



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Sponsors of the National School Lunch Programs

FROM: John Frassinelli, Chief
Bureau of Health/Nutrition, Family Services and Adult Education

DATE: September 21, 2015

SUBJECT: Operational Memorandum #38-15
Paid Lunch Equity: School Year 2015-16 Calculations and Tool

The U.S. Department of Agriculture (USDA) regulations 7 CFR 210.14(e) require school food authorities (SFAs) participating in the National School Lunch Program (NSLP) to ensure that sufficient funds are provided to the nonprofit school food service account for meals served to students who are not eligible for free or reduced-price meals. SFAs can meet this requirement through:

- the prices charged for “paid” meals; or
- other non-federal sources provided to the nonprofit school food service account.

USDA memorandum SP 03-2015 (October 8, 2014) provided guidance on the calculations SFAs must make to ensure compliance with these requirements for school year (SY) 2015-16. This memorandum included the SY 2015-16 Paid Lunch Equity (PLE) tool to assist SFAs with making these required calculations.

The USDA has received reports of errors associated with the SY 2015-16 PLE Tool. The USDA reissued a corrected version of the PLE Tool to assist SFAs that are still in the process of completing PLE calculations for SY 2015-16. These corrections will be included in versions of the PLE tool released for future school years. The identified errors and their corrections are summarized on the next page.

SFAs that have already completed their calculations for SY 2015-16 using the previously issued SY 2015-16 PLE Tool are **not** required to recalculate. If the CSDE requests documentation of meeting this requirement during an administrative review, the SFA must provide:

- records demonstrating that a minimum average price of \$2.70 was charged for paid lunches or the use of the PLE tool issued on October 8, 2014;
- the corrected version of the PLE Tool included with this memorandum; or
- the use of a comparable calculation method and resulting actions taken to meet the estimated required paid meal prices and non-federal contributions.

SY 2015-16 PLE Tool Corrections

SY 2015-16 Split Calculator Tab

Non-Federal Source Contribution Calculator for SY 2015-16

- **Error:** The formulas driving the summation and resulting contribution amounts were miscalculating.
- **Correction:** These formulas have been corrected to allow for accurate estimations based on the annual number of paid lunches for SY 2013-14.

Remaining Annual Non-Federal Source Contribution Requirement carried forward to SY 2016-17

- **Error:** The 10-cent cap was being applied at an incorrect point in the calculation. This caused more of the non-federal source contribution requirement to be carried forward into the next school year than should have been.
- **Correction:** The calculation was reconfigured to apply the 10-cent cap after consideration of the non-federal source funds contributed in previous years. This updated calculation more accurately reflects the non-federal source contribution required for the current school year and the estimated amount that is carried forward into the next school year.

Price Increase Requirement for SY 2015-16 (with 10-cent cap)

- **Error:** The price increase requirement did not accurately reflect the increase requirement if prices were raised less than 10 cents.
- **Correction:** This calculation now reflects the difference between the 10-cent cap and the amount the paid lunch price is increased.

SY 2015-16 Non-Federal Calculator Tab

Remaining Annual Non-Federal Source Contribution Requirement carried forward to SY 2016-17

- **Error:** The deficit that was present when the annual non-federal source contribution requirement for the current school year was greater than the SY 2015-16 annual non-federal source contribution with the 10-cent cap was not shown to carry forward to the next school year.
- **Correction:** The remaining annual non-federal source contribution carried forward to SY 2016-17 now accounts for the difference between the annual non-federal source contribution requirement and the annual non-federal source contribution once the 10-cent cap is applied.

Questions pertaining to this memorandum may be directed to:

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JF:tdd

Important: This is a numbered Connecticut State Department of Education (CSDE) operational memorandum that contains important program information. Please read carefully and retain in a binder for future reference. All CSDE operational memoranda are posted on the CSDE's [Operational Memoranda for School Nutrition Programs](#) Web page.