



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
 DIVISION OF FINANCIAL AND ADMINISTRATIVE SERVICES – FOOD AND NUTRITION SERVICES

EXEMPTION FROM PAID LUNCH EQUITY (PLE) REQUIREMENT FOR SCHOOL YEAR (SY) 2018-19

INSTRUCTIONS

Email the completed form to foodandnutritionservices@dese.mo.gov Subject Line: **PLE EXEMPTION REQUEST FORM**

Section 776 of the Consolidated Appropriations Act, 2018 (Public Law 115-141), Congress provides an exemption from the PLE requirements found at 7 CFR 210.14(e) for SY 2018-19. A positive or zero balance in the non-profit food service account as of January 31, 2018, is required for an exemption from the PLE requirement.

Complete the form if the non-profit food service account has a positive or zero balance as of January 31, 2018. An exemption from the PLE requirement is desired.

Submission of this form will be an acceptance of your PLE Exemption. An approval will not be sent.

Questions: Please contact Food and Nutrition Services at 573-751-3526 or foodandnutritionservices@dese.mo.gov.

LOCAL EDUCATION AGENCY (LEA) INFORMATION

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| LEA AGREEMENT NUMBER | LEA NAME | EMAIL ADDRESS OF AUTHORIZED REPRESENTATIVE |
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| 1. Opening Balance (July 1, 2017) | |
| 2. Revenues (as of January 31, 2018) | |
| a. Program Revenues: Local program receipts include collections from student meals (reimbursable and non-reimbursable), adult meals, interest income and cash donations. | |
| b. Federal Reimbursement: Federal reimbursement is the monthly reimbursement payment made to all LEAs from federal funds. It is calculated on a per meal basis for breakfast, lunch, after school snacks and for ½ pints of milk served. | |
| c. Non-Program Revenues: Non-program receipts are local revenues received from a la carte items, banquets, vending machines, Special Milk Program/extra milk sales, After School Snack Program, etc. | |
| d. Total Revenues (a+b+c) | |
| 3. Expenditures (as of January 31, 2018) | |
| a. Food: Food expenditures are payments for food, including processing fees; transportation, handling and storage of purchased and USDA donated foods; and any co-op purchasing service fees. Refunds from vendors and the insured value of foods lost, stolen or spoiled should be deducted from food expenditures. | |
| b. Salaries: Salary expenditures are payroll payments for all food service program personnel. | |
| c. Employee Benefits: Employee benefits are all LEA contributions for social security, retirement, insurance and other fringe benefits. | |
| d. Purchased Services: Purchased services are services rendered by personnel who are not on the LEA payroll, equipment repairs, property and liability insurance, advertising, printing and other purchased services such as license fees, professional dues, subscriptions. | |
| e. Equipment Purchases: Equipment purchases are items costing \$1,000.00 or more per unit and items costing less than \$1,000.00 per unit that are controllable, have a useful life of one or more years, or are repairable. | |
| f. Supplies: Nonfood supplies such as napkins, paper service, cleaning supplies, pans, cutlery, trays, etc. | |
| g. Total Expenditures (a+b+c+d+e+f) | |
| 4. Adjustment to Balance: Adjustment to balance is used if necessary to amend the balance. This can be done per an audit, to report a loan (+) to the account, to report a repayment of a loan (-), or to recover indirect costs (-) from the account. | |
| 5. Balance as of January 31, 2018 (1+2d-3g+4) | |

SIGNATURE

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| AUTHORIZED REPRESENTATIVE SIGNATURE | DATE |
| AUTHORIZED REPRESENTATIVE TITLE | EMAIL ADDRESS OF AUTHORIZED REPRESENTATIVE |

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