

OSPI CNS School Meal Programs

Paid Lunch Equity (PLE) Tool

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.

☐ Unrounded Requirement Finder tab:

- Enter the SFA Name at the top of the page.
- 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: If you did not complete or save last year's PLE Tool, complete the Price Calculator for the previous school year tab (i.e., SY 22-23 Price Calculator for SY 23-24) included at the end of the tool.*

SY 2022-23 Weighted Average Pricing Report	
<i>This report assists in tracking the pricing requirements and amounts carried forward for SY 2022-2023. Information on this report is used to determine the SY 2022-23 weighted average price requirements. Please print and keep in records. NOTE: If information is changed in the tool, the report contents will change.</i>	
Section 1: SY 2022-23 Weighted Average Paid Price Requirements	
A. SY 2022-23 Weighted Average Price Requirement*	\$3.31
<small>*This price will be entered into the SY 2023-24 tool to determine the SY 2023-24 weighted average price requirements</small>	
B. Optional Price ROUNDED DOWN to nearest \$0.05 cents:	\$3.30

Step 1	
Enter the SY 2022-23 Unrounded Price Requirement in the box below	SY 2023-24 Weighted Average Price Requirement
<i>This is found in Section 1: Box A of the SY 2022-23 REPORT from the SY 2022-23 tool or below (Price 2)</i>	Requirement price to the nearest cent
	\$ -
<small>Note: Above prices are based on adjusting SY 2022-23 price requirement by the 2% rate increase plus the Consumer Price Index (7.4%)</small>	



- Prices at or above equity will receive a notice in **green**. Proceed to the Report tab and finish the Tool.

□ Price Calculator tab:

- Complete the 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.

SY 2022-23 Weighted Average Price Calculator			
Enter the paid prices and number of paid lunches sold at each price for October 2022.			
Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	SY 2022-23 Weighted Average Price
1. 1,000	\$ 3.00	\$ 3,000.00	
2. 600	\$ 3.50	\$ 2,100.00	
3. 600	\$ 3.75	\$ 2,250.00	
4.		\$ -	
5.		\$ -	
6.		\$ -	
7.		\$ -	
8.		\$ -	
9.		\$ -	
10.		\$ -	
TOTAL	2,200	\$ 7,350.00	\$ 3.34

Note: SY 2022-23 Weighted Average Price equal to or above the target price of \$3.56 is compliant for SY 2023-24. \$3.56 is the difference between the Free and Paid reimbursement rates for SY 2022-23.

- The “Required Price Increase for SY 20XX-XX (with 10 cent cap)” shows the minimum amount the LEA must raise their prices or allocate non-federal funds to be compliant with PLE requirements.

Total Price Increase for SY 2023-24	
\$	0.21
Required price increase for SY 2023-24 (with 10 cent cap)	
\$	3.44
Remaining increase carried forward to SY 2024-25	
\$	0.11
Remaining credit carried forward to SY 2024-25	
\$	-

□ Determine how the LEA will comply with PLE Requirements:

- Raise paid lunch prices to meet the minimum price requirement – determine new paid lunch prices and move to the Report tab.

- *Note: Step 3 of the Price Calculator tab is an optional tool that can be used to determine new lunch prices based off current participation.*

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.	1,000	\$ 3.50	\$ 3,500.00	
2.	600	\$ 3.75	\$ 2,250.00	
3.	600	\$ 4.00	\$ 2,400.00	
4.			\$ -	
5.			\$ -	
6.			\$ -	
7.			\$ -	
8.			\$ -	
9.			\$ -	
10.			\$ -	
TOTAL	2,200		\$ 8,150.00	\$ 3.70

- Use non-federal dollars to cover in lieu of raising lunch prices – move to the Non-Federal Calculator tab.
- Raise paid lunch prices AND use non-federal dollars to cover the costs – move to the Split Calculator tab.
- **Non-Federal Calculator tab:** *Only complete if using non-federal dollars in lieu of raising paid lunch prices.*
 - Enter the **annual** number of paid lunches served in the previous school year to determine the Total Annual Non-Federal Source Contribution required.

Non-Federal Source Contribution Calculator for SY 2023-24		
Enter the total paid lunch count (for all prices).		
<i>** Annual Non-Federal Source funds for SY 2023-24 are estimated based on the ACTUAL lunch count entered below</i>		
Enter annual # of Paid Lunches for SY 2021-22**	TOTAL Price Increase for SY 2023-24	TOTAL SY 2023-24 Annual Non-Federal Source Contribution
10,000	\$ 3.55	\$ 35,500.00
<i>Note: Total price increase for SY 2023-24 is based on the difference between the weighted average price entered above and SY 2023-24 rounded DOWN requirement.</i>		

- 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.*

Enter credit or remaining Non-Federal Source Contribution from SY 22-23 PLE Report	Annual Non-Federal Source Contribution Requirement for SY 2023-24
\$ -	\$ 35,500.00

- The amount reported in the SY 20XX-XX Annual Non-Federal Source Contribution (with \$0.10 cap) 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.

Price Increase Requirement for SY 2023-24 (with \$0.10 cent cap)	SY 2023-24 Annual Non-Federal Source Contribution (with \$0.10 cent cap)
\$ 0.10	\$ 1,000.00

- Finish the PLE Tool by moving to the Report tab.
- **Split Calculator tab:** Only complete if raising paid lunch prices AND contributing non-federal dollars.
 - Complete the Weighted Average Price Calculator box following the instructions in the Price Calculator section.
 - Input the New Price Increase for the upcoming school year.

New Price Increase
<i>Enter the new price increase for SY 2023-24 to assist in meeting the requirement. See optional Pricing Estimation Calculator below if needed.</i>
\$ 3.38

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

Enter annual # of Paid Lunches for SY 2021-22**	Total remaining required Price Increase	TOTAL SY 2023-24 Annual Non-Federal Source Contribution
10,000	\$ 0.17	\$ 1,700.00
<small>Note: Total price increase for SY 2023-24 is based on the difference between the weighted average price entered above and SY 2023-24 rounded DOWN requirement.</small>		

- 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.*

Enter credit or remaining Non-Federal Source Contribution from SY 22-23 PLE Report	Annual Non-Federal Source Contribution Requirement for SY 2023-24
\$ -	\$ 1,700.00

- The amount reported in the SY 20XX-XX Annual Non-Federal Source Contribution (with \$0.10 cap) 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.

Price Increase Requirement for SY 2023-24 (with \$0.10 cent cap)	SY 2023-24 Annual Non-Federal Source Contribution (with \$0.10 cent cap)
\$ 0.06	\$ 600.00

- Finish the PLE Tool by moving to the Report tab.

□ **SY 20XX-XX Report tab:**

- Use the dropdown box to indicate how the LEA will meet PLE requirements.

Select the SY 2023-24 method used to ensure sufficient funds are provided for PAID Lunches

Increase SY2023-2024 average weighted price
Contribute Non-Federal sources for SY2023-2024
Both
At or above equity
Exemption Granted

- **Raising Paid Lunch Prices:** Report the new average weighted price for the upcoming school year.

Average Weighted Price Adjustments	
A. Remaining increase carried forward to SY 2024-25:	
B. Remaining credit carried forward to SY 2024-25:	
Enter in the new average weighted price for SY 2023-24:	\$3.50

- **Non-Federal Source Contribution:** Report the amount of Non-Federal funds to be contributed in lieu of raising paid lunch prices and the source of those funds.

<i>Non-Federal Source Contributions</i>	
C. Remaining Annual Non-Federal Source Contribution carried forward to SY 2024-25:	
D. Remaining Credit carried forward to SY 2024-25:	
Enter the amount of Non-Federal Source contributions for SY 2023-24:	\$1,000.00
Enter Sources of Non-Federal Funds Contributed:	
General Fund Transfer	

- **Split Calculations:** Report the amount of Non-Federal funds to be contributed and the new average weighted price for the upcoming school year.

<i>Split Calculations</i>	
<i>Both average weighted price adjustments and Non-Federal source contributions</i>	
E. Remaining Annual Non-Federal Source Contribution carried forward to SY 2024-25:	
F. Remaining Credit carried forward to SY 2024-25:	
Enter the amount of Non-Federal Source contributions for SY 2023-24:	\$600.00
Enter the new average weighted price for SY 2023-24:	\$3.38

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

Acronym Reference

- CNS - Child Nutrition Services
- 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