



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Sponsors of the National School Lunch and School Breakfast Programs

FROM: Cheryl Resha, Education Manager
Bureau of Health/Nutrition, Family Services and Adult Education

DATE: March 15, 2012

SUBJECT: Operational Memorandum #17-12
Paid Lunch Price Report

New federal regulations (Subsection 12 (p) of the Richard B. Russell National School Lunch Act and 7 CFR 210.14 (e)(7)) require that school food authorities (SFAs) report their paid reimbursable lunch prices to the State agency for publication by the Food and Nutrition Service (FNS). This memorandum provides guidance on how to report these prices for School Year (SY) 2011-12.

No later than April 6, 2012, SFAs must report their **most frequently charged** price at each of these categories - elementary, middle/junior high and high school levels - to our office. This information will be consolidated and reported to the United States Department of Agriculture (USDA). Note that in the future, this report will be due no later than November 1 of each school year. Below are procedures for determining the most frequently charged price. Please review and report your figures in the box provided in the content of the e-mail notice to Glenda Stuckey at glenda.stuckey@ct.gov no later than **April 6, 2012**.

Determining the Most Frequently Charged Price:

SFAs report the most frequently charged prices of each category established within each SFA at the beginning of each school year. If multiple prices are charged in any category, report the price charged for the majority of paid reimbursable lunches claimed in October. For example, if the paid meal prices for elementary students within an SFA are set at \$1.50, \$1.60 and \$1.75 and the total number of paid lunches in the SFA for the elementary category claimed in October was 1,000, the SFA would need to identify the number of lunches claimed at each price. In this example, if 650 were purchased at \$1.50, 200 were purchased at \$1.60 and 150 were purchased at \$1.75, the "most frequently charged price" in the SFA for the elementary category in this example would be \$1.50 since the majority of the paid lunches claimed in October were charged at \$1.50.

Reporting Requirements:

All SFAs must report and this includes Residential Child Care Institutions (RCCIs). If you are a non-pricing program and do not charge a paid price for your students, you must report this to Glenda Stuckey as well. Additionally, SFAs that have some schools that do not charge for lunches (i.e., Provision 2 schools), would report the most frequently charged lunch price(s) in those schools or categories of schools that do charge for paid lunches.

Column A	Column B	Column C	Column D	Column E
School Food Authority (SFA) Name	Agreement Number	Provision 2 Schools ONLY (Hartford, Bridgeport, New Haven, New London, Klingberg ONLY)	Residential Child Care Institutions ONLY.	Elementary School
Enter the name of your SFA	Enter the five digit Agreement/Sponsor number	If all of your schools are Provision 2 and you do not charge a paid meal price, complete columns A and B and put "n/a" in the box below and return via email to Glenda Stuckey. Otherwise complete Columns A and B and E through G.	Note: If you are a Residential Child Care Institution (RCCI) and you do not charge a paid meal price, complete Columns A and B and put an "n/a" in this box and return via email to Glenda Stuckey.	Enter the most frequently charged paid price for elementary school students (\$X.XX)

Submit to Glenda Stuckey at glenda.stuckey@ct.gov

Column F	Column G
Middle/Jr. High School	High School
Enter the most frequently charged paid price for Middle/Jr High school students (\$X.XX)	Enter the most frequently charged paid price for High school students (\$X.XX)

Questions may be directed to:

<i>COUNTIES</i>	<i>CONSULTANT</i>	<i>E-MAIL</i>	<i>PHONE</i>
Hartford and Windham	Teri Dandeneau	teri.dandeneau@ct.gov	860-807-2079
Litchfield, Middlesex and Tolland	Fionnuala Brown	fionnuala.brown@ct.gov	860-807-2129
Fairfield and New London	Jackie Schipke	jackie.schipke@ct.gov	860-807-2123
New Haven (Towns/Cities beginning with A – M)	Jackie Schipke	jackie.schipke@ct.gov	860-807-2123
New Haven (Towns/Cities beginning with N – W)	Teri Dandeneau	teri.dandeneau@ct.gov	860-807-2079

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