# Attachment A

# SCNP Memo #2023-2024-79

# May 16, 2024

# Instructions for Completing the Paid Lunch Equity Tool

The following data is needed to complete the PLE Tool for SY 2024–2025:

* SY 2023–2024 weighted average price;
* SY 2010–2011 weighted average price, if the SY 2023–2024 weighted average price is unknown;
* all student paid lunch prices for October 2023;
* number of paid lunches served associated with each student paid lunch price in October 2023;
* if contributing non-federal sources or splitting for SY 2024–2025, the total number of student paid lunches served in SY 2022–2023; and
* if contributing non-federal sources or splitting for SY 2024–2025, the total dollar amount of non-federal contributions through SY 2023–2024.

The PLE Tool is located in the *Download Forms* section of SNPWeb.

### School Year 2024–2025 Paid Lunch Equity Calculations

When determining prices for SY 2024–2025, SFAs have the discretion to use the price calculated in the *Annual Unrounded Requirement Finder* or the price they last charged, even if those prices were charged during a year the SFA was not required to comply with PLE requirements or while operating a federal or state non-pricing option. If an SFA is unable to find documentation of the last paid meal price charged, it must follow [Guidance on Paid Lunch Equity and Revenue from Nonprogram Foods](https://www.fns.usda.gov/cn/guidance-paid-lunch-equity-and-revenue-nonprogram-foods).

SFAs that charged less than the target weighted average price of $3.85 for paid lunches in SY 2023–2024 are required to adjust their weighted average lunch price or add non-federal funds to the nonprofit school food service account. SFAs with an incomplete financial report in SNPWeb must also adjust their weighted average lunch price. The amount per meal increase will be calculated using a 2 percent rate increase plus the Consumer Price Index (8.27 percent), totaling 10.27 percent.

SFAs that charged more than the target weighted average for paid lunch price in SY 2023–2024 may subtract the excess paid lunch price increase from the total SY 2024–2025 paid lunch price increase requirement. SFAs must keep sufficient records to document and carry forward the weighted average price calculations.

SFAs that did not raise the weighted average paid lunch price sufficiently to meet the required amount in SY 2023–2024 must add the shortfall to the total SY 2024–2025 average weighted paid lunch price adjustment requirement.

### Use of Non-Federal Sources Calculation

SFAs that choose to contribute non-federal sources to the nonprofit school food service account in lieu of raising paid lunch prices must calculate the appropriate amount to contribute. To determine the amount of required revenue in lieu of a paid lunch price increase, the SFA must determine the total number of paid reimbursable lunches claimed for the previous school year and multiply that by the difference between the SY 2023–2024 weighted average paid lunch price, and the SY 2024–2025 rounded down weighted average paid lunch price requirement.

SFAs may continue to count per-meal, non-federal reimbursement for any paid breakfast or lunch meals, any funds provided by the state or other organizations for any paid meal, and any proportion attributable to paid meals from direct payments made from school division funds to support lunch service as revenue.

If an SFA’s estimate of the required contribution exceeded the actual level, that excess contribution may be subtracted from the total SY 2024–2025 contribution requirement. Further, if the estimate was less than required, additional funds from non-federal sources must be added. SFAs should use the non-federal calculator tab in the PLE Tool to determine the estimated amount of non-federal source contributions. This will allow for making these calculations using the same rationale as used for paid lunch prices.