

School Nutrition Programs Annual Student Paid Lunch Price Report

The Healthy, Hunger-Free Kids Act of 2010 requires school food authorities (SFA) to report their student paid lunch prices at the beginning of each school year. *All SFAs must report lunch prices*, including SFAs that serve all school lunches at no charge (“0” price). Lunch price data from all states is posted on the U.S. Department of Agriculture website.

Program reimbursements may be delayed if no lunch price data is reported.

Where to Report

The CLiCS home page screen has been modified to add a section for **Paid Lunch Price Report**. See the picture of the home page screen on the next page.

When to Report

The Paid Lunch Price Report feature will be available on the CLiCS home page screen each school year starting **July 1**. (For school year 2012-13 only, the reporting feature will be available starting September 25.)

Report lunch price data as early as possible each school year. Your reported meal prices will be displayed on the screen and may be updated if necessary until November.

What to Report

Report **paid lunch prices** for **students**. Do *not* include reduced lunch prices, lunch prices for adults, or breakfast prices.

Enter a value in all three boxes on the Paid Lunch Price Report – **Elementary School** lunch price, **Middle/Junior High School** lunch price, and **High School** lunch price.

- Boxes may not be left blank. Enter “**N/A**” if you **don’t serve that school level**. See attached Q&A for more detail.
- Enter “**0**” if you **provide lunch at no charge to all students** at that school level. For example, a residential child care institution or an SFA that provides all lunches under Provision 2 / 3 procedures.
- If there are **multiple student prices for paid lunches within one school level**, enter the **most frequently paid student lunch price** at that school level. See attached Q&A for more detail.

If you have any questions about this information, contact Minnesota Department of Education – Food and Nutrition Service at 651-582-8526, 800-366-8922 (MN Toll-free) or mde.fns@state.mn.us.

CLiCS home page screen with section for Paid Lunch Price Report:

<p>Applications</p> <p>Claims</p> <p>Change Password</p> <p>Payment</p> <p>Verification Reporting</p>	 <i>Cyber-Linked Interactive Child Nutrition System</i>									
	<p>Welcome to the Food & Nutrition Service - Program Administration Home Page. Please select one of the options from the navigation bar on the left.</p>									
	<p>CLiCS User Notifications:</p> <p>The annual period for reporting SNP Paid Lunch Prices is open. Please enter your Paid Lunch Prices. All fields are required.</p>									
	<p>2012-2013 Paid Lunch Price Report</p> <p>\$X.XX - use this format to enter the most frequently charged paid meal price in this grade grouping \$ N/A - sponsor does not have students in this grade grouping \$0.00 - sponsor does not charge a paid meal price in this grade grouping</p>									
	<table> <tr> <td>Elementary Paid Student Lunch Price:</td> <td>\$</td> <td><input type="text" value="0.00"/></td> </tr> <tr> <td>Middle School Paid Student Lunch Price:</td> <td>\$</td> <td><input type="text" value="0.00"/></td> </tr> <tr> <td>High School Paid Student Lunch Price:</td> <td>\$</td> <td><input type="text" value="0.00"/></td> </tr> </table>	Elementary Paid Student Lunch Price:	\$	<input type="text" value="0.00"/>	Middle School Paid Student Lunch Price:	\$	<input type="text" value="0.00"/>	High School Paid Student Lunch Price:	\$	<input type="text" value="0.00"/>
Elementary Paid Student Lunch Price:	\$	<input type="text" value="0.00"/>								
Middle School Paid Student Lunch Price:	\$	<input type="text" value="0.00"/>								
High School Paid Student Lunch Price:	\$	<input type="text" value="0.00"/>								
	<p>Save</p>									
	<p>Click for more information about the Paid Lunch Price Report</p>									
<p>Copyright Minnesota Department of Education Privacy Policy, Terms and Conditions</p>										

Paid Lunch Price Report - Questions and Answers

- How do we report if we **don't have all three school levels**?

Type in "N/A" for each school level that you don't have.

For a K-6 school, for example, enter the meal price in the Elementary column and "N/A" in the columns for Middle/Junior High School and High School.

For a K-8 school, go by what you consider the school to be. If you consider the school to be an elementary school – enter the lunch price for Elementary School and enter "N/A" for Middle/Junior High School and High School. If you consider the school to be an elementary school and a middle/junior high school – enter the same lunch price for both Elementary School and Middle/Junior High School, and enter "N/A" for High School.

- How do we report if **all students receive lunches at no charge**?

Type in a "0" for each school level where all students receive lunches at no charge. For example, this applies to residential child care institutions and to SFAs that provide all student lunches at no charge using Provision 2 or 3 procedures.

- How do we report if we have **more than one student lunch price within one school level**? (For example one price for younger elementary grades and one price for older elementary grades.)

Report the student lunch price most frequently paid at the school level, based on your meal count data.

If possible use your October meal count data to determine the most frequently paid lunch price, for example, use October 2012 data to report for school year 2012-13. **If October meal count data is *not* available**, there are **two options** to determine your most frequently paid lunch price:

- (1) If paid lunch *prices have not changed* since the previous school year, use the most frequently paid price from *October of the previous school year*,
- (2) If paid lunch *prices have changed* since the previous school year, use the most frequently paid price from *September of the current school year*.