#### **Non-Federal Calculator**

2017-18 School Year Paid Lunch Equity (PLE) Tool Step by Step Instructions
Use these instructions if you plan on using non-Federal sources to meet the weighted average price requirement.

Important – Save the final 2017-18 PLE Tool Excel file to your computer. You will be required to upload this Excel file when you submit your Child Nutrition Online Contract. Be sure you and the person that completes the online contract have access to this file.

The weighted average price for School Year (SY) 2017-2018 is \$2.86.

You will need the following information to calculate the Weighted Average Price for SY 2017-18:

- SY 2016-17 Unrounded Price Requirement from 2016-17 PLE Tool, Report Tab (Section 1A)
- All paid lunch prices for October 2016
- Number of paid lunches served associated with each paid lunch price in October 2016
- Total number of paid lunches served in SY 2015-16
- The total dollar amount of non-federal source funds contributed for SY 2011-12, SY 2012-13, SY 2013-14, SY 2014-15, SY 2015-16, and SY 2016-17

If you did not run the PLE Tool for SY 2016-17, you will need:

All paid lunch prices for October 2010 and October 2016

Instructions Unrounded Requirement Finder SY 17-18 Price Calculator SY 17

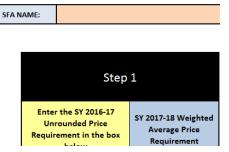
Number of paid lunches served associated with each paid lunch price in October 2010 and October 2016

The 2017-18 Paid Lunch Equity (PLE) Tool is found at <a href="http://dpi.wi.gov/school-nutrition/national-school-lunch-program/financial">http://dpi.wi.gov/school-nutrition/national-school-lunch-program/financial</a>
After opening the PLE Tool, save the Excel file to your computer.

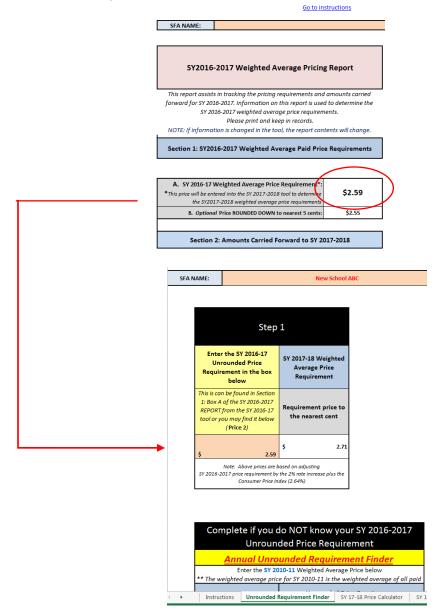
#### Start on the Annual Unrounded Requirement Finder tab. School Year (SY) 2017-18 Paid Lunch Equity (PLE) Tool Instructions The PLE Tool was created to help School Food Authorities (SFAs) calculate their paid lunch price increase requirement and/or non-Federal source contributions to meet the requirements in Section 205 of the Healthy, Hunger-Free Kids Act of 2010. If the pricing requirements calculated by the PLE Tool are not met or are exceeded, the PLE Tool will also calculate any amounts, including credits or deficits carried over into the next year. Note, the weighted average prices calculated in the PLE Tool are the weighted average of all student paid lunch prices charged in the SFA. 1) Have last year's PLE Tool available for reference 2) Were credits carried over from last year? 3) Is the current weighted average paid lunch price above the requirement? 4) Only the tab(s) relevant to the SFA's selection of method to meet PLE requirments need to be completed 5) The \$.10 cap does not mean that every SFA will raise the weighted average paid lunch price or contribute the equivalent in non-Federal funds. Depending on where the SFA is at in regards to meeting the PLE requirement, they may need to contribute less than \$.10 or may choose to contribute more than \$.10. For more information on amounts carried over please refer to SP 39-2011 This version of the PLE Tool is only applicable to SY 2017-2018. A new version of the PLE Tool will be issued for SY 2018-2019 The SY 2017-18 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 filled out. Start by clicking "Annual Tab 2: Annual Unrounded Requirement Finder SY 2017-18 Price Calculat **Unrounded Requirement** Tab 4: SY 2017-18 Non-Federal Calculator SY 2017-18 Split Calculator Finder" Tab 6: SY 2017-18 REPORT Tab 7: SY 16-17 Price Calculator Tab 8: SY 10-11 Price Calculator

## **Annual Unrounded Requirement Finder Tab.**

Enter SFA Name at the top of the page.

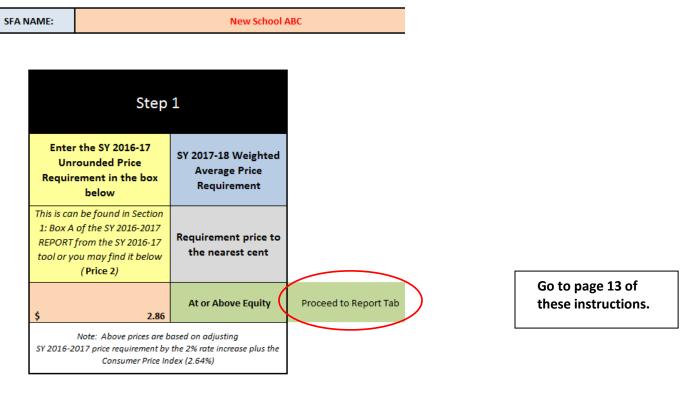


Enter in the SY 2016-17 Unrounded Price Requirement in the peach box under Step 1. Refer to your SFA's SY 2016-2017 PLE Tool under the Report Tab (Section 1A).

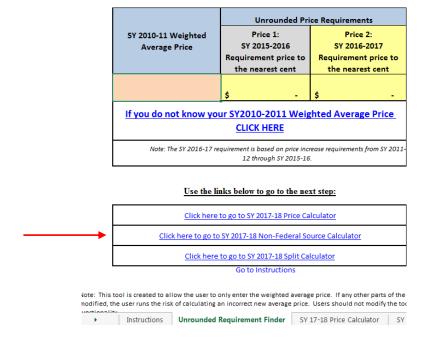


If you do not know your SY 2016-17 Unrounded Price Requirement, **skip to page 10 in these instructions.** 

If the SY 2016-17 Unrounded Price Requirement is at or above the Paid Lunch Equity Price of \$2.86 for SY 2017-18, you will receive a notice in green. Proceed to the Report Tab. If you are at or above equity, go to page 13 of these instructions for further guidance on completing the Report Tab.



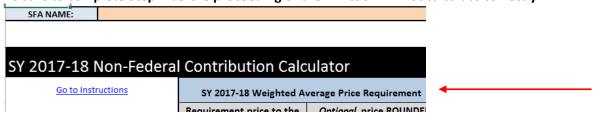
Otherwise, once you have entered your SY 2016-17 Unrounded Price Requirement, select the Click here to go to SY 2017-18 Non-Federal Source Calculator link further down on the same page.



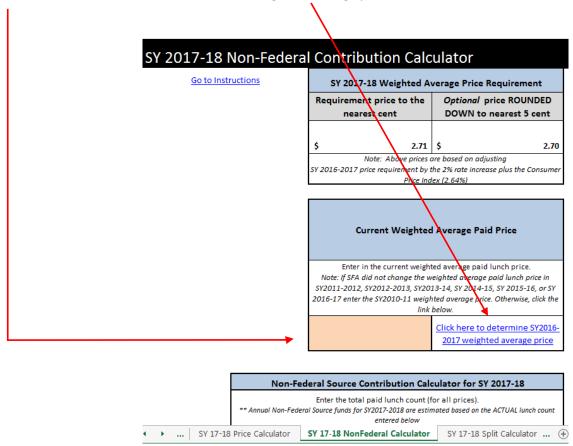
### SY 2017-18 Price Calculator Tab

Enter SFA Name at the top of the page.

Be sure to complete Step 1 before proceeding or the PLE tool will not calculate correctly.



You will need to enter your current 2016-17 weighted average paid lunch price. To determine this price, click on the hyperlink *Click here to determine SY 2016-2017 weighted average price*.



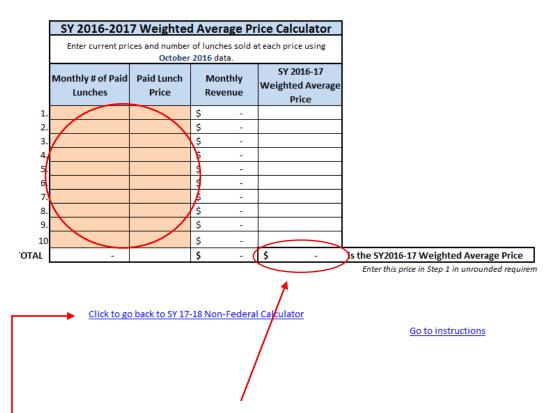
### SY 2016-17 Price Calculator Tab

Enter SFA Name at the top of the page.

Enter in the October 2016 number of paid lunches claimed and the corresponding prices charged.

Note: Non-reimbursable meals should not be entered (e.g., adult meals, a la carte purchases).

SFA NAME:

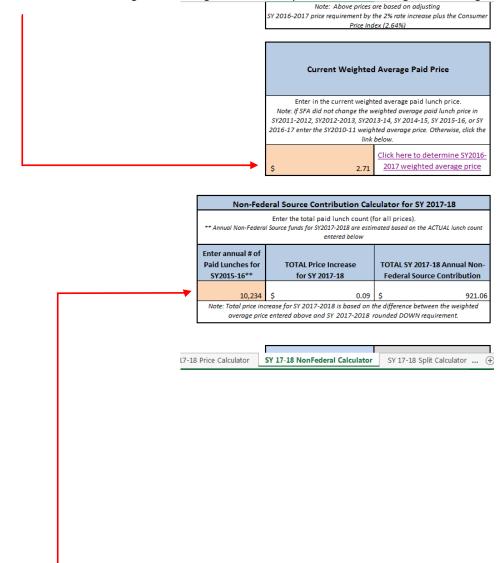


The SY 2016-17 Weighted Average Price will show in this box.

After you have calculated the SY 2016-17 Weighted Average Price, click on the hyperlink *Click to go back to SY 17-18 Non-Federal Calculator* and manually enter this amount in the *Current Weighted Average Paid Price* box.

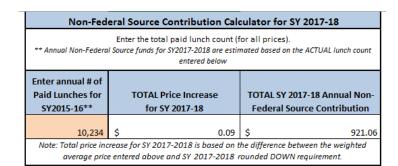
### Return to the SY 2017-18 Price Calculator Tab

Enter the 2016-2017 Weighted Average Price in the peach Current Weighted Average Paid Price box.



Enter in the total number of paid student lunches served in SY 2015-16 in the *Enter annual # of Paid Lunches for SY 2015-16* box.

Enter in the total amount of non-federal source contributions from the SY 2011-12, SY 2012-13, SY 2013-14, SY 2014-15, SY 2015-16 and SY 2016-17 in the box labeled *Enter total amount of Non-Federal Source Funds Contributed*. If there were no non-Federal fund contributions for those school years, enter in 0. Your required non-federal funds contribution for SY 2017-18 will appear in the *Annual Non-Federal Source Contribution Requirement for SY 2017-18* box.



This example SFA must contribute \$621.06 for the SY 2016-17 if they do not want to raise their paid lunch price(s).

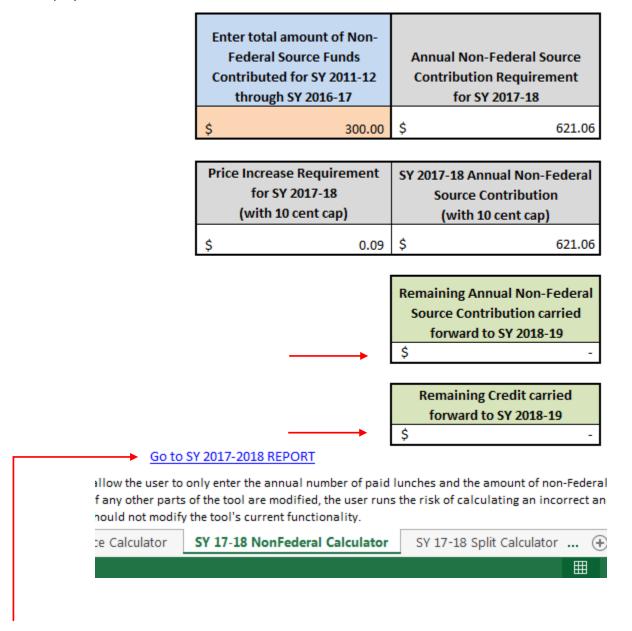
This example shows that this SFA has already contributed \$300.00 of non-federal funds in the past.

Enter total amount of Non-Federal Source Funds Annual Non-Federal Source Contributed for SY 2011-12 **Contribution Requirement** through SY 2016-17 for SY 2017-18 621.06 300.00 **Price Increase Requirement** SY 2017-18 Annual Non-Federal for SY 2017-18 **Source Contribution** (with 10 cent cap) (with 10 cent cap) 0.09 Remaining Annual Non-Federal Source Contribution carried forward to SY 2018-19

8 Price Calculator SY 17-18 NonFederal Calculator

SY 17-18 Split Calculator ... 🛨

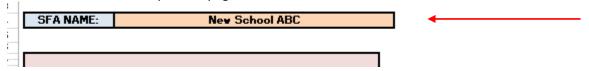
The two green boxes (*Remaining Annual Non-Federal Source Contribution carried forward to SY 2018-19* and *Remaining Credit carried forward to SY 2018-19*) may show a shortfall or credit that will be carried forward into the following school year. As long as the 2017-18 contribution requirement is met, the SFA is in compliance with Paid Lunch Equity.



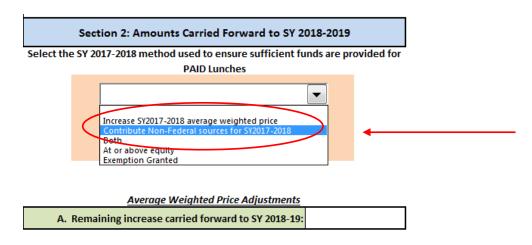
Click on Go to SY 2017-2018 REPORT.

### SY 2017-18 Report Tab

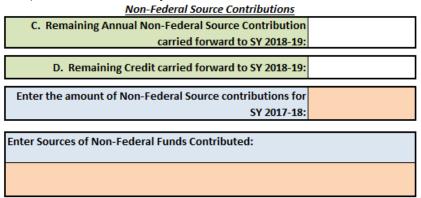
Enter SFA Name at the top of the page.



Since you have decided to contribute non-Federal funds in lieu of a price increase, you will need to click the drop down box arrow and select *Contribute Non-Federal sources for SY 2017-2018*.



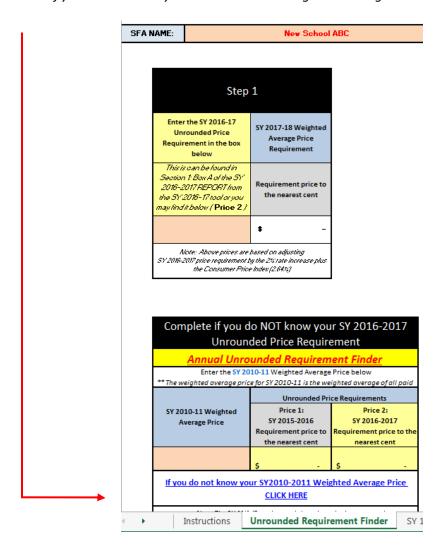
In the blue box titled *Enter the amount of Non-Federal Source contribution for SY 2016-17* under the heading of *Non-Federal Source Contribution*, enter the amount of non-Federal funds that will be contributed to the non-profit school food service account for SY 2017-18. Provide a brief description of where these non-Federal funds are from (e.g., Fund 10/General Fund, etc.) in the *Enter Source of Non-Federal Funds Contributed* box.



Congratulations! You have completed the 2017-18 Paid Lunch Equity (PLE) tool. Please save the tool electronically somewhere on your computer that you can find easily. We also recommend that you save a printed copy of the tool to have as a back up to the electronic file. DPI staff will potentially request this information from you before your annual online contract is approved or during an Administrative Review, as part of the required five year record retention regulation.

# (Continued from top of page 3)

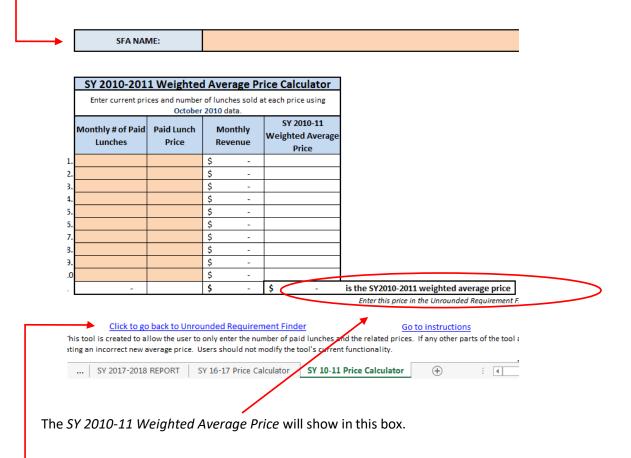
If you do not know your *SY 2016-2017 Unrounded Price Requirement* or if you have never completed the Paid Lunch Equity Tool, click on the *If you do not know your SY 2010-2011 Weighted Average Price CLICK HERE.* 



### SY 2010-11 Price Calculator Tab

Enter SFA Name at the top of the page.

Enter the October 2010 number of paid lunches served and claimed and the corresponding price charged.

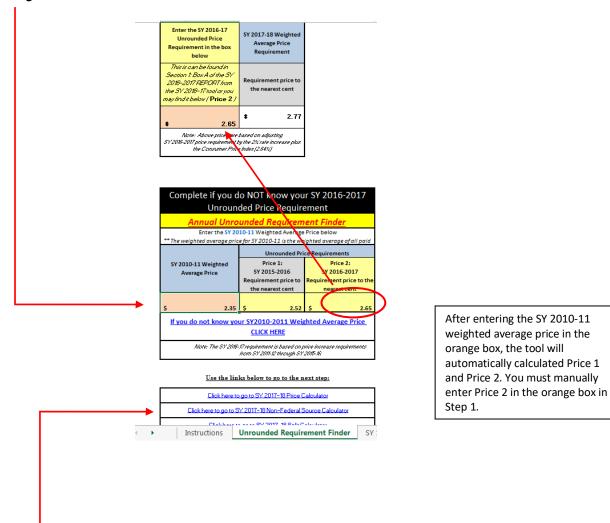


After you have calculated the SY 2010-2011 Weighted Average Price, then go back and manually enter this amount in the SY 2010-11 Weighted Average Price box in the Unrounded Requirement Finder.

### **Return to Unrounded Requirement Finder Tab**

Enter in your SY 2010-11 Weighted Average Price in the peach SY 2010-11 Weighted Average Price box. Then, enter Price 2 in the Step 1 Enter the SY 2016-17 Unrounded Price Requirement box.

Note: If you do not enter Price 2 in Step 1, the PLE Tool will not calculate correctly. Please verify Step 1 is complete before continuing.



Once the prices have been calculated in the Step 1 box, select the *Click Here to go to the SY 2017-18 Non-Federal Contribution Calculator* link and *then go to page 4 of the instructions*.

Go to page 4 of these instructions.

# (Continued from page 3 for SFAs "At or Above Equity")

Enter SFA Name at the top of the page.



From the drop down box, select at At or Above Equity.

### 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\*:

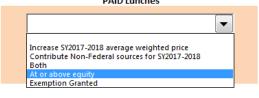
\*This price will be entered into the SY 2018-2019 tool to determine the SY2018-2019 weighted average price requirements

B. Optional Price ROUNDED DOWN to nearest 5 cents: #VALUE!

Aver Price year

# 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



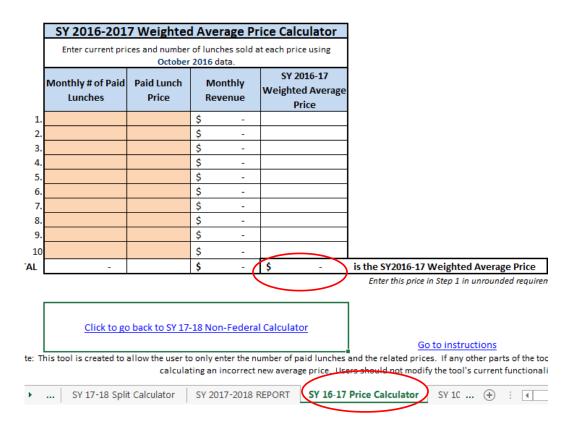
> ... | SY 17-18 Split Calculator SY 2017-2018 REPORT SY 16-17 Price Calculator

| A green bo<br>weighted բ | ox titled <i>Enter the SY 2017-2018 average weighted paid lunch price here</i> . Enter you 2017-2018 average price. |
|--------------------------|---|
|                          | Section 2: Amounts Carried Forward to SY 2018-2019  |
| Select the               | e SY 2017-2018 method used to ensure sufficient funds are provided for  |
|                          | PAID Lunches  |
|                          | At or above equity  |
|                          | Enter the SY 2017-18 average weighted paid lunch price here:  |
|                          | Average Weighted Price Adjustments  |

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

If you have only one paid student meal charge, enter this price as it will be for 2017-18. If you have multiple paid student meal charges but are at or above equity as determined by the PLE tool, use the *SY 2016-2017* tab to determine the weighted average price to enter. If your paid student meal charges for SY 2017-18 will remain the same from SY 2016-17, follow the instructions as is on the page. If you plan to increase any or all of your paid student meal charges in SY 2017-18, use SY 2016-17 *Monthly # of Paid Lunches* figures and alter the respective *Paid Lunch Prices* to be charged in SY 2017-18 to determine your SY 2017-18 weighted average price. Enter this figure on the *Report* tab in the box titled *Enter the SY 2017-2018 average weighted paid lunch price here.* 

N/A



Congratulations! You have completed the 2017-18 Paid Lunch Equity (PLE) tool. Please save the tool electronically somewhere on your computer that you can find easily. We also recommend that you save a printed copy of the tool to have as a back up to the electronic file. DPI staff will potentially request this information from you before your annual online contract is approved or during an Administrative Review, as part of the required five year record retention regulation.