

# OSPI School Meal Programs

## Paid Lunch Equity Tool

School Food Authorities (SFAs) with a negative balance in the non-profit school food service account must follow Paid Lunch Equity (PLE) requirements and complete the PLE Tool (unless they operate CEP or Provision 2 district-wide). The PLE Tool is updated and released annually by the USDA. For more information on the requirements, review the [PLE Reference Sheet](#).

## Required Materials

You will need the following information to complete the PLE Tool:

1. Number of paid lunches served in October of the current school year at each price level.
  - a. If you charge different prices for lunch at different grade levels, you will need to differentiate that on the tool.
2. Paid lunch prices from the current school year.
3. PLE Tool completed last school year to determine prices for the current school year.
4. Previous school year's weighted average price requirement.
  - a. This can be found in the Report tab of last year's PLE Tool.

## Instructions for Completing the PLE Tool

*Note: The workbook is protected. Data may only be entered in peach-colored cells.*

### Requirement Calculator tab:

- o Enter the SFA Name at the top of the page.
- o Report the previous year's Unrounded Price Requirement under Step 1. Refer to the Report tab of the previous year's PLE Tool for this information.
  - *Note: SFAs may use the prices they last charged students as the basis for the PLE calculation, even if those prices were charged during a year that the SFA was not required to comply with PLE requirements (i.e., CEP schools returning to standard claiming).*

The image shows two screenshots from the PLE Tool. The left screenshot is titled "SY 2022-23 Weighted Average Pricing Report" and includes a table with the following data:

Section 1: SY 2022-23 Weighted Average Paid Price Requirements	
A. SY 2022-23 Weighted Average Price Requirement*	\$3.31
*This price will be entered into the SY 2023-24 tool to determine the SY 2023-24 weighted average price requirements	
B. Optional Price ROUNDED DOWN to nearest \$0.05 cents:	\$3.30

The right screenshot is titled "SY 24-25 Weighted Average Price Requirement Calculator" and shows "Step 1" instructions. It includes a table for data entry:

Unrounded Price Requirement for SY 2023-24	Weighted Average Price Requirement for SY 2024-25
Found in Section 1, Block A of the PLE Report from SY 2023-24 or in cell B30 of the Annual Unrounded Requirement Finder	Requirement to the nearest cent
	\$ -

A red circle highlights the value "\$3.31" in the left screenshot, with an arrow pointing to the input field in the right screenshot.



- Prices at or above equity will receive a notice in **green**. Proceed to the Report tab and finish the Tool.
- **Determine how the LEA will comply with PLE Requirements:**
  - **Method 1: Price Raise Calculator** - Raise paid lunch prices to meet the minimum price requirement.
  - **Method 2: Non-Federal Calculator** - Use non-federal dollars to cover the cost in lieu of raising lunch prices.
  - **Method 3: Split Calculator** - Raise paid lunch prices AND use non-federal dollars to cover the costs.

□ **Method 1: Price Raise Calculator tab:**

- Complete the Price Raise Calculator by entering the paid prices and number of paid lunches sold at each price for October of the current school year.

**SY 2024-25 Price Raise Calculator**

**Step 1**  
If the SY 2023-24 Weighted Average Price is equal to or above the target price of \$3.85 then the SFA is compliant for SY 2024-25.

SY 2023-24 Weighted Average Price Calculator				
Enter the paid prices and number of paid lunches sold at each price for October 2023.				
	Number of Paid Lunches	Paid Lunch Prices	Monthly Revenue	Weighted Average Price for SY 2023-24
1	1,000	\$ 3.50	\$ 3,500.00	
2	1,000	\$ 3.75	\$ 3,750.00	
3	1,000	\$ 3.80	\$ 3,800.00	
4			\$ -	
5			\$ -	
6			\$ -	
7			\$ -	
8			\$ -	
9			\$ -	
10			\$ -	
<b>Total</b>	<b>3,000</b>		<b>\$ 11,050.00</b>	<b>\$ 3.68</b>

- The “Required Weighted Average Price SY 20XX-XX (with 10 cent cap)” shows the minimum amount the LEA must charge to be compliant with PLE requirements.

Overview of the Calculations	
<b>Total Price Increase for SY 2024-25</b>	
\$	0.12
<b>Required Weighted Average Price for SY 2024-25 (Increase with the 10 cents cap)</b>	
\$	3.78
<b>Remaining Shortfall Carried Forward to SY 2025-26</b>	
\$	0.02
<b>Remaining Credit Carried Forward to SY 2025-26</b>	
\$	-

- The ‘Pricing Estimation Calculator’ is an optional tool that can be used to help determine compliant paid lunch prices.

Pricing Estimation Calculator				
Below is a tool allowing users to manipulate prices to achieve the required weighted average price for SY 2024-25.				
	Number of Paid Lunches	Paid Lunch Prices	Monthly Revenue	Weighted Average Price for SY 2024-25
1			\$ -	
2			\$ -	
3			\$ -	
4			\$ -	
5			\$ -	
6			\$ -	
7			\$ -	
8			\$ -	
9			\$ -	
10			\$ -	
<b>Total</b>	-		\$ -	\$ -

- Proceed to the 'SY XX-XX Report' tab to finish the tool.

□ **Method 2: Non-Federal Calculator tab:** Only complete if using non-federal dollars in lieu of raising paid lunch prices.

- Enter the current weighted average price.

SY 2024-25 Non-Federal Calculator	
<b>Step 1</b>	
<b>Weighted Average Price for SY 23-24</b>	
Enter the current weighted average paid lunch price.	
\$	3.65
If the current weighted average paid price is not known, use the SY 2023-2024 Weighted Average Price Calculator below.	

*Note: If the weighted average price is not known, use the SY 20XX-XX Weighted Average Price Calculator to determine by entering the paid prices and number of paid lunches sold at each price for October of the current school year.*

SY 2023-24 Weighted Average Price Calculator				
Enter the paid prices and number of paid lunches sold at each price for October 2023.				
	Number of Paid Lunches	Paid Lunch Price	Monthly Revenue	Weighted Average Price for SY 2023-24
1			\$ -	
2			\$ -	
3			\$ -	
4			\$ -	
5			\$ -	
6			\$ -	
7			\$ -	
8			\$ -	
9			\$ -	
10			\$ -	
<b>Total</b>	-		\$ -	\$ -

- Enter the **annual** number of paid lunches served in the previous school year to determine the Total Annual Non-Federal Source Contribution required.

Step 2		
Non-Federal Source Contribution Calculator for SY 2024-25		
Enter the total paid lunch count (for all prices).		
Annual Number of Paid Lunches for SY 2022-23	Total Price Increase for SY 2024-25	Total Revenue from Non-Federal Sources for SY 2024-25
	\$ 0.15	\$ -

- Identify the credit or remaining non-federal source contribution from last year's PLE Report tab.
  - Note: If non-federal funds were not contributed last school year, enter \$0.00.

Step 3	
Shortfall or Credit	
Enter any shortfall or credit being carried forward from SY 2023-24	Amount of Revenue from Non-Federal Sources for SY 2024-25 (adjusted with any shortfall or credit being carried over)
	\$ 15,000.00

- The amount reported in the 'Required Amount of Revenue from Non-Federal Sources for SY 20XX\_XX' box is the minimum amount of non-federal dollars that must be allocated to the non-profit school food service account to meet PLE requirements.

Overview of Calculations	
Required Price Increase for SY 2024-25 (with the 10 cents cap)	
\$	0.10
Required Amount of Revenue from non-Federal Sources for SY 2024-25 (with the 10 cents cap)	
\$	10,000.00
Remaining Shortfall Carried Forward to SY 2025-26	
\$	5,000.00
Remaining Credit Carried Forward to SY 2025-26	
\$	-

- Proceed to the 'SY XX-XX Report' tab to finish the tool.
- **Method 3: Split Calculator tab:** Only complete if raising paid lunch prices AND contributing non-federal dollars.

- Complete 'Weighted Average Price Calculator' by entering the paid prices and number of paid lunches sold at each price for October of the current school year.

**Step 1**  
If the SY 2023-24 Weighted Average Price is equal to or above the target price of \$3.85 then the SFA is compliant for SY 2024-25


SY 2023-24 Weighted Average Price Calculator				
Enter the paid prices and number of paid lunches sold at each price for October 2023.				
	Number of Paid Lunches	Paid Lunch Price	Monthly Revenue	Weighted Average Price for SY 2023-24
1			\$ -	
2			\$ -	
3			\$ -	
4			\$ -	
5			\$ -	
6			\$ -	
7			\$ -	
8			\$ -	
9			\$ -	
10			\$ -	
<b>Total</b>	-		\$ -	\$ -

- Input the Weighted Average Price that will be used to split the requirement for the upcoming school year.

**Step 2**

**Weighted Average Price for SY 2024-25**

Enter the weighted average price that will be used to split the requirement.



*Note: The 'Pricing Estimation Calculator' is an optional tool that can be used to help determine compliant paid lunch prices.*

Pricing Estimation Calculator				
Below is a tool allowing users to manipulate prices to achieve a new weighted average price to split the requirement.				
	Number of Paid Lunches	Paid Lunch Price	Monthly Revenue	Weighted Average Price for SY 2024-25
1			\$ -	
2			\$ -	
3			\$ -	
4			\$ -	
5			\$ -	
6			\$ -	
7			\$ -	
8			\$ -	
9			\$ -	
10			\$ -	
<b>Total</b>	-		\$ -	\$ -

- Enter the **annual** number of paid lunches served in the previous school year to determine the Total Annual Non-Federal Source Contribution required.

Step 3		
Non-Federal Source Contribution Calculator for SY 2024-25		
Enter the total paid lunch count (for all prices).		
Annual Number of Paid Lunches for SY 2022-23	Total Price Increase for SY 2024-25	Total Revenue from Non-Federal Sources for SY 2024-25
	\$ -	\$ -



- Identify the credit or remaining non-federal source contribution from last year's PLE Report tab.
  - *Note: If non-federal funds were not contributed last school year, enter \$0.00.*

Step 4	
Shortfall or Credit	
Enter any shortfall or credit being carried forward from SY 2023-24	Amount of Revenue from Non-Federal Sources for SY 2024-25 (adjusted with any shortfall or credit being carried over)
	\$ -



- The amount reported in the 'Required Amount of Revenue from Non-Federal Sources for SY 20XX-XX' box is the minimum amount of non-federal dollars that must be allocated to the non-profit school food service account to meet PLE requirements.

Overview of Calculations	
Required Price Increase for SY 2024-25 (with the 10 cents cap)	+
\$	0.05
Required Amount of Revenue from non-Federal Sources for SY 2024-25 (with the 10 cents cap)	
\$	500.00
Remaining Shortfall Carried Forward to SY 2025-26	
\$	-
Remaining Credit Carried Forward to SY 2025-26	
\$	-

- Proceed to the 'SY XX-XX Report' tab to finish the tool.
- **SY 20XX-XX Report tab:**
  - Use the dropdown box to indicate how the LEA will meet PLE requirements.

Section 2: Amounts Carried Forward to SY 2025-26
Select the method used to meet the requirement for SY 2024-25
Method 1: Raise the Weighted Average Price of Paid Lunches Method 2: Contribute Revenue from non-Federal Sources to the Nonprofit Food Service Account Method 3: Split the Requirement by Raising the Weighted Average Price of Paid Lunches and Contributing Revenue from non-Federal Sources to the Nonprofit Food Service Account At or Above Equity Utilization of the SY 2024-25 PLE Exemption

- Save the PLE Tool with your records – you will need to reference it again next year!**

### Acronym Reference

- LEA – Local Education Agency
- OSPI – Office of Superintendent of Public Instruction
- PLE – Paid Lunch Equity
- SFA – School Food Authority
- USDA – United States Department of Agriculture