



# 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

*Cheryl Resha*

**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](mailto: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.

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Questions may be directed to:

<b>COUNTIES</b>	<b>CONSULTANT</b>	<b>E-MAIL</b>	<b>PHONE</b>
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<b>Litchfield, Middlesex and Tolland</b>	Fionnuala Brown	<a href="mailto:fionnuala.brown@ct.gov">fionnuala.brown@ct.gov</a>	860-807-2129
<b>Fairfield and New London</b>	Jackie Schipke	<a href="mailto:jackie.schipke@ct.gov">jackie.schipke@ct.gov</a>	860-807-2123
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