



STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION



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

**FROM:** John D. Frassinelli, Bureau Chief   
Bureau of Health/Nutrition, Family Services and Adult Education

**DATE:** April 29, 2019

**SUBJECT: Operational Memorandum No. 09-19**  
Paid Lunch Equity: Guidance for School Year 2019-20

Attached is the U.S. Department of Agriculture's (USDA) memo [SP 27-2019](#), which outlines the procedures for using the Paid Lunch Equity (PLE) tool **for school year (SY) 2019-20 only**. For SY 2019-20, a local educational agency (LEA) which, on a weighted average, charged less than the target weighted average price of **\$3.00** for paid lunches in SY 2018-19, are required to adjust their weighted average lunch price or add *non-Federal funds to the non-profit school food service account*. However, if a LEA has a positive or zero balance in its nonprofit school food service account as of December 31, 2018, USDA is allowing the LEA the discretion to complete the necessary steps to determine their target SY 2019-20 paid lunch price, and may be exempt from the PLE requirements.

To be exempted, *the LEA must submit an exemption request to the Connecticut State Department of Education (CSDE) no later than **June 30, 2019***. If a LEA has a positive balance in the nonprofit school food service account and does *not* request an exemption by this date, the LEA will be required to establish prices for paid lunches according to the PLE provisions. This includes completing the attached SY 2019-20 PLE tool.

The exemption request must be signed by one of the two authorized signers and must include written assurances that the LEA had a positive or zero balance in the nonprofit school food service account as of December 31, 2018. Send exemption requests to the attention of Teri Dandeneau at [teri.dandeneau@ct.gov](mailto:teri.dandeneau@ct.gov). **Note:** The CSDE may request to review the LEA's documentation to support the exemption.

A LEA that has a negative balance in its nonprofit school food service account as of December 31, 2018, will be required to establish prices for paid lunches according to the PLE provisions. This includes completing the attached SY 2019-20 PLE tool.

**Note:** If the documented weighted average student lunch price was a minimum of \$3.00 for SY 2018-19, the LEA is not required to complete the PLE tool or request an exemption for SY 2019-20.

For an overview of these requirements, refer to the chart on the next page: "Determining if a PLE Exemption is Required."

<b>Determining if a PLE Exemption is Required</b>				
Documented <b>October 2018</b> Weighted Lunch Price from SY 2018-19	<b>Positive or Zero Balance</b> in Non-profit School Food Service Account as of <b>December 31, 2018</b>	<b>Negative Balance</b> in Non-profit School Food Service Account as of <b>December 31, 2018</b>	Is Completion of PLE <b>Required?</b>	Is PLE Exemption <b>Required?</b>
≥ \$3.00	Not Applicable	Not Applicable	<b>No</b> , but recommended	No
< \$3.00 and you do <b>NOT</b> want to increase the price of paid lunches for SY 2019-20	Yes	No	<b>No</b> , but recommended	<b>Yes</b>
< \$3.00 and you <b>DO</b> want to increase the price of paid lunches for SY 2019-20	Yes	No	<b>Yes</b> , paid lunch prices will be adjusted accordingly	No
< \$3.00	No	Yes	<b>Yes</b> , paid lunch prices will be adjusted accordingly	No

Questions may be directed to your school nutrition consultant.

<b>Consultants for School Nutrition Programs</b>	
County	Consultant
<ul style="list-style-type: none"> <li>Fairfield County (Includes Region 9)</li> <li>Litchfield County (Includes Regions 1, 6, 7, 12, and 14)</li> </ul>	Fionnuala Brown <a href="mailto:fionnuala.brown@ct.gov">fionnuala.brown@ct.gov</a> 860-807-2129
<ul style="list-style-type: none"> <li>Hartford County (Includes Region 10)</li> <li>Middlesex County (Includes Regions 4, 13, and 17)</li> </ul>	Teri Dandeneau <a href="mailto:teri.dandeneau@ct.gov">teri.dandeneau@ct.gov</a> 860-807-2079
<ul style="list-style-type: none"> <li>New Haven County (Includes Regions 5, 15, and 16)</li> </ul>	Jackie Schipke <a href="mailto:jackie.schipke@ct.gov">jackie.schipke@ct.gov</a> 860-807-2123
<ul style="list-style-type: none"> <li>New London County</li> <li>Tolland County (Includes Regions 8 and 19)</li> <li>Windham County (Includes Region 11)</li> </ul>	Susan Alston <a href="mailto:susan.alston@ct.gov">susan.alston@ct.gov</a> 860-807-2081

JDF:tdd

Attachments (2)

Important: This is a numbered Connecticut State Department of Education (CSDE) operational memorandum that contains important program information. Please read carefully and retain in a binder for future reference. All CSDE operational memoranda are posted on the CSDE's [Operational Memoranda for School Nutrition Programs](#) webpage.