

Office of Health and Nutrition Services
Fiscal and Administrative Services Monitoring Team
Paid Lunch Equity Tool Instructions School Year 2023-24

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) 2023-24 tool:
 - Previous SY22-23 PLE Tool (may not have been completed if waivers were used)
 - Or: Last completed PLE Tool
 - New SY23-24 PLE Tool - located at: [Resource Management \(michigan.gov\)](#)¹
 - October 2022 paid student meal counts by price
- 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

If you have your completed SY22-23 PLE Tool

- Start with the Unrounded Price Requirement tab from the last completed PLE Tool SY22-23

If you do not have the SY22-23 PLE Tool, see #4 in the following instructions.

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 in #3 assume that you are beginning with the SY2022-23 PLE Tool.

- From the SY22-23 PLE Tool, carryforward the Weighted Average Price Requirement (White colored Cell D8) to the SY2023-24 PLE Tool's Peach colored Cell BC8 (see picture below)

Step 1		Step 1	
Enter the SY 2021-22 Unrounded Price Requirement in the box below	SY 2022-23 Weighted Average Price Requirement	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 2021-22 REPORT from the SY 2021-22 tool or below (Price 2)</i>	Requirement price to the nearest cent	<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
\$ 3.00	\$ 3.18	\$ 3.18	\$ 3.48
<i>Note: Above prices are based on adjusting SY 2021-22 price requirement by the 2% rate increase plus the Consumer Price Index (4.04%)</i>		<i>Note: Above prices are based on adjusting SY 2022-23 price requirement by the 2% rate increase plus the Consumer Price Index (7.4%)</i>	

NOTE: This is an example Unrounded Price Requirement. Use your own results.

- If you did not complete or you do not have the SY2022-23 PLE Tool, or that tool was not completed correctly, on the Unrounded Requirement Finder tab of the SY2023-24 PLE Tool, scroll down to the following and enter your **last known** Weighted Average Price (does not need to be SY2010-11) in peach colored cell B16:

Complete if you do NOT know your SY 2022-23 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 2021-22 Requirement price to the nearest cent	Price 2: SY 2022-23 Requirement price to the nearest cent
\$ 3.00	\$ 3.18	\$ 3.31
SY 20-21	\$ 3.09	
SY 19-20	\$ 3.00	
SY 18-19	\$ 2.92	
SY 17-18	\$ 2.86	
SY 16-17	\$ 2.78	
SY 15-16	\$ 2.70	
SY 14-15	\$ 2.65	
SY 13-14	\$ 2.59	
SY 12-13	\$ 2.51	
SY 11-12	\$ 2.46	
If you do not know your SY2010-2011 Weighted Average Price CLICK HERE		
<small>Note: The SY 2022-23 requirement is based on price increase requirements from SY 2011-12 through SY 2021-22.</small>		

NOTE: \$3.00 is an example price. Use your own data.

Carry up the result in Cell E16 to the peach-colored box in Cell B8 (Step 1), on the same tab.

5. The SY2023-24's "Weighted Average Price Requirement" will prepopulate for you in Cell D8 and will carry over into Cell D8 on the Price Calculator tab.
6. You must complete Step 1 **before** proceeding to Step 2, Filling out the Price Calculator Tab

Step 2: Filling out the SY 23-24 Price Calculator Tab

1. Start with checking to make sure the "Weighted Average Price Requirement" populated in Cell D8 in the "SY 23-24 Price Calculator" tab.
 - a. If Cell D8 is blank repeat Step 1 Filling out the "Unrounded Requirement Finder" Tab.

SY 2023-24 Price Adjustment Calculator	
Go to Instructions	SY 2023-24 Weighted Average Price Requirement
Requirement price to the nearest cent	Optional price requirement ROUNDED DOWN to nearest 5 cent
3.56	\$ 3.55
<i>Note: Above prices are based on adjusting SY 2022-23 price requirement by the 2% rate increase plus the Consumer Price Index (7.4%)</i>	

SY 2022-23 Weighted Average Price Calculator			
Enter the paid prices and number of paid lunches sold at each price for <u>October 2022</u> .			
Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	SY 2022-23 Weighted Average Price
1.		\$ -	
2.		\$ -	
3.		\$ -	
4.		\$ -	
5.		\$ -	
6.		\$ -	
7.		\$ -	
8.		\$ -	
9.		\$ -	
10.		\$ -	
L	-	\$ -	\$ -
<i>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.</i>			

2. Scroll down to complete the "SY 2022-23 Weighted Average Price Calculator" box
 - a. Enter the number of paid student lunch meals from October for the current school year in the peach boxes starting on line 15 column B. Enter meal counts for every paid student price point (ex: Elementary, Middle, High School). SFAs may use the prices they last charged students as the basis for their SY2023-24 paid lunch price calculation, even if those prices were charged during a year the SFA was not required to comply with PLE requirements.

- 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 2022-23 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 2023-24 Weighted Average Price Requirement” for the upcoming school year

Total Price Increase for SY 2023-24	
\$	-

- 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 2023-24 (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. 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 must equal at a minimum the required price in Cell E35 to comply.

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.			\$ -	
2.			\$ -	
3.			\$ -	
4.			\$ -	
5.			\$ -	
6.			\$ -	
7.			\$ -	
8.			\$ -	
9.			\$ -	
10.			\$ -	
TOTAL	-		\$ -	\$ -

Other Tabs:

Most school districts will only use the “Unrounded Requirement Finder” tab with the corresponding “SY 23-24 Price Calculator” tab.

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

SY 2023-24 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 2023-24 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.

SY2023-24 REPORT – optional tab to track your price requirements and carry forward amounts. This is a good one-page report.

SY 22-23 Price Calculator – this tab is linked to be used with the “Non-Federal Calculator” tab for which we recommend contacting MDE prior to completing.

Reminders:

- If the School Food Authority (SFA) is planning to use the United States Department of Agriculture (USDA) PLE Exemption for the upcoming school year (SY2023-24) and not raise prices according to the tool, the SFA must save a copy of the positive or zero fund balance as of June 30, 2022, as indicated in the guidance. MDE recommends completing the PLE Tool for the upcoming school year (SY2023-24) in the spring. This allows time to bring potential price increases to the School Board by June 2023, update POS systems, and communicate all price increases to families before the start of the new school year (SY2023-24). SFAs will also use the updated student meal prices to complete the MDE Adult Pricing Worksheet for SY2023-24 as well once the new National School Lunch Program (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

517-241-5380

MDE-Fiscal@michigan.gov

www.michigan.gov/mde-fast

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