



SCHOOL FOOD SERVICES RECORD UPDATE

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Summary of Free and Reduced Price Application Process

- Policy Statement
- Public Release
- Informing Households
 - Information Letter
 - Family Application for Meal Benefits
 - Paper or Electronic Version
 - Direct Certification
 - Eligibility Status



Processing Applications

- Carryover of Previous Year's Eligibility
- Application Processing Timeframe



Approving Applications

- Categorical Eligibility
 - Food Stamps
 - Temporary Assistance
 - FDPIR
- Extending Categorical Eligibility to other Household Members
- Foster Children



Approving Applications, Cont.

- Child Residing in an Institution
- Child Away at School
- Income Eligibility
 - Deployed Service Personnel
- Temporary Approval (bye-bye)



DIRECT CERTIFICATION



Direct Certification

- Benchmarks set for State certification rates to directly certify eligible Food Stamp children for free meals
 - SY 2011-12 $\geq 80\%$
 - SY 2012-13 $\geq 90\%$
 - SY 2013-14 $\geq 95\%$
 - Future SYs $\geq 95\%$



Direct Certification

- Mandatory – 3 times per year
 - July
 - October
 - January



VERIFICATION



Summary of Verification

- ❑ Oct 1, count approved applications
- ❑ Choose verification method
- ❑ Notify households for verification
- ❑ Examine documents submitted by households
- ❑ Verify continuing/changed benefits
- ❑ Complete by Nov 15
- ❑ Submit Verification Report to State Agency by Dec 15



Verification Process Updates

- Social Security Number no longer required
- Time period for documentation of income or receipt of assistance



Verification Report

- Section I – General Information
- Section II – Eligibility Information
- Section III – Results of Verification

- Verification Webinar on School Food Services website.



PERFORMANCE BASED
REIMBURSEMENT RATE
INCREASE (6 CENTS)

Performance Based Reimbursement Rate Increase

- Provides standards for State Agencies (SAs) to certify schools that are in compliance with new meal pattern regulations and eligible for an additional 6 cents for lunch meals
- New meal pattern effective July 1, 2012
- Funds available October 1, 2012
- Certification standards



Certification Documentation

- Submit one week of each type of menu offered
- Detailed menu worksheet showing food components and quantities
- Nutrient analysis of calories and saturated fat or a simplified nutrient assessment of calories and saturated fats

(USDA has developed Certification Tools)



EQUITY IN SCHOOL LUNCH PRICING



Equity in School Lunch Pricing

- To ensure that sufficient funds are provided to the food service account for paid lunches
- Paid Lunch Equity (PLE) is an annual calculation



PLE – 2011-2012

- Compare the average price for paid lunches to the difference between the per meal Federal reimbursement for free (\$2.72) and paid (\$.26) meals
- For SY 2011-2012 the difference was \$2.46; therefore, if paid meal charge was \$2.46 or more, LEA was in compliance



PLE – 2012-13

- Compare the average price for paid lunches to the difference between the per meal Federal reimbursement for free (\$2.77) and paid (\$.26) meals
- For SY 2012-2013 the difference is \$2.51; therefore, if paid meal charge is \$2.51 or more, LEA is in compliance



PLE

- The amount of the per lunch increase is calculated using 2 percent plus the inflation factor of 2.18 percent, for a total of 4.18 percent. (last year was a total of 3.14 percent)
- The inflation factor for SY 2012-13 is from the July 20, 2011 Federal Register Notice announcing the SY 2011-12 reimbursement rates.



PLE

- Use the USDA Paid Lunch Equity Tool (Fill in the “peach” colored areas)
- If did not raise average adjusted paid lunch price sufficiently to meet the required amount in SY 2011-12, the shortfall is included in the calculation for the SY 2012-13 paid lunch price adjustment requirement
- Will never be required to increase more than 10 cents per year; but may if desire



PLE

- For SY 2012-2013, if on average, charge less than \$2.51 for paid lunches,
 - must adjust weighted average lunch price or
 - add non-federal funds to the non-profit school food service account.



2012-2013 PLE Tool

- Data needed to calculate weighted average price for 2012-13
 - SY 2010-11 weighted average price
 - All paid lunches for October 2011
 - Number of paid lunches served associated with each paid lunch price in October 2011



2012-13 PLE Tool

- If opt to contribute non-federal sources also need
 - Total number of paid lunches served in SY 2010-11
 - Part 2 – Participation Data (SFS- Financial Report)
 - 1. a. Total Reimbursable Lunches Served
 - 2. b. Free and Reduced Price Lunches Served
 - (1a - 1b = Annual Number of Paid Lunches)
 - Dollar amount of SY 2011-12 non-federal contribution



PLE example

- Increased lunch prices 5 cents for SY 2011-12 and will be required to increase 10 cents for SY 2012-13



School Year (SY) 2012-13 Paid Lunch Equity (PLE) Tool Instructions

Note: Users may want to print the instructions and use them to guide users through the PLE Tool.

The PLE Tool (Tool) was created to help School Food Authorities (SFAs) calculate their paid lunch price increase requirement and non-Federal source contributions to meet the requirements in Section 205 of the Healthy, Hunger-Free Kids Act of 2010. If the pricing requirements calculated by the Tool are not met or are exceeded, the Tool will also calculate any amounts carried over into the next year. Note, the weighted average prices calculated in the Tool are the weighted average of all paid lunch prices charged in the SFA.

For more information on amounts carried over please refer to SP 39-2011

This version of the PLE tool is only applicable to SY 2012-2013. A new version of the tool will be issued for SY 2013-2014

The SY 2012-13 PLE Tool consists of 6 tabs:

Hyperlinks are also placed throughout the tool to navigate to the different tabs

- Tab 1: [SY 2011-12 Price Requirement](#)
- Tab 2: [SY 2012-13 Price Calculator](#)
- Tab 3: [SY 2012-13 Non-Federal Calculator](#)
- Tab 4: [SY 2010-11 Price Calculator](#)
- Tab 5: [SY 2011-12 Price Calculator](#)
- Tab 6: [SY2012-2013 REPORT](#)

Cells shaded this color designate data entry cells. The SFA must enter the applicable data in these cells for the tool to calculate the requirements

SFAs need the following data to calculate the Weighted Average Price for SY 2012-13:

- 1.) SY 2010-11 Weighted Average Price
- 2.) All paid lunch prices for October 2011
- 3.) Number of paid lunches served associated with each paid lunch price in October 2011

SFAs who have opted to contribute non-Federal sources for SY 2012-13 need:

- 1.) SY2010-11 Weighted Average Price
- 2.) SY2011-12 Weighted Average Price (if different from SY2010-11 Weighted Average Price)
- 2.) Total number of paid lunches served in SY 2010-11
- 3.) The total dollar amount of SY 2011-12 non-Federal contribution

SY 2012-13 WEIGHTED AVERAGE PAID LUNCH PRICE CALCULATION

These instructions are for SFAs increasing their weighted average prices to meet the SY 2012-13 paid lunch price requirement

Step 1

- Tab 1: [SY 2011-12 Price Requirement](#)

1. Enter SY 2010-11 Weighted Average Price in the orange box.

If the SY 2010-11 weighted average price needs to be calculated click on the SY 2010-11 Price

This figure sets the pricing requirements throughout the Tool and helps determine any amounts carried forward. This figure was calculated through the SY 2011-12 PLE Tool.

After calculating the SY 2011-12 weighted average price requirement for paid lunches, click on the link labeled " [Click here to go to SY 2012-13 Price Calculator](#) "

Step 2

- Tab 2: [SY 2012-13 Price Calculator](#)

The box at the top of this tab displays the SY2012-13 Weighted Average Price Requirement

To calculate the SY 2011-12 Weighted Average Price the SFA must:

1. Enter the paid lunch count for October 2011 associated with each paid meal price in the **Monthly # of Paid Lunches** column.
2. Enter each paid lunch price in the SFA (including all schools – elementary, middle, high, etc) for October 2011 in the **Paid Lunch Price** column.

Using the SY2011-12 weighted average price, the tool calculates any amounts necessary to meet the SY2012-13 weighted average price requirements and any amounts carried forward to SY2013-14.

- Tab 6: [SY2012-2013 REPORT](#)

This report is generated for use in the SY2013-14 PLE tool and displays the SY2012-2013 requirements and any amount carried forward determined on the SY2012-2013 Price Calculator. Select the SY 2012-2013 method used to ensure sufficient funds are provided for PAID lunches

<OPTIONAL> Step 3

Pricing Estimation Calculator

Once an SFA has calculated the SY 2012-13 average paid lunch price requirement, they can use the PLE tool to determine how they want to distribute the price increase within the SFA to reach the new average paid lunch price. To do this an SFA must:

1. Enter the paid lunch count for October associated with each paid meal price in the **Monthly # of Paid Lunches** column.
2. Change individual paid lunch prices until the average paid lunch price reaches the new average paid lunch price requirement. This amount will appear in the **Weighted Average Price** box.

Many price combinations can be used to reach the new weighted average paid lunch price. SFAs have the flexibility to raise individual prices as long as the weighted average price equals the new SY2012-2013 required level.



Step 1

Weighted Average Price Calculations

Enter the **SY 2010-11** Weighted Average Price below

*** The weighted average price for SY 2010-11 is the weighted average of all paid lunch prices charged in the SFA*

SY 2010-11 Weighted Average Price	SY 2011-12 Weighted Average Price Requirement	
	Requirement price to the nearest cent	Optional price ROUNDED DOWN to nearest 5 cent
\$ 2.22	\$ 2.29	\$ 2.25
Calculate SY 2010-11 Weighted Average Price		Increase requirement for SY 2011-12
		\$ 0.03

Note: SY 2010-11 Weighted Average Price equal to or above **\$2.46** are compliant for SY 2011-12. **\$2.46** is the difference between the Free and Paid reimbursement rates for SY 2010-11.

Use the links below to go to the next step:

- [Click here to go to SY 2012-13 Price Calculator](#)
- [Click here to go to SY 2012-13 Non-Federal Source Calculator](#)

[Go to Instructions](#)

Note: This tool is created to allow the user to only enter the weighted average price. If any other parts of the tool are modified, the user runs the risk of calculating an incorrect new average price. Users should not modify the tool's current functionality.



SY 2010-2011 Weighted Average Price Calculator

Enter current prices and number of lunches sold at each price using October 2010 data.

	Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	SY 2010-11 Weighted Average Price
1.	56,729	\$ 2.10	\$ 119,130.90	
2.	50,036	\$ 2.35	\$ 117,584.60	
3.				
4.			\$ -	
5.			\$ -	
6.			\$ -	
7.			\$ -	
8.			\$ -	
9.			\$ -	
10.			\$ -	

TOTAL **106,765** **\$ 236,715.50** **\$ 2.22** is the SY2010-2011 weighted average price

Enter this price in the first data entry box on the SY2011-12 Price Requirement tab

[Click to go back to SY 2011-12 Price Requirement](#)

[Go to instructions](#)

Note: This tool is created to allow the user to only enter the number of paid lunches and the related prices. If any other parts of the tool are modified, the user runs the risk of calculating an incorrect new average price. Users should not modify the tool's current functionality.



Step 2

[Go to Instructions](#)

[Back to SY2011-12 Price Requirement](#)

SY 2012-13 Weighted Average Price Requirement	
Requirement price to the nearest cent	Optional price requirement ROUNDED DOWN to nearest 5 cent
\$ 2.39	\$ 2.35
<i>Note: Above prices are based on adjusting SY 2011-2012 price requirement by the 2% rate increase plus the Consumer Price Index.</i>	

Total Price Increase for SY 2012-13	
\$	0.08

Required price increase for SY 2012-13 (with 10 cent cap)	
\$	2.35

Remaining increase carried forward to SY 2013-14	
\$	-

Remaining credit carried forward to SY 2013-14	
\$	-

[Go to SY2012-2013 Report](#)

SY 2011-12 Weighed Average Price Calculator				
Enter the paid prices and number of paid lunches sold at each price for October 2011.				
	Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	SY 2011-12 Weighted Average Price
1.	48,848	\$ 2.15	\$ 105,023.20	
2.	45,199	\$ 2.40	\$ 108,477.60	
3.			\$ -	
4.			\$ -	
5.			\$ -	
6.			\$ -	
7.			\$ -	
8.			\$ -	
9.			\$ -	
10.			\$ -	
TOTAL	94,047		\$ 213,500.80	\$ 2.27
<i>Note: SY 2011-12 Weighted Average Price equal to or above \$2.51 are compliant for SY 2012-13. \$2.51 is the difference between the Free and Paid reimbursement rates for SY 2011-12.</i>				

Step 3 (Optional)

Pricing Estimation Calculator				
Below is a tool allowing users to manipulate prices to achieve the required new weighted average price.				
	Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	Weighted Average Price
1.	48,848	\$ 2.25	\$ 109,908.00	
2.	45,199	\$ 2.50	\$ 112,997.50	
3.			\$ -	
4.			\$ -	
5.			\$ -	
6.			\$ -	
7.			\$ -	
8.			\$ -	
9.			\$ -	
10.			\$ -	
TOTAL	94,047		\$ 222,905.50	\$ 2.37

Note: This tool is created to allow the user to only enter the number of paid lunches and the related prices. If any other parts of the tool are modified, the user runs the risk of calculating an incorrect new average price. Users should not modify the tool's current functionality.



Step 3

[Go to instructions](#)
[Back to SY2011-12 Price Requirement](#)

SY 2012-13 Weighted Average Price Requirement	
Requirement price to the nearest cent	Optional price ROUNDED DOWN to nearest 5 cent
\$ 2.39	\$ 2.35
<i>Note: Above prices are based on adjusting SY 2011-2012 price requirement by the 2% rate increase plus the Consumer Price Index (2.18%)</i>	

Current Weighted Average Paid Price	
Enter in the current weighted average paid lunch price. <i>Note: If SFA did not change the weighted average paid lunch price in SY2011-2012, enter the SY2010-11 weighted average price determined for the SY2011-12 Requirement tab. Otherwise, click the link below.</i>	
\$ 2.27	Click here to determine SY2011-2012 weighted average price

Non-Federal Source Contribution Calculator for SY 2012-13		
Enter the total paid lunch count (for all prices) for SY 2010-11 <i>** Annual Non-Federal Source Funds for SY2012-2013 are estimated based on ACTUAL number of annual paid lunches for SY2010-2011</i>		
Enter annual # of Paid Lunches **	TOTAL Price Increase for SY 2012-13	TOTAL SY 2012-13 Annual Non-Federal Source Contribution
875,731	\$ 0.08	\$ 70,058.48
<i>Note: Total price increase for SY 2012-2013 is based on the difference between the weighted average price entered above and SY 2012-2013 ROUNDED DOWN required price (cell D7).</i>		

Price Increase Requirement for SY 2012-13 (with 10 cent cap)	SY 2012-13 Annual Non-Federal Source Contribution (with 10 cent cap)
\$ 0.08	\$ 70,058.48

Enter amount of Non-Federal Source Funds Contributed for SY 2011-12	Annual Non-Federal Source Contribution Requirement for SY 2012-13
	\$ 70,058.48

Remaining Annual Non-Federal Source Contribution carried forward to SY 2013-14
\$ 70,058.48

Remaining Credit carried forward to SY 2013-14
\$ -

[Go to SY2012-2013 REPORT](#)

Note: This tool is created to allow the user to only enter the annual number of paid lunches and the amount of non-Federal Source funds contributed for SY 2011-12. If any other parts of the tool are modified, the user runs the risk of calculating an incorrect annual non-Federal source contribution. Users should not modify the tool's current functionality.



SY2012-2013 Weighted Average Pricing Report

This report assists in tracking the pricing requirements and amounts carried forward for SY 2013-2014. Information on this report is used to determine the SY 2013-2014 weighted average price requirements. Please print and keep in records.

NOTE: If information is changed in the tool, the report contents will change.

Section 1: SY2012-2013 Weighted Average Paid Price Requirements

A. SY 2012-13 Weighted Average Price Requirement*: <i>*This price will be entered into the SY 2013-2014 tool to determine the SY2013-2014 weighted average price requirements</i>	\$2.39
B. Optional Price ROUNDED DOWN to nearest 5 cents:	\$2.35

Section 2: Amounts Carried Forward to SY 2013-2014

Select the SY 2012-2013 method used to ensure sufficient funds are provided for PAID Lunches

Increase SY2012-2013 average weighted price ▼

Average Weighted Price Adjustments

A. Remaining increase carried forward to SY 2013-14:	\$0.00
B. Remaining credit carried forward to SY 2013-14:	\$0.00

Non-Federal Source Contributions

C. Remaining Annual Non-Federal Source Contribution carried forward to SY 2013-14:	N/A
D. Remaining Credit carried forward to SY 2013-14:	N/A



PLE – Non-Federal Funds

- School Food Services, Financial Report
 - Part 1- Revenues and Expenditures
 - 4. “Adjustment to Balance”

- Must be cash for direct support for paid lunches



PLE – Non-Federal Funds (Allowable)

- Funds provided by organizations to support paid lunches
- Direct payments made from school district funds to support the lunch service specifically attributed to paid meals



PLE – Non-Federal Funds (Unallowable)

- A la carte sales
- In-kind contributions



Paid Lunch Price

- Each year print a copy of the PLE Tool and keep in your records

- The SA is required to provide yearly to USDA the most frequently charged meal price by elementary, middle/junior high and high school levels.
 - USDA will post on website



REVENUE FROM NONPROGRAM FOODS



Revenue from Nonprogram Foods Sold in Schools

- To ensure that revenue from the sale of nonprogram food is at least equal to the cost of the food



Nonprogram Foods

- Food sold outside of program meals, but purchased with funds from the school food service account
 - A la carte items
 - Vending or school stores
 - Catering



Nonprogram Food Revenue Tool

- Cost of program food (reimbursable meals)
- Cost of nonprogram food (a la carte, vending...)
- Total nonprogram food revenue
- Total revenue (federal and state reimbursement, student payments for reimbursable meals and la carte, income from catering, adult meals, vending, etc. ...)





Nonprogram Revenue Calculator		
Enter the cost for reimbursable meal, cost of nonprogram food and total revenue		
Cost for Reimbursable Meal Food	\$	450,000
Cost of Nonprogram Food	\$	50,000
Total Food Costs	\$	500,000
Total Nonprogram Food Revenue	\$	90,000
Total Revenue	\$	1,000,000
Minimum portion of revenue from nonprogram funds		10%
Minimum Revenue Required from the Sale of Nonprogram Foods	\$	100,000
Additional Revenue Needed to Comply	\$	10,000

* Click on the hyperlink to view a definition of the term.

All Foods Sold in Schools

- USDA is required to establish national nutrition standards for all foods sold and served in schools at any time during the school day
 - Proposed rule – Late spring/Early summer 2012
 - Any day now 😊
 - Implementation no earlier than one year after interim or final rule is published; not more than two years after publication



Water

- Plain, potable water should be available to children free of charge where and when meals are served



Contracts with Food Service Management Companies

- If a “material” change due to the implementation of the new meal pattern requirements a rebid is required
- If cannot rebid due to a “material” change for the SY 2012-13, can amend current contract, but must rebid for SY 2013-14



Local Wellness Policy Additions

- Requirements for certain groups to participate in development, implementation, periodic review and updates
- Include nutrition promotion
- Inform and update public on the content, implementation, and assessment



Excess Balance

- May not exceed a 3-month average operating cost
- Letters mailed to 67 LEAs
- Submit written plan
- Submit documentation



Updates provided

- USDA memos on School Food Services website
- Notifications emailed to Authorized Representative of the NSLP
- Administrative memos to Superintendents in public schools
- Future trainings and webinars



Thank You

