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:

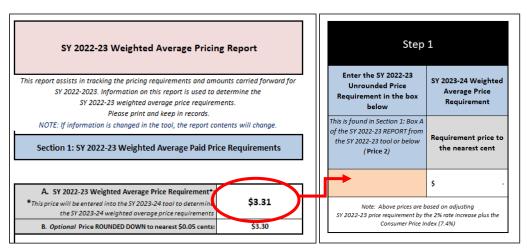
- 1. Number of paid lunches served in October of the current school year at each price level.
 - a. If you charge different prices for lunch at different grade levels, you will need to differentiate that on the tool.
- 2. Paid lunch prices from the current school year.
- 3. PLE Tool completed last school 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:

- o 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.





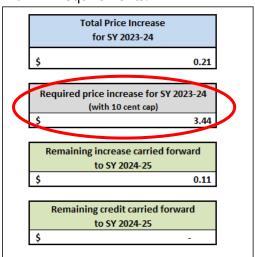
 Prices at or above equity will receive a notice in green. Proceed to the Report tab and finish the Tool.

☐ 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.

	Enter the paid prices and number of paid lunches sold at each price for October 2022.									
	Monthly # of Paid Lunches	Paid Lunch Price	Mon	thly Revenue		3 Weighted ge 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.			\$	-						
OTAL	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.

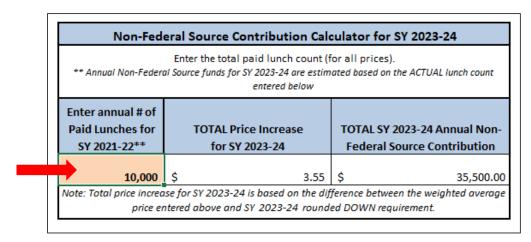


□ Determine how the LEA will comply with PLE Requirements:

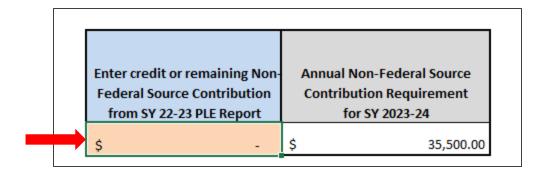
 Raise paid lunch prices to meet the minimum price requirement – determine new paid lunch prices and move to the Report tab. • Note: Step 3 of the Price Calculator tab is an optional tool that can be used to determine new lunch prices based off current participation.

	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	Paid Lunch				Weighted Average								
	Lunches		Price	Mor	nthly Revenue	Pri	ice							
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							

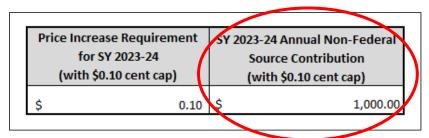
- Use non-federal dollars to cover in lieu of raising lunch prices move to the Non-Federal Calculator tab.
- Raise paid lunch prices AND use non-federal dollars to cover the costs move to the Split Calculator tab.
- □ **Non-Federal Calculator tab:** Only complete if using non-federal dollars in lieu 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.



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



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.



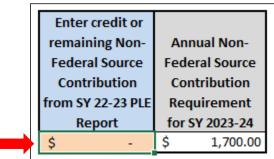
- Finish the PLE Tool by moving to the Report tab.
- **Split Calculator tab:** Only complete if raising paid lunch prices AND contributing non-federal dollars.
 - Complete the Weighted Average Price Calculator box following the instructions in the Price Calculator section.
 - o Input the New Price Increase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



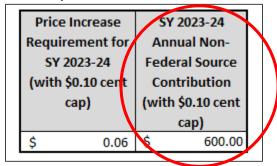
 Enter the annual number of paid lunches served in the previous school year to determine the Total Annual Non-Federal Source Contribution required.



- o 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.



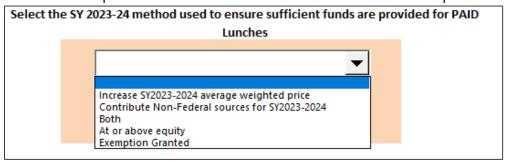
The amount reported in the SY 20XX-XX Annual Non-Federal Source Contribution (with \$0.10 cap) box is the minimum amount of non-federal dollars that must be allocated to the non-profit school food service account to meet PLE requirements.



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

☐ SY 20XX-XX Report tab:

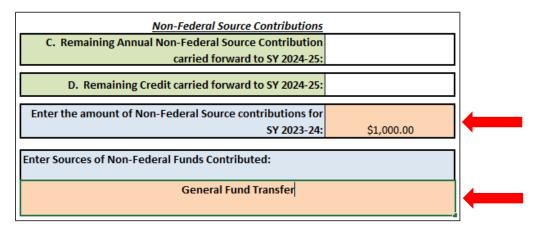
Use the dropdown box to indicate how the LEA will meet PLE requirements.



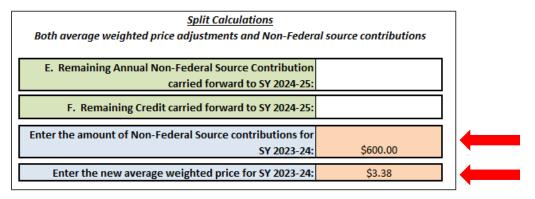
 Raising Paid Lunch Prices: Report the new average weighted price for the upcoming school year.



 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.



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



☐ 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