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**EDUCATION AND WORKFORCE DEVELOPMENT CABINET  
DEPARTMENT OF EDUCATION**

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To: Food Service Directors

From: Sue Bartenfield, Branch Manager *sub*  
Division of School and Community Nutrition

Re: Request for exemption from paid lunch equity requirement

Date: April 29, 2013

This memorandum provides guidance for requesting an exemption from the paid lunch equity requirement per SP 34-2013 issued on April 17, 2013. For school year 2013-14 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.
2. Demonstration that the required increase to paid lunches would cause the SFA to exceed the three month operating balance limit.

In order for SCN to consider the exemption for sponsors, the following information needs to be provided:

1. Balance sheet as of March 30, 2013 (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.

Please provide the request to Sue Bartenfield by e-mail or fax prior to school year 2013-14. If you have further questions, please contact Sue Bartenfield @502-564-5625 extension 4922.