

Office of Health and Nutrition Services
Fiscal and Administrative Services Monitoring Team
Paid Lunch Equity Tool Instructions School Year 2022-23

Before you begin,

- The Paid Lunch Equity (PLE) Tool must be completed annually (N/A for CEP district wide)
- Gather the following to complete the School Year (SY) 2022-23 tool:
 - SY19-20 PLE Tool completed
 - SY20-21 PLE Tool (may not have been completed)
 - SY21-22 PLE Tool (may not have been completed)
 - SY22-23 PLE Tool - located at: [Resource Management \(michigan.gov\)](https://www.michigan.gov/Resource-Management)ⁱ
 - October 2019 paid student meal counts by price (if your district was Seamless Summer Option (SSO) last year)
 - Prior year PLE Tools are available on our website
- Data is only entered in the **peach-colored** cells
 - All other cells are protected with formulas to prepopulate
- Save PLE Tool and all supporting documentation
 - Tool must be saved in Excel format for Resource Management (RM) Reviews
 - Document your meal prices for the upcoming school year

Establishing a PLE Starting Point

- Start with the Unrounded Price Requirement from the last completed PLE Tool (likely the SY19/20 PLE Tool)

Completion Instructions

Step 1: Filling out the Unrounded Requirement Finder Tab

1. You must **always** begin on the Unrounded Requirement Finder tab. The results will be invalid if Step 1 is not completed properly.
2. The following instructions assume that you are beginning with the SY2019-20 PLE Tool. However, you may start with any year in this process.

- From the SY2019-20 PLE Tool, carryforward the SY2019-20 Weighted Average Price Requirement (White colored Cell D8) to the SY2020-21 PLE Tool, Unrounded Requirement Finder tab Peach colored Cell B8 (see picture below)

SY19/20 PLE TOOL Step 1		SY20/21 PLE TOOL Step 1	
Enter the SY 2018-19 Unrounded Price Requirement in the box below	SY 2019-20 Weighted Average Price Requirement	Enter the SY 2019-20 Unrounded Price Requirement in the box below	SY 2020-21 Weighted Average Price Requirement
<i>This is found in Section 1: Box A of the SY 2018-19 REPORT from the SY 2018-19 tool or below (Price 2)</i>	Requirement price to the nearest cent	<i>This is found in Section 1: Box A of the SY 2019-20 REPORT from the SY 2019-20 tool or below (Price 2)</i>	Requirement price to the nearest cent
\$ 2.92	\$ 3.00	\$ 3.00	\$ 3.09

Example Unrounded Price Requirement. Use your own results

Note: this step will be repeated 2 more times if the PLE Tool has not been completed during the pandemic. Only the Unrounded Requirement Finder tab needs to be filled out for the years you did not fill out the tool. It is not necessary to fill out the Price Calculator tab until you reach the 2022-23 PLE Tool.

- From the SY2020-21 PLE Tool, carryforward the Weighted Average Price Requirement (White colored Cell D8) to the SY2021-22 PLE Tool, Unrounded Requirement Finder tab Peach colored Cell B8 (see picture below)
- Finally, from the SY2021-22 PLE Tool, carryforward the Weighted Average Price Requirement (White colored Cell D8) to the SY2022-23 PLE Tool, Unrounded Requirement Finder tab Peach-colored Cell B8 (see picture below)

SY21/22 PLE TOOL Step 1		SY22/23 PLE TOOL Step 1	
Enter the SY 2020-21 Unrounded Price Requirement in the box below	SY 2021-22 Weighted Average Price Requirement	Enter the SY 2021-22 Unrounded Price Requirement in the box below	SY 2022-23 Weighted Average Price Requirement
<i>This is found in Section 1: Box A of the SY 2020-21 REPORT from the SY 2020-21 tool or below (Price 2)</i>	Requirement price to the nearest cent	<i>This is found in Section 1: Box A of the SY 2021-22 REPORT from the SY 2021-22 tool or below (Price 2)</i>	Requirement price to the nearest cent
\$ 3.09	\$ 3.18	\$ 3.18	\$ 3.31

If you do not have the SY2019-20 PLE Tool, or that tool was not completed correctly, scroll down to row 16 in the Unrounded Requirement Finder tab and complete the information in the peach-colored box (cell C16) to determine the requirement price.

- a. You may use the optional tab “SY10-11 Price Calculator” to determine the weighted average price for cell C16 if needed
 - i. Note: This is pricing data from the first year of the PLE Tool to go back to your original starting point in SY2010-2011
- b. Enter the newly populated requirement price (Cell E16) into the Unrounded Price Requirement in the peach-colored box (Cell C8) for the current year (SY2022-23)

Complete if you do NOT know your SY 2021-22 Unrounded Price Requirement		
Annual Unrounded Requirement Finder		
Enter the SY 2010-11 Weighted Average Price below		
<i>** The weighted average price for SY 2010-11 is the weighted average of all paid lunch prices charged in the SFA</i>		
SY 2010-11 Weighted Average Price	Unrounded Price Requirements	
	Price 1: SY 2020-21 Requirement price to the nearest cent	Price 2: SY 2021-22 Requirement price to the nearest cent
	\$ -	\$ -
SY 19-20	\$ -	
SY 18-19	\$ -	
SY 17-18	\$ -	
SY 16-17	\$ -	
SY 15-16	\$ -	
SY 14-15	\$ -	
SY 13-14	\$ -	
SY 12-13	\$ -	
SY 11-12	\$ -	

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

6. The SY2022-23's "Weighted Average Price Requirement" will prepopulate for you in Cell D8 and then carries into the next tab "SY 22-23 Price Calculator"
7. You must complete Step 1 **before** proceeding to Step 2, Filling out the Price Calculator Tab

Step 2: Filling out the SY 22-23 Price Calculator Tab

1. Start with checking to make sure the "Weighted Average Price Requirement" populated in Cell D8 in the "SY 22-23 Price Calculator" tab
 - a. If Cell D8 is blank repeat Step 1 Filling out the "Unrounded Requirement Finder" Tab

SY 2022-23 Price Adjustment Calculator			
Go to Instructions		SY 2022-23 Weighted Average Price Requirement	
Requirement price to the nearest cent		Optional price requirement ROUNDED DOWN to nearest 5 cent	
\$ -		\$ -	
<small>Note: Above prices are based on adjusting SY 2021-22 price requirement by the 2% rate increase plus the Consumer Price Index (4.04%)</small>			
SY 2021-22 Weighted Average Price Calculator			
Enter the paid prices and number of paid lunches sold at each price for October 2021.			
Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	SY 2021-22 Weighted Average Price
1.	\$ -	\$ -	
2.		\$ -	
3.		\$ -	
4.		\$ -	
5.		\$ -	
6.		\$ -	
7.		\$ -	
8.		\$ -	
9.		\$ -	
10.		\$ -	
TOTAL	-	\$ -	\$ -
<small>Note: SY 2021-22 Weighted Average Price equal to or above the target price of \$3.31 are compliant for SY 2022-23. \$3.31 is the difference between the Free and Paid reimbursement rates for SY 2021-22.</small>			

2. Scroll down to complete the "SY 2021-22 Weighted Average Price Calculator" box
 - a. If meals were free this school year under the Seamless Summer Option (SSO), you may enter the number of paid lunch counts from **October 2019** (peach box starting on line 15, column B). Enter meal counts for every paid student price point (ex: Elementary, Middle, High School)
 - b. Note: This includes paid eligible student meal counts only (not free or reduced meal counts, adult meals, or ala-carte items)
3. Next enter the paid student lunch prices in the peach boxes starting on line 15, column C for each corresponding meal count entered from Step 2a. above
4. Review to make sure your SY 2021-22 (or SY 2019-20 if applicable) Weighted Average Price populated in Cell E25

5. Review Cell E31 to determine if a price increase is required
 - a. Note: This reflects the total amount your current Weighted Average Price is below your “SY 2022-23 Weighted Average Price Requirement” for the upcoming school year

Total Price Increase for SY 2022-23	
\$	-

6. Raising prices by the amount in Cell E31 or more would be ideal to avoid the potential for a price increase(s) again in the following year(s)
 - a. You must at least raise prices (on average) to the minimum price required in Cell E35 to stay in compliance for the upcoming school year
 - i. Note: the “10 Cent Cap” is a minimum price increase requirement, not a maximum

Required price increase for SY 2022-23 (with 10 cent cap)	
\$	-

Step 3: (Optional) Pricing Estimation Calculator

1. You may use this optional Pricing Estimation Calculator to determine new price points using the same paid lunch counts from October 2019. Test various price increase scenarios to determine what is best for your district.
 - a. Note: Your Pricing Estimation Weighted Average Price result in Cell E61 should equal at a minimum the required price in Cell E35 to comply.

Other Tabs:

Most school districts will only use the “Unrounded Requirement Finder” tab with the corresponding “SY 22-23 Price Calculator” tab.

Following are explanations of the remaining PLE Tool tabs and their uses:

SY 2022-23 Non-Federal Calculator – use this tab if your district wants to opt out of raising prices to students and instead cover the required increase with General/Non-Federal Funds. Please contact the Michigan Department of Education (MDE) before completing this tab because of the complex requirements.

SY 2022-23 Split Calculator – use this tab if you are planning to raise paid student meal prices partially AND cover the remaining increase requirement with General/Non-Federal Funds. Again, please contact MDE before completing this tab because of the complex requirements.

SY2022-23 REPORT – optional tab to track your price requirements and carry forward amounts. This is a good one-page report.

SY 21-22 Price Calculator – linked to be used with the “Non-Federal Calculator” tab for which we recommend contacting MDE prior to completing.

SY 10-11 Price Calculator – this tab coincides with the “Unrounded Requirement Finder” tab if you do NOT know your Unrounded Price Requirement to carry forward. Please see Step 1, 2b instructions above.

Reminders:

- If the School Food Authority (SFA) is planning to use the USDA PLE Exemption for the upcoming school year (SY2022-23) and not raise prices according to the tool, the SFA must save a copy of the positive or zero fund balance as of December 31, 2021, as indicated in the guidance. Keep this documentation along with the completed PLE Tool. We recommend completing the Unrounded Requirement Finder tab at a minimum to make it easier to fill out next year’s PLE Tool.
- MDE recommends completing the PLE Tool for the upcoming school year (SY2022-23) in the spring. This allows time to bring potential price increases to the School Board by June 2022, update POS systems, and communicate all price increases to families before the start of the new school year (SY2022-23). SFAs will also use the updated student meal prices to complete the MDE Adult Pricing Worksheet for SY2022-23 as well once the new NSLP Reimbursement Rates are released from the USDA in the summer.
- Save all PLE Tools in Excel format. PLE Tools will be required in Excel format during Resource Management (RM) Reviews.
- Document all student meal prices every school year

Contact Info

For assistance completing the PLE Tool or questions:

Fiscal Monitoring Unit

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www.michigan.gov/mde-fast

ⁱ <https://www.michigan.gov/mde/services/food/fiscal-admin/topics/resource-management>