



NON-PROGRAM FOODS SY 2020-2021

Alabama Department of Education

HHFKA DIRECTS SFAS TO:

- 1. Compare the average price charged for paid lunches to the difference between the higher Federal reimbursement provided for free lunches and the lower Federal Reimbursement for paid lunches.**
- 2. If the average paid lunch price is less than the difference, an SFA must either gradually adjust average prices or provide non-Federal funding to cover the difference.**

NON-FEDERAL FUNDING SOURCES



Any contribution that is for the direct support of paid lunches can be used as revenue.

ALLOWABLE NON-FEDERAL FUNDING SOURCES

Contributions can include:

- 1. Non-Federal Per-lunch reimbursements for paid lunches provided by state or local governments**
- 2. Funds provided by organizations: PTO/PTA or community groups to support paid lunches**
- 3. Direct payments made from school districts funds to support the lunch service.**
- 4. Any portion of state revenue matching funds that exceed the minimum requirement provided for paid lunches.**



UNALLOWABLE NON-FEDERAL FUNDING SOURCES

1. Federal sources of revenue

2. Revenue from foods sold in competition with lunches or with Breakfast –A la carte sales

3. In-kind contributions:

Charging for items previously provided at no cost such as:

- **Janitorial services**
- **Office supplies**

4. Any in-kind contributions converted to direct cash expenditures.



UNALLOWABLE NON-FEDERAL FUNDING SOURCES

Any payments, including additional per-meal reimbursements, provided specifically:

- **For support of programs other than the School Lunch Program-Breakfast Program or other Child Nutrition Program**
- **To support free and reduced price meals**

TAB 2: UNROUNDED REQUIREMENT FINDER

Complete if you do NOT know your SY 2017-18
Unrounded Price Requirement

Annual Unrounded Requirement Finder

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	Unrounded Price Requirements	
	Price 1: SY 2016-17 Requirement price to the nearest cent	Price 2: SY 2017-18 Requirement price to the nearest cent
	\$ -	\$ -

[If you do not know your SY2010-2011 Weighted Average Price
CLICK HERE](#)

Note: The SY 2017-18 requirement is based on price increase requirements from SY 2011-12 through SY 2017-18.

Use the links below to go to the next step:

[Click here to go to SY 2017-18 Price Calculator](#)

[Click here to go to SY 2018-19 Non-Federal Source Calculator](#)

[Click here to go to SY 2018-19 Split Calculator](#)

[Go to Instructions](#)

SY 2017-2018 REPORT

SY2017-2018 Weighted Average Pricing Report

This report assists in tracking the pricing requirements and amounts carried forward for SY 2017-2018. Information on this report is used to determine the SY 2017-2018 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: SY2017-2018 Weighted Average Paid Price Requirements

A. SY 2017-18 Weighted Average Price Requirement*: <i>*This price will be entered into the SY 2018-2019 tool to determine the SY2018-2019 weighted average price requirements</i>	\$2.22
B. Optional Price ROUNDED DOWN to nearest 5 cents:	\$2.20

Section 2: Amounts Carried Forward to SY 2018-2019

Select the SY 2017-2018 method used to ensure sufficient funds are provided for PAID Lunches

Average Weighted Price Adjustments

A. Remaining increase carried forward to SY 2018-19:	
B. Remaining credit carried forward to SY 2018-19:	

TAB 8: OCTOBER 2010 PAID LUNCH PRICE

The SY 2018-19 PLE Tool consists of 8 tabs:

Hyperlinks are also placed throughout the tool to navigate to the different tabs. Only the tabs for the method selected to meet the PLE requirement have to be completed.

Tab 1: Instructions

Tab 2: [Annual Unrounded Requirement Finder](#)

Tab 3: [SY 2018-19 Price Calculator](#)

Tab 4: [SY 2018-19 Non-Federal Calculator](#)

Tab 5: [SY 2018-19 Split Calculator](#)

Tab 6: [SY 2018-19 REPORT](#)

Tab 7: [SY 17-18 Price Calculator](#)

Tab 8: [SY 10-11 Price Calculator](#)

Tab 9: [PLE Guidance](#)

* The tabs (SY 17-18 and SY 10-11 Price Calculators) are for use as needed

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

Only complete the tabs for the method used for meeting the requirement (raising prices, contributing non-Federal sources, or the split calculator).

SFAs need the following data to calculate the Weighted Average Price for SY 2018-19:

- 1.) SY 2017-18 Weighted Average Price
- 2.) SY 2010-11 Weighted Average Price, if the SY 2017-18 Weighted Average Price is unknown
- 3.) All student paid lunch prices for October 2017
- 4.) Number of paid lunches served associated with each student paid lunch price in October 2017

SFAs that opted to contribute non-Federal sources for SY 2018-19 need:

- 1.) SY 2010-11 Weighted Average Price, as needed
- 2.) SY 2017-18 Weighted Average Price (if different from SY 2010-11 Weighted Average Price)
- 3.) Total number of student paid lunches served in SY 2016-17
- 4.) The total dollar amount of non-Federal contributions through SY 2017-18

TAB 8: OCTOBER 2010 PAID LUNCH PRICE

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. 3,500	\$ 1.75	\$ 6,125.00	
2. 2,700	\$ 2.00	\$ 5,400.00	
3.		\$ -	
4.		\$ -	
5.		\$ -	
6.		\$ -	
7.		\$ -	
8.		\$ -	
9.		\$ -	
10.		\$ -	
TOTAL	6,200	\$ 11,525.00	\$ 1.86 is the SY2010-2011 weighted average price

Enter this price in the Unrounded Requirement Finder tab

[Click to go back to Unrounded Requirement Finder](#)

[Go to instructions](#)

TAB 2: UNROUNDED REQUIREMENT FINDER

Step 1	
Enter the SY 2017-18 Unrounded Price Requirement in the box below	SY 2018-19 Weighted Average Price Requirement
<i>This is found in Section 1: Box A of the SY 2017-18 REPORT from the SY 2017-18 tool or below (Price 2)</i>	Requirement price to the nearest cent
\$ 2.48	\$ 2.59
<i>Note: Above prices are based on adjusting SY 2017-18 price requirement by the 2% rate increase plus the Consumer Price Index (2.31%)</i>	

Complete if you do NOT know your SY 2017-18 Unrounded Price Requirement		
Annual Unrounded Requirement Finder		
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	Unrounded Price Requirements	
	Price 1: SY 2016-17 Requirement price to the nearest cent	Price 2: SY 2017-18 Requirement price to the nearest cent
\$ 1.86	\$ 2.37	\$ 2.48
If you do not know your SY2010-2011 Weighted Average Price, CLICK HERE		

TAB 2: UNROUNDED REQUIREMENT FINDER

Step 1	
Enter the SY 2017-18 Unrounded Price Requirement in the box below	SY 2018-19 Weighted Average Price Requirement
<i>This is found in Section 1: Box A of the SY 2017-18 REPORT from the SY 2017-18 tool or below (Price 2)</i>	Requirement price to the nearest cent
\$ 2.48	2.59
<i>Note: Above prices are based on adjusting SY 2017-18 price requirement by the 2% rate increase plus the Consumer Price Index (2.31%)</i>	

TAB 3: SY 18-19 PRICE CALCULATOR

SY 2018-19 Price Adjustment Calculator

[Go to Instructions](#)

SY 2018-19 Weighted Average Price Requirement	
Requirement price to the nearest cent	<i>Optional</i> price requirement ROUNDED DOWN to nearest 5 cent
\$ 2.59	2.55
<i>Note: Above prices are based on adjusting SY 2017-18 price requirement by the 2% rate increase plus the Consumer Price Index (2.31%)</i>	

SY 2017-18 Weighted Average Price Calculator

Enter the paid prices and number of paid lunches sold at each price for **October 2017**.

	Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	SY 2017-18 Weighted Average Price
1.	5,600	\$ 2.25	\$ 12,600.00	
2.	4,800	\$ 2.75	\$ 13,200.00	
3.			\$ -	
4.			\$ -	
5.			\$ -	
6.			\$ -	
7.			\$ -	
8.			\$ -	
9.			\$ -	
10.			\$ -	
TOTAL	10,400		\$ 25,800.00	\$ 2.48

Note: SY 2017-18 Weighted Average Price equal to or above the target price of \$2.92 are compliant for SY 2017-18. \$2.92 is the difference between the Free and Paid

TAB 3: SY 17-18 PRICE CALCULATOR PRICE INCREASE FOR SY 17-18

SY 2016-17 Weighted Average Price Calculator			
Enter the paid prices and number of paid lunches sold at each price for October 2016.			
Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	SY 2016-17 Weighted Average Price
1. 9,600	\$ 2.25	\$ 21,600.00	
2. 5,600	\$ 2.50	\$ 14,000.00	
3.		\$ -	
4.		\$ -	
5.		\$ -	
5.		\$ -	
7.		\$ -	
3.		\$ -	
3.		\$ -	
0.		\$ -	
15,200		\$ 35,600.00	
<i>Note: SY 2016-17 Weighted Average Price equal to or above \$2.86 are compliant for SY 2017-18. \$2.86 is the difference between the Free and Paid reimbursement rates for SY 2016-17.</i>			

Total Price Increase for SY 2017-18	
\$	0.11

Required price increase for SY 2017-18 (with 10 cent cap)	
\$	2.44

Remaining increase carried forward to SY 2018-19	
\$	0.01

Remaining credit carried forward to SY 2018-19	
\$	-

TAB 3: SY 17-18 PRICE CALCULATOR PRICE INCREASE FOR SY 17-18

SY 2017-18 Weighted Average Price Calculator				
Enter the paid prices and number of paid lunches sold at each price for October 2017.				
	Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	SY 2017-18 Weighted Average Price
1.	5,600	\$ 2.25	\$ 12,600.00	
2.	4,800	\$ 2.75	\$ 13,200.00	
3.			\$ -	
4.			\$ -	
5.			\$ -	
6.			\$ -	
7.			\$ -	
8.			\$ -	
9.			\$ -	
10.			\$ -	
TOTAL	10,400		\$ 25,800.00	\$ 2.48

Note: SY 2017-18 Weighted Average Price equal to or above the target price of \$2.92 are compliant for SY 2017-18. \$2.92 is the difference between the Free and Paid reimbursement rates for SY 2017-18.

Total Price Increase for SY 2018-19	
\$	0.07

Required price increase for SY 2018-19 (with 10 cent cap)	
\$	2.55

Remaining increase carried forward to SY 2019-20	
\$	-

Remaining credit carried forward to SY 2019-20	
\$	-

[Go to SY2018-19 Report](#)

TAB 3: SY 17-18 PRICE CALCULATOR PRICE ESTIMATOR

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.	9,600	\$ 2.50	\$ 24,000.00	
2.	5,600	\$ 2.50	\$ 14,000.00	
3.			\$ -	
4.			\$ -	
5.			\$ -	
6.			\$ -	
7.			\$ -	
8.			\$ -	
9.			\$ -	
10.			\$ -	
TOTAL	15,200		\$ 38,000.00	\$ 2.50

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. November 2015

NO PRICE INCREASE FOR SY 17-18

Tab 2: Unrounded Requirement Finder

Step 1	
Enter the SY 2016-17 Unrounded Price Requirement in the box below	SY 2017-18 Weighted Average Price Requirement
<i>This is can be found in Section 1: Box A of the SY 2016-2017 REPORT from the SY 2016-17 tool or you may find it below (Price 2)</i>	Requirement price to the nearest cent
\$ <u>2.38</u>	\$ 2.49
<p>Note: Above prices are based on adjusting SY 2016-2017 price requirement by the 2% rate increase plus the Consumer Price Index (2.64%)</p>	

Tab 3: Price Calculator

SY 2017-18 Price Adjustment Calculator			
Go to Instructions	SY 2017-18 Weighted Average Price Requirement		
	Requirement price to the nearest cent	Optional price requirement ROUNDED DOWN to nearest 5 cent	
	\$ 2.49	\$	<u>2.45</u>
<p>Note: Above prices are based on adjusting SY 2016-2017 price requirement by the 2% rate increase plus the Consumer Price Index (2.64%)</p>			
SY 2016-17 Weighted Average Price Calculator			
Enter the paid prices and number of paid lunches sold at each price for October 2016.			
Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	SY 2016-17 Weighted Average Price
1.	9,600 \$ <u>2.50</u>	\$ 24,000.00	
2.	5,600 \$ 2.50	\$ 14,000.00	
3.		\$ -	
4.		\$ -	
5.		\$ -	
6.		\$ -	
7.		\$ -	
8.		\$ -	
9.		\$ -	
10.		\$ -	
TOTAL	15,200	\$ 38,000.00	\$ 2.50
<p>Note: SY 2016-17 Weighted Average Price equal to or above \$2.86 are compliant for SY 2017-18. \$2.86 is the difference between the Free and Paid reimbursement rates for SY 2016-17.</p>			

TAB 3: SY 17-18 PRICE CALCULATOR
NO PRICE INCREASE FOR SY 17-18

SY 2016-17 Weighted Average Price Calculator			
Enter the paid prices and number of paid lunches sold at each price for October 2016.			
Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	SY 2016-17 Weighted Average Price
9,600	\$ 2.50	\$ 24,000.00	
5,600	\$ 2.50	\$ 14,000.00	
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	
15,200		\$ 38,000.00	

Note: SY 2016-17 Weighted Average Price equal to or above \$2.86 are compliant for SY 2017-18. \$2.86 is the difference between the Free and Paid reimbursement rates for SY 2016-17.

Total Price Increase for SY 2017-18
\$ -

Required price increase for SY 2017-18 (with 10 cent cap)
No price increase necessary

Remaining increase carried forward to SY 2018-19
\$ -

Remaining credit carried forward to SY 2018-19
\$ 0.05

TAB 4: NON-FEDERAL CONTRIBUTION CALCULATOR

SY 2017-18 Non-Federal Contribution Calculator

[Go to Instructions](#)

SY 2017-18 Weighted Average Price Requirement	
Requirement price to the nearest cent	Optional price ROUNDED DOWN to nearest 5 cent
\$ 2.49	\$ 2.45
Note: Above prices are based on adjusting SY 2016-2017 price requirement by the 2% rate increase plus the Consumer Price Index (2.64%)	

Current Weighted Average Paid Price	
Enter in the current weighted average paid lunch price Note: If SFA did not change the weighted average paid lunch price for SY2011-2012, SY2012-2013, SY2013-14, SY 2014-15, SY 2015-2016-17 enter the SY2010-11 weighted average price. Otherwise link below.	
\$ 2.34	Click here to determine 2017 weighted average

Enter total amount of Non-Federal Source Funds Contributed for SY 2011-12 through SY 2016-17	Annual Non-Federal Source Contribution Requirement for SY 2017-18
\$ 500.00	\$ 1,172.00

Price Increase Requirement for SY 2017-18 (with 10 cent cap)	SY 2017-18 Annual Non-Federal Source Contribution (with 10 cent cap)
\$ 0.10	\$ 1,172.00

Remaining Annual Non-Federal Source Contribution carried forward to SY 2018-19
\$ -

Remaining Credit carried forward to SY 2018-19
\$ -

Non-Federal Source Contribution Calculator for SY 2017-18		
Enter the total paid lunch count (for all prices). ** Annual Non-Federal Source funds for SY2017-2018 are estimated based on the ACTUAL lunch count entered below		
Enter annual # of Paid Lunches for SY2015-16**	TOTAL Price Increase for SY 2017-18	TOTAL SY 2017-18 Annual Non-Federal Source Contribution
15,200	\$ 0.11	\$ 1,672.00
Note: Total price increase for SY 2017-2018 is based on the difference between the weighted average price entered above and SY 2017-2018 rounded DOWN requirement.		

Go to SY 2017-2018 REPORT

TAB 6: SY 2017-2018 WEIGHTED AVERAGE PRICING REPORT

SY2017-2018 Weighted Average Pricing Report

This report assists in tracking the pricing requirements and amounts carried forward for SY 2017-2018. Information on this report is used to determine the SY 2017-2018 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: SY2017-2018 Weighted Average Paid Price Requirements

A. SY 2017-18 Weighted Average Price Requirement*: <i>*This price will be entered into the SY 2018-2019 tool to determine the SY2018-2019 weighted average price requirements</i>	\$2.49
B. Optional Price ROUNDED DOWN to nearest 5 cents:	\$2.45

Section 2: Amounts Carried Forward to SY 2018-2019

Select the SY 2017-2018 method used to ensure sufficient funds are provided for PAID Lunches

TAB 4. NON-FEDERAL CONTRIBUTION CALCULATOR

SY 2017-18 Non-Federal Contribution Calculator

[Go to Instructions](#)

SY 2017-18 Weighted Average Price Requirement	
Requirement price to the nearest cent	Optional price ROUNDED DOWN to nearest 5 cent
\$ 2.49	\$ 2.45
<i>Note: Above prices are based on adjusting SY 2016-2017 price requirement by the 2% rate increase plus the Consumer Price Index (2.64%)</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, SY2012-2013, SY2013-14, SY 2014-15, SY 2015-16, or SY 2016-17 enter the SY2010-11 weighted average price. Otherwise, click the link below.</i>
\$ 2.34 Click here to determine SY2016-2017 weighted average price

Non-Federal Source Contribution Calculator for SY 2017-18		
Enter the total paid lunch count (for all prices). ** Annual Non-Federal Source funds for SY2017-2018 are estimated based on the ACTUAL lunch count entered below		
Enter annual # of Paid Lunches for SY2015-16**	TOTAL Price Increase for SY 2017-18	TOTAL SY 2017-18 Annual Non-Federal Source Contribution
15,200	\$ 0.11	\$ 1,672.00
<i>Note: Total price increase for SY 2017-2018 is based on the difference between the weighted average price entered above and SY 2017-2018 rounded DOWN requirement.</i>		

Enter total amount of Non-Federal Source Funds Contributed for SY 2011-12 through SY 2016-17	Annual Non-Federal Source Contribution Requirement for SY 2017-18
\$ -	\$ 1,672.00
Price Increase Requirement for SY 2017-18 (with 10 cent cap)	SY 2017-18 Annual Non-Federal Source Contribution (with 10 cent cap)
\$ 0.10	\$ 1,520.00

Remaining Annual Non-Federal Source Contribution carried forward to SY 2018-19
\$ 152.00

Remaining Credit carried forward to SY 2018-19
\$ -

[Go to SY 2017-2018 REPORT](#)

TAB 5. SPLIT PRICE & NON-FEDERAL CALCULATOR

SY 2017-18 Split Price and Non-Federal Calculator

[Go to Instructions](#)

SY 2017-18 Weighted Average Price Requirement	
Requirement price to the nearest cent	Optional price requirement ROUNDED DOWN to nearest 5 cent
\$ 2.49	\$ 2.45
<i>Note: Above prices are based on adjusting SY 2016-2017 price requirement by the 2% rate increase plus the Consumer Price Index (2.64%)</i>	

SY 2016-17 Weighted Average Price Calculator			
Enter the paid prices and number of paid lunches sold at each price for October 2016.			
Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	SY 2016-17 Weighted Average Price
1. 9,600	\$ 2.25	\$ 21,600.00	
2. 5,600	\$ 2.50	\$ 14,000.00	
3.		\$ -	
4.		\$ -	
5.		\$ -	
6.		\$ -	
7.		\$ -	
8.		\$ -	
9.		\$ -	
10.		\$ -	
TOTAL	15,200	\$ 35,600.00	\$ 2.34
<i>Note: SY 2016-17 Weighted Average Price equal to or above \$2.86 are compliant for SY 2017-18. \$2.86 is the difference between the Free and Paid reimbursement rates for SY 2016-17.</i>			

TAR 5. SPIIT PRICE & NON-FEDERAL CALCULATOR

Total Price Increase for SY 2017-18	
\$	0.11
Required price increase for SY 2017-18 (with 10 cent cap)	
\$	2.44

New Price Increase	
<i>Enter the new price increase for SY2017-2018 to assist in meeting the requirement. See optional Pricing Estimation Calculator below if needed.</i>	
\$	2.40

Non-Federal Source Contribution Calculator for SY 2017-18		
Enter the total paid lunch count (for all prices). ** Annual Non-Federal Source funds for SY2017-2018 are estimated based on the ACTUAL lunch count entered below		
Enter annual # of Paid Lunches for SY 2015-16**	Total remaining required Price Increase	TOTAL SY 2017-18 Annual Non-Federal Source Contribution
15,200	\$ 0.05	\$ 760.00
<i>Note: Total price increase for SY 2017-2018 is based on the difference between the weighted average price entered above and SY 2017-2018 rounded DOWN requirement.</i>		

Enter total amount of Non-Federal Source Funds Contributed for SY 2011-12 through SY 2016-17	Annual Non-Federal Source Contribution Requirement for SY 2017-18
	\$ 760.00

Price Increase Requirement for SY 2017-18 (with 10 cent cap)	SY 2017-18 Annual Non-Federal Source Contribution (with 10 cent cap)
\$ 0.04	\$ 608.00

Remaining Annual Non-Federal Source Contribution Requirement carried forward to SY 2018-19
\$ 152.00

Remaining Credit carried forward to SY 2018-19
\$ -

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Average Weighted Price Adjustments

A. Remaining increase carried forward to SY 2018-19:	
B. Remaining credit carried forward to SY 2018-19:	
Enter in the new average weighted price for SY 2017-18:	

Non-Federal Source Contributions

C. Remaining Annual Non-Federal Source Contribution carried forward to SY 2018-19:	
D. Remaining Credit carried forward to SY 2018-19:	
Enter the amount of Non-Federal Source contributions for SY 2017-18:	
Enter Sources of Non-Federal Funds Contributed:	

Split Calculations

Both average weighted price adjustments and Non-Federal source contributions

E. Remaining Annual Non-Federal Source Contribution carried forward to SY 2018-19:	
F. Remaining Credit carried forward to SY 2018-19:	
Enter the amount of Non-Federal Source contributions for SY 2017-18:	
Enter the new average weighted price for SY 2017-18:	

PAID LUNCH EQUITY SY 2017-18

SFAs can request an exemption from the paid lunch equity requirement if the SFA:

Has been certified as meeting the meal pattern
– 6 cent certification.

Can demonstrate that the required increase to paid lunch prices or revenue contributions would cause the SFA to exceed the 3-month operating balance limit.

PLE EXEMPTION REQUEST QUESTIONNAIRE: FACTORS FOR CONSIDERATION

Meal Standards

Competitive Foods/Smart Snacks

Administrative Reviews

Meal Service and Participation

Resource Management

Professional Support

Marketing

Cafeteria & Kitchen Equipment

Free & Reduced Price Eligibility Determinations

Alabama Department of Education
 School Programs-Child Nutrition
 Paid Lunch Equity SY 2017-2018
EXEMPTION REQUEST QUESTIONNAIRE

LEA Name:	
Sponsor ID No:	Date:
Name of Person Filling out Form:	Signature:

Net Cash Resources Operating Balance is _____ months as of 9/30/2016:
 If operating balance is below 3 months, please provide current February 2017 Trial Balance Report that will support the 3 months or greater operating balance.

Question	Yes	No
1. Is the SFA certified as meeting the updated meal pattern requirements?		
2. Is the SFA financially prepared to meet future meal pattern requirements (e.g. future sodium targets)?		
3. Is the SFA meeting all Smart Snacks in Schools standards for items sold from the school food service account?		
4. Has the SFA corrected all deficiencies, implemented all corrective actions and complied with any fiscal action identified in the most recent Administrative Review Report?		
5. Are there simple menu improvements that could be made that would encourage students to select healthier meals and make the program more appealing? For example, has the SFA considered expanding offerings of fresh fruit and vegetables, and/or expanded variety of fruit and vegetables? Does the SFA use salad bars?		
6. Is student acceptance/participation strong? Has the SFA made efforts to engage students in meal planning, taste-testing, etc.?		
7. Has the SFA established and implemented a wellness policy with the required elements?		
8. Does the SFA comply with all requirements and follow best practices with regard to preventing overt identification?		
9. Does the SFA utilize adequate signage, food placement, and other marketing techniques effectively to promote the selection of reimbursable meals?		
10. Has the SFA previously met all paid lunch equity requirements?		
11. If applicable, is the SFA currently meeting all non-program food revenue requirements?		
12. Does the SFA have all child nutrition staff vacancies filled?		
13. Does the SFA have necessary cafeteria and kitchen equipment for storing, preparing, and serving healthy meals and competitive foods?		
14. If the SFA has applied for federal grants to purchase equipment needed to serve healthier meals but has not received funding, did the SFA use its own funds to accomplish the proposed activities?		
15. Has the SFA done everything within its ability to improve the certification process to increase access to the program (e.g. maximize use of direct certification including homeless, runaway, migrant, and foster children, etc.)?		
For ALSDE use only:		
Is there outstanding fiscal action as a result of an administrative review?		
Do revenues exceed the three months operating balance on the CNP Annual Report or Financial Profile?		
Has SY 17-18 Paid Lunch Equity Tool been provided by SFA?		
State Representative Reviewer Signature:		
State Representative Approval Signature:		

DOCUMENTS REQUIRED FOR PLE EXEMPTION:

- 1. Letter Requesting Waiver**
- 2. Financial Statement or Trial Balance Report**
- 3. PLE Tool**
- 4. Exemption Request Questionnaire**



REPORTING PAID LUNCH PRICES

SFAs must report to the SA the most frequently charged paid meal price for:

- Elementary
- Middle
- High

State agencies submit SFA
data to FNS



REVENUE FROM NON-PROGRAM FOOD

SFA's are required to ensure:

All revenue from the sale of non-program foods accrues to the non-profit school food service account

Revenue available to support the production of reimbursable school meals does not subsidize the sale of non-program foods.

REVENUE FROM NON-PROGRAM FOOD

A non-program food is a food sold in a participating school other than a reimbursable meal and is purchased using funds from the school food service account.

NON-PROGRAM FOOD EXAMPLES

A-la-carte items sold in competition with school meals

Adults meals

- **Items purchased for catering and vended meals**
- **Items purchased for fund raisers, vending machines, school stores**

NON-PROGRAM FOOD

% of non-program food revenue to total revenue must be \geq % non program food cost to total food cost

$$\frac{\text{Non Program Food Revenue}}{\text{Total Program Revenue}} \geq \frac{\text{Non Program Food Cost}}{\text{Total Food Cost}}$$

Comparison

$$\text{Revenue Ratio} \geq \text{Food Cost Ratio}$$

NON-PROGRAM FOOD REVENUE

SFA's are required to determine if the percent of total revenue that is generated from their non-program food sales is equal to or greater than the percent of total food costs that are attributable to the SFA's purchase of non-program foods.

For example:

If the costs of non-program food are 25% of the SFA's total food costs, then the amount of revenue generated from the sale of these non-program foods must be at least 25% of the total revenue in the school food service account.

Please note: This means that if an SFA is able to show that the percent of non-program food costs is less than the percent of non-program revenues, the SFA generated enough revenue to cover all reported costs associated with non-program foods.

REVENUE FROM NON-PROGRAM FOOD

Steps to implement this requirement:

- ❖ Determine total food costs for entire school year
- ❖ Identify the percentage of total food costs that is attributable to non-program foods
- ❖ Establish a revenue target
- ❖ Price non-program food items to ensure revenue target will be met
- ❖ Track non-program food revenues separately from all other revenue items

SFA'S MUST COLLECT THE FOLLOWING DATA:

For non-program food revenue, the dollar amount of non-program food sales.

For total revenue, the dollar amount of program and non-program food sales.

For non-program food cost data, include:

- An itemization of all non-program foods to be offered during the reference period.
 - The per item/serving cost of each non-program food, including food sold only as non-program food, food sold as program and non-program food.
 - The number of servings/items sold.
- ❖ For total food cost data, include all non-program food cost data and program food cost data.

INFORMATION NEEDED:

- 1. Prior fiscal year's Trial Balance Report for year end printed from Mac Aleer (Nextgen).**
- 2. Prior fiscal year Balance Sheet Report for year end printed from Mac Aleer (Nextgen).**
- 3. Total number of Breakfast served for the Fiscal year.**
- 4. Total number of Lunches served for the Fiscal year.**
- 5. Total number of Snacks served for the Fiscal year.**
- 6. Total A La Carte sales for the Fiscal year.**

All reports need to be pulled from the fiscal year.

For example: Oct 1, 2014 - Sept. 30, 2015

July 1, 2014 – June 30, 2015

Jan 1, 2015 – Dec 30, 2015

FISCAL YEAR - TRIAL BALANCE REPORTS

Total Non-Program Revenues:

- **Daily Sales: A La Carte (Function Code-6730)**
- **Daily Sales: Other (Function Code-6740)**
- **Other Food Service Income (Function Code-6790)**

***Total Revenue is available on the Balance Sheet Report**

REVENUE CODES

- NSLP 5110
- SNB 5135
- REG B 5130
- Snack 5125

RUN TIME:

JOURNAL SUMMARY TRIAL BALANCE REPORT

09:11: AM

GLTBAL

FISCAL PERIOD/YEAR: 0/2017 THRU 6 /2017

SFund: 5101 FOOD & NUTRITION DEF

Fd-C-Func-Obj-CCtr-SFnd-Y-Prog-Spec

DESC

		<u>ASN</u>	<u>TYPE</u>	<u>DEBIT</u>	<u>CREDIT</u>
12-4- <u>5110</u> -000-0020-5101-0-8420-0000	SCHL LUNCH PROGRAM-SECTION 11	400417	C	0.00	41,617.80
12-4- <u>5110</u> -000-0030-5101-0-8420-0000	SCHL LUNCH PROGRAM-SECTION 11	400418	C	0.00	128,584.96
12-4- <u>5135</u> -000-0020-5101-0-8420-0000	SEVERE NEED BREAKFAST PROGRAM	400459	C	0.00	8,875.60
12-4- <u>5135</u> -000-0030-5101-0-8420-0000	SEVERE NEED BREAKFAST PROGRAM	400460	C	0.00	30,688.43
12-4-5161-000-0020-5101-0-8420-0000	USDA Donated & SAE Grant	400634	C	0.00	1,754.00
12-4-5161-000-0030-5101-0-8420-0000	USDA Donated & SAE Grant	400635	C	0.00	1,754.00
12-4-6710-000-0020-5101-0-8420-0000	DAILY SALES- LUNCH	400422	C	0.00	10,319.60
12-4-6710-000-0030-5101-0-8420-0000	DAILY SALES- LUNCH	400423	C	0.00	17,453.20
12-4-6720-000-0020-5101-0-8420-0000	DAILY SALES - BREAKFAST	400424	C	0.00	317.90
12-4-6720-000-0030-5101-0-8420-0000	DAILY SALES - BREAKFAST	400425	C	0.00	1,220.20
12-4- <u>6730</u> -000-0020-5101-0-8420-0000	<u>DAILY SALES - A LA CARTE</u>	400426	C	0.00	9,231.10
12-4- <u>6730</u> -000-0030-5101-0-8420-0000	<u>DAILY SALES - A LA CARTE</u>	400427	C	0.00	11,976.35

FISCAL YEAR TRIAL BALANCE REPORTS

Total Food Cost:

- **Child Nutrition-Purchased Food (Object Code - 461)**
- **USDA Commodities (Object Code - 461)**
- **Minus CNP Rebates (Function Code -8993)**

RUN DATE:

04/12/2017

MCAI BUDGETARY ACCOUNTING SYSTEM

RUN TIME:

09:11: AM

JOURNAL SUMMARY TRIAL BALANCE REPORT

GLTBAL

FISCAL PERIOD/YEAR: 0/2017 THRU 6/2017

SFund: 5101 FOOD & NUTRITION DEF

Fd-C-Func-Obj-Cctr-SFnd-Y-Proq-Spec

DESC

<u>Fd-C-Func-Obj-Cctr-SFnd-Y-Proq-Spec</u>	<u>DESC</u>				
		502358	D	504.25	0.00
12-5-4210-441-0030-5101-0-8420-0000	CHILD NUTRITION-JANITORIAL SUPPLIES				
		502357	D	4,669.78	0.00
12-5-4210-461-0020-5101-0-8420-0000	CHILD NUTRITION-PURCHASED FOOD				
		501143	D	33,313.67	0.00
12-5-4210-461-0030-5101-0-8420-0000	CHILD NUTRITION-PURCHASED FOOD				
		501159	D	72,652.31	0.00
12-5-4210-461-0030-5101-0-8420-5199	CHILD NUTRITION, PURCHASED FOOD				
		507906	D	26,938.80	0.00
12-5-4210-463-0020-5101-0-8420-0000	CHILD NUTRITION-FOOD SERV SUPPLIES				
		501144	D	193.43	0.00
12-5-4210-463-0030-5101-0-8420-0000	CHILD NUTRITION-FOOD SERV SUPPLIES				
		501160	D	147.35	0.00

REVENUE CODES:

FFVP — 5192

CACFP — 5199

SFSP — 5170

FUNCTION CODES:

FOOD SERVICE — 4210

SUMMER FEEDING — 9340

CACFP - 9341

FFVP - 0074

REVENUE FROM NON-PROGRAM FOOD CALCULATION EXAMPLE

- **SFA has the following characteristics**
 - **Total food costs: \$500,000**
 - **Non-program food costs: \$50,000**
 - **Reimbursable meal food costs: \$450,000**
 - **Total revenue: \$1,000,000**

REVENUE FROM NON-PROGRAM FOOD CALCULATION EXAMPLE

Revenue Requirement

- **Percentage of total food costs that is non-program foods**
 - $\$50,000/\$500,000 = 10\%$
- **Revenue Target**
 - $10\% \times \$1,000,000 = \$100,000$

If this SFA earns \$100,000 in revenue from non-program food sales, it is in compliance.

PLATE COST CALCULATION WORKSHEET

Total Food Cost	\$500,000.00	Total Breakfast Served	138950	Total Meal Equivalents	
Total Non-Food Cost	\$0.00	Total Lunch Served	195925		333333.33
Total Expenditures	\$500,000.00	Total Number of Snacks	34325	Food cost per meal Eq	
% of meals Breakfast	27.79%	A La Carte Meal Equivalents	33333		\$1.50
% of meals Lunch	58.78%			Non-Food Cost/Meal Eq	
		Non-Food Cost/B'fast(MEQ)	\$0.00		\$0.00
A La Carte Sales	\$100,000.00	Non-Food Cost/Lunch(MEQ)	\$0.00	Meals Per Labor Hour	
		Non-Food Cost/Snack(MEQ)	\$0.00		#DIV/0!
Breakfast Plate Cost (Food)	\$1.00	Non-Food Cost/A La Carte(MEQ)	\$0.00		
Lunch Plate Cost (Food)	\$1.50				
Food Cost per Snack	\$0.50				
Food Cost per \$3 A La Carte Sales	\$1.50				
Total Non-Program Food Cost	\$50,000.00				
Adult/Vistor meal Revenue/Meal	\$2.00				
Adult/Vistor meal price	\$3.50				
Total Breakfast Cost/meal	\$1.00				
Total Lunch Cost/meal	\$1.50				
Total Snack Cost/meal	\$0.50				
Total A La Carte Cost/\$3	\$1.50				



Nonprogram Revenue Calculator		
Enter the cost for reimbursable meal, cost of nonprogram food and total revenue		
Cost for Reimbursable Meal Food		
Cost of Nonprogram Food		
Total Food Costs	\$	-
Total Nonprogram Food Revenue		
Total Revenue		
Minimum portion of revenue from nonprogram funds		0%
Minimum Revenue Required from the Sale of Nonprogram Foods	\$	-
Additional Revenue Needed to Comply	\$	-



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	\$	100,000
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	\$	-



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	\$	92,600
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	\$	7,400



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(1) MAIL: U.S. DEPARTMENT OF AGRICULTURE
OFFICE OF THE ASSISTANT SECRETARY FOR CIVIL RIGHTS
1400 INDEPENDENCE AVENUE, SW
WASHINGTON, D.C. 20250-9410;

(2) FAX: (202) 690-7442; OR

(3) EMAIL: PROGRAM.INTAKE@USDA.GOV.

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