



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

BRIAN J. WHISTON
STATE SUPERINTENDENT

FOOD SERVICE

**ADMINISTRATIVE POLICY MEMO NO. 13
SCHOOL YEAR 2016-2017**

SUBJECT: 2017-2018 Paid Lunch Equity (PLE) Exemption Requests

DATE: March 23, 2017

Attached is the revised Michigan Department of Education (MDE) Paid Lunch Equity (PLE) Exemption Request Form for School Year (SY) 2017-2018 along with [USDA Memo SP 17-2017 Paid Lunch Equity: Guidance for School Year 2017-18](#) which indicates the factors for consideration of a PLE Exemption.

As a best practice, the PLE Tool should be completed every spring for the upcoming school year in order to take a price increase to the school board by June. The School Food Authority (SFA) will then have time to communicate the price increase to parents and students in writing over the summer on menus, in student handbooks, in welcome back packets, in meal charging policies, and in free and reduced application packets. The SFA will also need to update the Point of Sale (POS) system and set adult meal prices based on paid student meal prices prior to the start of the new school year.

For consideration to not raise lunch prices when PLE calculations indicate otherwise, a completed PLE Exemption Request Form and required supporting documents should be submitted to MDE no later than July 15, 2017. Requests should be emailed to MDE-SchoolNutrition@michigan.gov with "PLE Exemption Request" included in the subject line.

Questions regarding PLE Exemptions should be directed to Aimee Haapala at HaapalaA1@michigan.gov or 517-373-8319.

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Michigan Department of Education
 School Nutrition Programs
 Paid Lunch Equity Exemption Request Form
 School Year 2017-2018

Note: This form should be submitted to the Michigan Department of Education no later than July 15, 2017, to meet annual price increases as prescribed by the USDA.

Date:
 District Name:
 Agreement Number:
 Contact Name:
 Contact Phone Number:
 Contact Email:

	YES	NO
1) Will the required increase to paid lunch prices or revenue contributions cause the non-profit school food service account to exceed the three-month operating balance limit? Attach balance sheet as of the most current previous month.		
2) Does the School Food Authority (SFA) meet all paid lunch equity requirements? Attach a completed PLE Tool for 2015-2016, 2016-2017, and 2017-2018 and all student meal prices for 2014-2015, 2015-2016, and 2016-2017.		
3) Does the SFA have necessary cafeteria and kitchen equipment for storing, preparing, and serving healthy meals and competitive foods?		
4) 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?		
5) Are there simple menu improvements that could be made that would encourage students to eat 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?		
6) Does the SFA use salad bars?		
7) Has the SFA made efforts to engage students in meal planning, taste testing, etc?		
8) Does the SFA comply with all requirements and follow best practices with regard to preventing overt identification?		
9) Does the SFA utilize signage, food placement, and other marketing techniques effectively to promote the selection of reimbursable meals?		

10) Does the SFA have all child nutrition staff vacancies filled?

11) 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)?

12) Are there any other factors you would like us to know in evaluating your exemption request?

If Yes, provide comments in box below:

The above requested information is accurate to the best of my knowledge:

Food Service Director Name	Signature	Date
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Business Manager Name	Signature	Date
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Food Service Director Email	Business Manager Email
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Email completed form and attachments to MDE-SchoolNutrition@michigan.gov. Please indicate 'PLE Exemption Request' in the subject line.