

Steven L. Beshear
Governor



Terry Holliday, Ph.D.
Commissioner of Education

EDUCATION AND WORKFORCE DEVELOPMENT CABINET
DEPARTMENT OF EDUCATION

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TO: Food Service Directors

FROM: Sue Bartenfield, Branch Manager
Schools Branch
Division of School and Community Nutrition

RE: Request for Exemption From Paid Lunch Equity Requirement

DATE: March 31, 2014

This memorandum provides guidance for requesting an exemption from the paid lunch equity requirement per SP 28-2014 issued on March 20, 2014. For school year 2014-15 an exemption has been allowed for School Food Authorities from the paid lunch revenue requirements if the following criteria have been met:

1. The SFA has been certified as meeting the meal pattern requirements. Is the SFA financially prepared to meet future meal pattern requirements?
2. Demonstration that the required increase to paid lunches would cause the SFA to exceed the three month operating balance limit.
3. Is the SFA taking specific steps toward meeting the new Smart Snacks in Schools standards for items sold from the school food service account, and does it have any projected financial considerations associated with these changes?
4. Has the SFA corrected all deficiencies, implemented all corrective actions and complied with any fiscal action identified in the most recent Administrative Review Report?
5. Are there simple menu improvements that could be made that would encourage students to eat healthier meals and make the program more appealing?
6. Is student acceptance/participation strong?
7. Has the SFA established and implemented a wellness policy with the required elements?
8. Does the SFA utilize signage?
9. Has the SFA previously met all paid lunch equity requirements?
10. Does the SFA have all child nutrition staff vacancies filled?
11. Does the SFA have necessary cafeteria and kitchen equipment for storing, preparing and serving healthy meals and competitive foods?

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In order for the Division of School and Community Nutrition to approve the waiver, the questions above must be answered completely. Please also provide:

1. Balance sheet as of March 30, 2014 (MUNIS for public districts)
2. A copy of the completed PLE tool for this year.
3. A written statement of how the required increase to paid lunches would cause the SFA to exceed the three month operating balance limit.
4. Pictures of signage in schools.
5. A copy of the local wellness policy.

Please provide the request to me by e-mail or fax prior to school year 2014-15. If you have further questions, please contact me at 502-564-5625, Extension 4922.

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