

**Posted: 02/09/2018...updated...02/15/2018**

To: School Food Authorities  
Subject: SFS-18-42 May 2018 Training Memo – Paid Lunch Equity and Average Meal Costs

The Louisiana Department of Education (LDOE) will host a **School Food Service (SFS) State Monthly** meeting on May 10, 2018. At this meeting, state staff will discuss the school year (SY) 2018-19 Paid Lunch Equity (PLE) Tool, along with the process for calculating SY 2018-19 Average Meal Costs (AMCs). Participants are encouraged to bring a laptop or tablet to facilitate completion of the PLE and AMC calculations.

For the PLE component of the training, participants are encouraged to bring all data points that may be required to complete the Paid Lunch Equity tool for the 2018-19 SY, including :

- **Number of paid lunches served at each paid lunch price point** for the months of **October 2010** and **October 2017**. If needed, prior year Schedule A data can be accessed by the district/system to determine the prices charged at lunch for paid meals in that corresponding year. *Please note that if your system/district charged two (2) or more paid lunch prices in SY 2010-11 and/or SY 2017-18, participation report data (SFS-7) will additionally be required for the months of October 2010 and October 2017 as claim data alone will not suffice.*
- **Total annual paid lunches claimed in SY 2016-17**. *If your system did not participate in the Community Eligibility Provision (CEP) in SY 2016-17, this figure will simply be the sum of all paid lunches claimed from July 2016 through June 2017. However, if your system partially participated in the CEP option during this SY, any paid meals claimed at CEP-participating schools must be EXCLUDED from this total.*
- **Total amount of non-Federal source funds contributed to SFS** for **SY 2011-12 through SY 2017-18**.

**Please note that if your district applies CEP across the district (all sites), you may not wish to attend the PLE meeting, as your district will be exempt from completion of the PLE tool while fully participating in CEP.**

As of early February 2018, the complete PLE tool has not yet been released by USDA. However, upon release, LDOE will place the most current tool (for SY 2018-19) on both the home page of the CNP website (<http://cnp.doe.louisiana.gov>)- to the right of the log-in (SFS section) -and under the memos portion.

For the AMC component of the training, participants are encouraged to bring all data points that may be required to complete the Average Meal Cost calculations for 2018-19 SY, including :

- **All claims data from SY 2017-18** (July 2017 to date\*). It is most ideal to list claims data in a spreadsheet or report for easy access. District/system-wide monthly claims data must include reimbursable meal count totals by meal type, as well as “other meals” by meal type.
- **Income from Extra Sales [SY 17-18]**. Total all income received, to date\*, from extra sales in SY 17-18.
- **Meal Equivalent Factor** (or the prior year AMC [reported in the 2018 Schedule A] for lunch).
- **Total SFS Expenses [SY 17-18]**. Total expenses paid, to date\*, with SFS funds in SY 2017-18.

\*Final SY 2017-18 figures will be needed in order to complete the SY 2018-19 AMC calculation.

**REGISTER AT THE FOLLOWING WEBSITE: <http://www.louisianafitkids.com>**

**Location**

Pennington Biomedical Research Center  
6400 Perkins Road  
Baton Rouge, Louisiana 70808

**Tentative agenda, conference center map and list of nearby accommodations will be posted on the registration website.**