



United States  
Department of  
Agriculture

Food and  
Nutrition  
Service

3101 Park  
Center Drive  
Alexandria, VA  
22302-1500

DATE: April 20, 2012

MEMO CODE: SP 28-2012

SUBJECT: Child Nutrition Reauthorization 2010:  
Questions and Answers on the Paid Lunch  
Price Report

TO: Regional Directors  
Special Nutrition Programs  
All Regions

State Directors  
Special Nutrition Programs  
All States

This memorandum responds to questions we received about the *School Food Authority Paid Lunch Price Report* (FNS-828). This memorandum provides the e-mail address to send the reports and extends the due date for State agencies because of the delay in obtaining an on-line mailbox.

1. Where does the State agency send the completed FNS-828?

State agencies send the consolidated report to:  
[PaidLunchPriceReport@fns.usda.gov](mailto:PaidLunchPriceReport@fns.usda.gov)

2. How do school food authorities (SFA) that have combined grades (K-8, K-12, 7-12, etc.) determine the average costs for the three different categories (elementary/middle/high school)?

The SFA reports the average cost based on what it considers to be an elementary, middle and high school. For example, if grades K-8 are considered an elementary school by the SFA, it would report the most frequently charged price for grades K-8 in the elementary school category. However, when the SFA considers grades 7-12 as both middle and high school levels, the SFA would determine the most frequently charged price for those grades and report the price in both the middle and high school categories. This would also apply to an SFA with only a K-12 school—the same price would be reported for each of the three categories.

3. SP 18-2012 states the FNS-828 for School Year (SY) 2011-2012 is due to FNS by April 30. Can State agencies request a delay of that deadline given the timing of release of the form?

The deadline for the SY 2011-2012 report is extended to June 30, 2012.

4. Policy Memorandum SP 22-2012 states that the most frequently charged paid meal price is determined using the number of paid lunches claimed at each price for October. Because the FNS-828 is due to FNS by the last operating day of November (beginning in SY 2012-2013), SFAs may not have final October claim data available. Can the SFA use the October data from the previous SY to determine the most frequently charged price?

If the SFA is unable to provide the State agency with the paid lunch price data using the most recent October claim data (i.e., October 2012 for SY 2012-2013) in a timely manner, it could do one of the following:

- If paid lunch prices were the same as the previous SY, the SFA may use the October claim data from the previous SY; or
- If paid lunch prices have changed, the SFA would determine the most frequently charged paid lunch price using the September claim data for the current SY to estimate the most frequently charged paid lunch price. For example, for the SY 2012-2013 data, the September 2012 claim information would be used.

State agencies should direct any questions concerning this guidance to the appropriate FNS Regional Office. Regional Offices with questions should contact the Child Nutrition Division.

**Original Signed**

Cynthia Long  
Director  
Child Nutrition Division