision (CEP), in some but not all schools, must complete the PLE tool for schools ***not*** participating in the special provisions. SFAs that participate in CEP divisionwide are **exempt** from completing the PLE tool.

SFAs with a positive or zero balance as of June 30, 2022, are **exempt** from PLE pricing requirements, but are required to complete the PLE Tool. Increasing paid lunch prices is optional for SFAs with a positive or zero balance as of June 30, 2022.

**Action required:** All SFAs that collect payments for school meals must complete the PLE Tool. SFAs with a negative balance in the nonprofit school food service account (NPSFSA) as of June 30, 2022, must establish paid lunch prices for SY 2023–2024 in compliance with PLE requirements. SFAs with an incomplete financial report in SNPWeb must also adjust their weighted average lunch price.

## Completing the PLE Tool

Instructions for completing the PLE Tool are in Attachment A. SFAs with a **negative** balance in the NPSFSA as of June 30, 2022, must establish paid lunch prices for SY 2023–2024 in compliance with PLE requirements, contribute non-federal funding sources in lieu of increasing prices, or split the costs by raising paid lunch prices and contributing non-federal funding sources. Depending on which option the non-exempt SFA chooses, the corresponding tab of the PLE tool must be completed.

Attachment B contains a list of SFAs and their financial report status as of June 30, 2022, along with other data needed to complete the PLE tool. Attachment C is a report of October 2022 paid lunch claims. Attachment D is a report of SY 2022–2023 paid lunch prices by SFA.

If you have questions about the PLE tool or the memo, please contact the SNP regional specialist assigned to your SFA or send an email to[SNPPolicy@doe.virginia.gov](mailto:SNPPolicy@doe.virginia.gov) for assistance.

SCC/KAM/cc

## Attachments

1. Instructions for Completing the Paid Lunch Equity Tool
2. June 30, 2022 Ending Balance Reported for SY 2022-2023
3. October 2022 Paid Lunch Claims
4. School Year 2022–2023 Paid Lunch Prices