



## SCHOOL NUTRITION PROGRAMS

# Paid Lunch Price Report Instructions

This report is available from:

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**Wisconsin Department of Public Instruction**  
Jill K. Underly, PhD, State Superintendent  
Madison, Wisconsin

# Paid Lunch Price Report Instructions

The Paid Lunch Price Report is required for all School Food Authorities (SFAs) operating the USDA Child Nutrition Programs. This report collects the most frequently charged paid lunch price at the elementary, middle/junior, and high school levels in the month of October. This information is collected for publication on the Food and Nutrition Services (FNS) website.

## The reporting portal opens November 1 and report is due by November 30

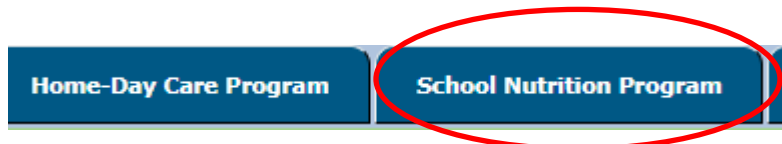
*\*\*Please note, SFAs will not be able to enter their October lunch claim online until this report has been submitted.*

### Accessing the Paid Lunch Price Report

1. Go to [Online Services Log-in](https://dpi.wi.gov/nutrition/online-services) (https://dpi.wi.gov/nutrition/online-services).



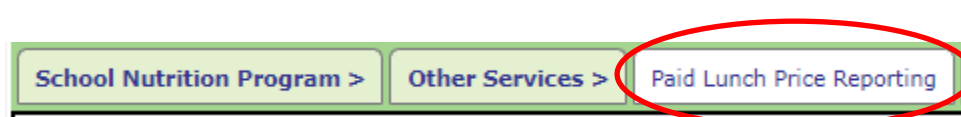
2. After you have logged into Online Services, select **"School Nutrition Programs"** from the toolbar.



3. Then select **"Other Services"** from the School Nutrition Programs toolbar.



4. Then select **"Paid Lunch Price"** from the Reports toolbar.



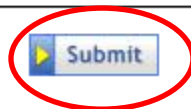
5. Enter the Most Frequently Paid Lunch Price. SFAs must enter either a dollar value or select N/A from the dropdown for each grade level.

SFA Paid Reimbursable Lunch Price Charges by each Category for School Year 2022-2023		
Elementary School Most Frequently Paid Price	\$ <input type="text"/>	N/A ▼
Middle/Junior High School Most Frequently Paid Price	\$ 3.20	▼
High School Most Frequently Paid Price	\$ 4.00	▼

- SFAs that are non-pricing should report 0.00 for the dollar value. This would include Residential Childcare Institutions or SFAs that participate in the Community Eligibility Provision (CEP) SFA wide.
  - SFAs with a mixture of CEP schools and non-CEP schools would report the most frequently charged lunch price(s) only in the grade level categories of those schools that do charge for paid lunches.
  - SFAs that do not have the specified grade level should use the dropdown to select N/A.
6. Enter the report preparer’s first name, last name, phone number, extension and e-mail, then submit.

**Charges Reported By:**

First Name	<input type="text"/>
Last Name	<input type="text"/>
Phone Number	<input type="text"/>
Extension	<input type="text"/>
Email	<input type="text"/>



The Paid Lunch Price Report is now successfully submitted.

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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. **fax:**  
(833) 256-1665 or (202) 690-7442; or
3. **email:**  
[Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

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