

Weighted Average Paid Price Calculation
School Year 2017-18 Paid Lunch Equity (PLE) Tool Step by Step Instructions

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.

Use these instructions if you plan on increasing the weighted average paid lunch price to meet the requirement.

*The weighted average price for School Year (SY) 2017-18 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 your SFA's 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

If you did not complete the PLE Tool for SY 2016-2017, you will need:

- All paid lunch prices for October 2010 and October 2016
- Number of paid lunches served associated with each paid lunch price for October 2010 and 2016

The 2017-18 Paid Lunch Equity (PLE) Tool is found at
dpi.wi.gov/school-nutrition/national-school-lunch-program/financial

After opening the PLE Tool, save the Excel file to your computer.

Note: You will only be able to enter data into the peach cells. All other cells are protected.

1. Enter SFA's name

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SFA NAME:	
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School Year (SY) 2017-18 Paid Lunch Equity (PLE) Tool Instructions

SFA NAME:	
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School Year (SY) 2017-18 Paid Lunch Equity (PLE) Tool Instructions

Note: Users may want to print the instructions and use them to guide users through the PLE Tool.

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.

TIPS:

- 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 requirements 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.

- Tab 1: Instructions
- Tab 2: [Annual Unrounded Requirement Finder](#)
- Tab 3: [SY 2017-18 Price Calculator](#)
- Tab 4: [SY 2017-18 Non-Federal Calculator](#)
- Tab 5: [SY 2017-18 Split Calculator](#)
- Tab 6: [SY 2017-18 REPORT](#)
- Tab 7: [SY 16-17 Price Calculator](#)
- Tab 8: [SY 10-11 Price Calculator](#)

** The tabs (SY 16-17 and SY 10-11 Price Calculators) are for use as needed*

<p>Click Tab 2 "Annual Unrounded Requirement Finder"</p>



Annual Unrounded Requirement Finder Tab.

Enter Name of SFA in peach colored cell at top. **Note:** You can only enter data into the peach colored cells. All other boxes will auto-populate.

Enter 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 11 in these instructions.**

To complete Step 1 - Refer to your SFA's completed SY 2016-17 PLE Tool, under the REPORT Tab.

Screen shot of SY 2016-17 PLE Tool

SY2016-2017 Weighted Average Pricing Report	
<p><i>This report assists in tracking the pricing requirements and amounts carried forward for SY 2016-2017. Information on this report is used to determine the SY 2016-2017 weighted average price requirements.</i></p> <p><i>Please print and keep in records.</i></p> <p><i>NOTE: If information is changed in the tool, the report contents will change.</i></p>	
Section 1: SY2016-2017 Weighted Average Paid Price Requirements	
A. SY 2016-17 Weighted Average Price Requirement*:	\$2.78
*This price will be entered into the SY 2017-2018 tool to determine the SY2017-2018 weighted average price requirements	
B. Optional Price ROUNDED DOWN to nearest 5 cents:	\$2.75

Screen shot of SY 2017-18 PLE Tool

Step 1	
Enter the SY 2016-17 Unrounded Price Requirement in the box below	SY 2017-18 Weighted Average Price Requirement
<i>This is can be found in Section 1: Box A of the SY 2016-2017 REPORT from the SY 2016-17 tool or you may find it below (Price 2)</i>	Requirement price to the nearest cent
\$ 2.78	\$ 2.86
<p><i>Note: Above prices are based on adjusting SY 2016-2017 price requirement by the 2% rate increase plus the Consumer Price Index (2.64%)</i></p>	

Go to next page.

Complete if you do NOT know your SY 2016-2017 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		
SY 2010-11 Weighted Average Price	Unrounded Price Requirements	
	Price 1: SY 2015-2016 Requirement price to the nearest cent	Price 2: SY 2016-2017 Requirement price to the nearest cent
	\$ -	\$ -
<p>If you do not know your SY2010-2011 Weighted Average Price CLICK HERE</p>		

If you do not have your PLE Tool from SY 2016-17, skip to page 11 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 that indicates that you are “At or Above Equity”.

Go to page 10 of these instructions for further guidance on completing the *Report Tab*.

SFA NAME:	New School ABC
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Step 1	
Enter the SY 2016-17 Unrounded Price Requirement in the box below	SY 2017-18 Weighted Average Price Requirement
<i>This is can be found in Section 1: Box A of the SY 2016-2017 REPORT from the SY 2016-17 tool or you may find it below (Price 2)</i>	Requirement price to the nearest cent
\$ 2.86	At or Above Equity
Proceed to Report Tab	
<i>Note: Above prices are based on adjusting SY 2016-2017 price requirement by the 2% rate increase plus the Consumer Price Index (2.64%)</i>	

Go to page 10 of these instructions.

Be sure you have completed Step 1 before proceeding, or the PLE tool will not calculate correctly.

Use the links below to go to the next step:

Click here to go to SY 2017-18 Price Calculator
Click here to go to SY 2017-18 Non-Federal Source Calculator
Click here to go to SY 2017-18 Split Calculator
Go to Instructions

Once you have entered your *SY 2016-17 Unrounded Price Requirement*, select the *Click here to go to SY 2017-2018 Price Calculator* link further down on the same tab.

SY 2017-18 Price Calculator Tab

Enter in the October 2016 number of paid lunches served and claimed and the corresponding price(s) charged.

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

Please note, these prices are determined from the *Unrounded Requirement Finder* tab and are unique to your district. These prices may not always match. The second price is always rounded down to the nearest \$0.05.

SY 2017-18 Price Adjustment Calculator

[Go to Instructions](#)

SY 2017-18 Weighted Average Price Requirement	
Requirement price to the nearest cent	Optional price requirement ROUNDED DOWN to nearest 5 cent
\$ 2.86	\$ 2.85
<small>Note: Above prices are based on adjusting SY 2016-2017 price requirement by the 2% rate increase plus the Consumer Price Index (2.64%)</small>	

SY 2016-17 Weighted Average Price Calculator

Enter the paid prices and number of paid lunches sold at each price for October 2016.

Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	SY 2016-17 Weighted Average Price
1.		\$ -	
2.		\$ -	
3.		\$ -	
4.		\$ -	
5.		\$ -	
6.		\$ -	
7.		\$ -	
8.		\$ -	
9.		\$ -	
10.		\$ -	
TOTAL	-	\$ -	\$ -

Note: SY 2016-17 Weighted Average Price equal to or above \$2.86 are compliant for SY 2017-18. \$2.86 is the difference between the Free and Paid reimbursement rates for SY 2016-17.

Total Price Increase for SY 2017-18
\$ -

The total price increase for SY 2017-18 will be calculated and auto populate into the *Total Price Increase for SY 2017-18* box.

SY 2017-18 Price Adjustment Calculator

[Go to Instructions](#)

SY 2017-18 Weighted Average Price Requirement	
Requirement price to the nearest cent	Optional price requirement ROUNDED DOWN to nearest 5 cent
\$ 2.86	\$ 2.85
<i>Note: Above prices are based on adjusting SY 2016-2017 price requirement by the 2% rate increase plus the Consumer Price Index (2.61%)</i>	

SY 2016-17 Weighted Average Price Calculator			
Enter the paid prices and number of paid lunches sold at each price for October 2016.			
Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	SY 2016-17 Weighted Average Price
1.	2,432	\$ 2.65	\$ 6,444.80
2.	4,967	\$ 2.80	\$ 13,907.60
3.		\$ -	
4.		\$ -	
5.		\$ -	
6.		\$ -	
7.		\$ -	
8.		\$ -	
9.		\$ -	
10.		\$ -	
TOTAL	7,399	\$ 20,352.40	\$ 2.75
<i>Note: SY 2016-17 Weighted Average Price equal to or above \$2.86 are compliant for SY 2017-18. \$2.86 is the difference between the Free and Paid reimbursement rates for SY 2016-17.</i>			

Total Price Increase for SY 2017-18
\$ 0.10

Required price increase for SY 2017-18 (with 10 cent cap)
\$ 2.85

Remaining increase carried forward to SY 2018-19
\$ -

Instructions
Unrounded Requirement Finder
SY 17-18 Price Calculator

The *Required price increase for SY 2017-18 (with 10 cent cap)* box shows the required weighted average price the district must attain in SY 2017-18 to be in compliance with Paid Lunch Equity. This number is calculated automatically by adding the district's *October 2016 Weighted Average Price* plus the figure from the *Total Price Increase for SY 2017-18* box up to \$0.10.

If your school has different prices for separate grade groupings, you will need to complete the *Step 3 (Optional)*, to determine how to apply the increase to the various grade groupings. This can be found further down on the current page of the PLE Tool.

Total Price Increase for SY 2017-18
\$ 0.10
Required price increase for SY 2017-18 (with 10 cent cap)
\$ 2.85
Remaining increase carried forward to SY 2018-19
\$ -
Remaining credit carried forward to SY 2018-19
\$ -

[Go to SY2017-2018 Report](#)

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.	2,432	\$ 2.75	\$ 6,688.00	
2.	4,967	\$ 2.90	\$ 14,404.30	
3.			-	
4.			-	
5.			-	
6.			-	
7.			-	
8.			-	
9.			-	
10.			-	
TOTAL	7,399		\$ 21,092.30	\$ 2.85

[Instructions](#) | [Unrounded Requirement Finder](#) | [SY 17-18 Price Calculator](#)

Enter the number of October 2016 paid lunches, and then alter the prices to meet the new required Weighted Average Price. The new weighted average price should be at least equal to the amount in the *required price increase for SY 2017-18 (with 10 cent cap)* box (shown above in the purple box).


Once you have completed the *Step 3 (Optional)*, click the “Go to SY 2017-2018 Report”.

Total Price Increase for SY 2017-18	
\$	0.10

Required price increase for SY 2017-18 (with 10 cent cap)	
\$	2.85

Remaining increase carried forward to SY 2018-19	
\$	-

Remaining credit carried forward to SY 2018-19	
\$	-

 [Go to SY2017-2018 Report](#)

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.	2,432	\$ 2.75	\$ 6,688.00	
2.	4,967	\$ 2.90	\$ 14,404.30	
3.			\$ -	
4.			\$ -	
5.			\$ -	
6.			\$ -	
7.			\$ -	
8.			\$ -	
9.			\$ -	
10.			\$ -	
TOTAL	7,399		\$ 21,092.30	\$ 2.85

SY 2017-18 Report Tab

- If you have decided to increase the price of the paid lunch(es), select the correct drop down from the selection shown below:
 - Increase SY 2017-2018 average weighted price – The SFA chose not to contribute non-federal funds. Enter the weighted average price from the *Step 3 (Optional) Pricing Estimation Calculator*.
 - Contribute Non-Federal sources for SY2017-2018 – The SFA chose to contribute non-federal funds. Enter the weighted average price from the *Step 3 (Optional) Pricing Estimation Calculator*.
 - Both - The SFA chose to contribute non-federal funds *and* increase the paid lunch price(s).
- If no price increase was required, select the choice that applies to your SFA shown below:
 - At or above equity – The weighted average lunch price is at or above equity. Enter your new weighted average price in the box that appears just below the drop down.
 - Exemption Granted – If a PLE exemption was granted and prices did not need to be increased.

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*:	\$2.86
*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:	\$2.85

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

Increase SY 2017-2018 average weighted price

Contribute Non-Federal sources for SY2017-2018

Both

At or above equity

Exemption Granted

Average Weighted Price Adjustments

A. Remaining increase carried forward to SY 2018-19:	
B. Remaining credit carried forward to SY 2018-19:	
Enter in the new average weighted price for SY 2017-18:	

[SY 17-18 NonFederal Calculator](#) |
 [SY 17-18 Split Calculator](#) |
 [SY 2017-2018 REPORT](#)

- Enter in the new average weighted price for SY 2017-18: This can be calculated on the *SY 17-18 Price Calculator* tab. If you have only one paid student meal charge, enter this price for SY 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*.

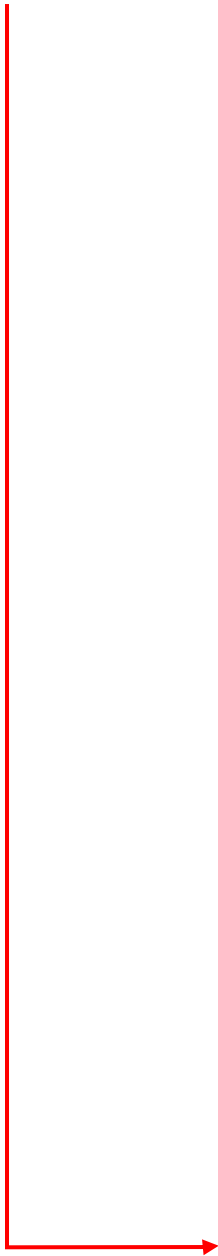
Congratulations! You have completed the 2017-18 Paid Lunch Equity (PLE) tool. Please save the tool electronically somewhere on your computer that you can find easily. We also recommend that you save a printed copy of the tool to have as a back up to the electronic file. DPI staff will potentially request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

(Continued from 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](#).

Step 1	
Enter the SY 2016-17 Unrounded Price Requirement in the box below	SY 2017-18 Weighted Average Price Requirement
<i>This is can be found in Section 1: Box A of the SY 2016-2017 REPORT from the SY 2016-17 tool or you may find it below (Price 2)</i>	Requirement price to the nearest cent
	\$ -
<i>Note: Above prices are based on adjusting SY 2016-2017 price requirement by the 2% rate increase plus the Consumer Price Index (2.64%)</i>	

Complete if you do NOT know your SY 2016-2017 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</i>		
SY 2010-11 Weighted Average Price	Unrounded Price Requirements	
	Price 1: SY 2015-2016 Requirement price to the nearest cent	Price 2: SY 2016-2017 Requirement price to the nearest cent
	\$ -	\$ -
If you do not know your SY2010-2011 Weighted Average Price CLICK HERE		
<i>Note: The SY 2016-17 requirement is based on price increase requirements from SY 2011-12 through SY 2015-16.</i>		



SY 2010-2011 Price Calculator Tab

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

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

SY 2010-2011 Weighted Average Price Calculator			
Enter current prices and number of lunches sold at each price using October 2010 data.			
Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	SY 2010-11 Weighted Average Price
1.		\$ -	
2.		\$ -	
3.		\$ -	
4.		\$ -	
5.		\$ -	
6.		\$ -	
7.		\$ -	
8.		\$ -	
9.		\$ -	
10.		\$ -	
TOTAL	-	\$ -	\$ - is the SY2010-2011 weighted average price

Enter this price in the Unrounded Requirement Finder tab

[Click to go back to Unrounded Requirement Finder](#)
[Go to instructions](#)

Note: This tool is created to allow the user to only enter the number of paid lunches and the related prices. If any other parts of the tool are modified, the user runs calculating an incorrect new average price. Users should not modify the tool's current functionality.

December 2016

The SY 2010-11 Weighted Average Price will show in this box.

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.

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.

Step 1	
Enter the SY 2016-17 Unrounded Price Requirement in the box below	SY 2017-18 Weighted Average Price Requirement
<i>This is can be found in Section I: Row A of the SY 2016-2017 REPORT from the SY 2016-17 tool or you may find it below / Price</i>	Requirement price to the nearest cent
\$ 2.69	\$ 2.81
<i>Note: Above prices are based on adjusting SY 2016-2017 price requirement by the 2% rate increase plus the Consumer Price Index (2.64%)</i>	

After entering the 2010-11 weighted average price in the orange box, the tool will automatically calculate Price 1 and Price 2. You must manually enter Price 2 in the orange box in Step 1.

Complete if you do NOT know your SY 2016-2017 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</i>		
SY 2010-11 Weighted Average Price	Unrounded Price Requirements	
	SY 2015-2016 Requirement price to the nearest cent	SY 2016-2017 Requirement price to the nearest cent
\$ 2.50	\$ 2.56	\$ 2.69
If you do not know your SY2010-2011 Weighted Average Price CLICK HERE		
<i>Note: The SY 2016-17 requirement is based on price increase requirements from SY 2011-12 through SY 2015-16.</i>		

Use the links below to go to the next step:

Click here to go to SY 2017-18 Price Calculator
Click here to go to SY 2017-18 Non-Federal Source Calculator
Click here to go to SY 2017-18 Split Calculator
Go to Instructions

This tool is created to allow the user to only enter the weighted average price. If any other parts of the tool are fixed, the user runs the risk of calculating an incorrect new average price. Users should not modify the tool's current

Instructions	Unrounded Requirement Finder
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Once the prices have been calculated in the Step 1 box, select the *Click Here to go to the SY 2017-18 Price Calculator* link and then go to page 5 of these instructions.

Go to page 5 of these instructions.