

## Memorandum

**To:** School Food Authorities  
**From:** Marianna Chauvin, Director  
School Support Division  
**Date:**  February 27, 2023  
**Subject:** Calculating Adult Meal Prices & Free Adult Meal Requirements

This memo serves as guidance on adult meal pricing and its effect on the nonprofit school food service account. Adult meals served to staff members and visitors must follow federal nonprogram food guidelines outlined in 7 CFR 210.14 (f). Adult meal pricing must be reviewed annually, and if deemed insufficient, must be raised. Adult Meal Pricing includes breakfasts and lunches served to adults for a fee at the Point of Sale (POS), as well as meals served to non-food service staff members free of charge through a direct-billing agreement with the district or other non-federal funding source. Meals served to food service employees are considered in-kind and are exempt from the following guidelines.

Food service programs must price adult meals to cover (match or exceed) the meal's cost. Since adult meal costs can be difficult to calculate, School Food Authorities (SFAs) should follow the pricing guidelines in FNS Instruction 782-5.

In accordance with FNS instruction 782-5, adults should be charged at a rate greater than the total amount received for the highest student price. For pricing sites, this would include the highest price that a student pays, plus federal reimbursements for a paid meal, plus the federal commodities rate. For non-pricing sites, the minimum adult meal price should be at least the federal reimbursement rate received for a free meal, plus the federal commodities rate. If an SFA is \$.08 performance-based reimbursement certified or receives the \$.02 severe need differential, these reimbursements should be included in the total federal reimbursement amount. SFAs should use the reimbursement rates for the current school year, which is released annually by USDA.

If adults are not charged directly for the meals they consume, the SFA must determine another source of non-federal revenue to cover the cost of the adult meals. In these cases, SFAs should carefully track the number of adult meals served and identify the non-federal funds used to cover adult meals. Adequate pricing policies ensure Child Nutrition program revenues are not being used to offset nonprogram food costs, such as adult meals. An SFA should annually re-calculate their adult meal pricing policy to reflect current reimbursement rates.

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For more information on how to calculate your adult meal price, please utilize the adult meal price calculator at:

[https://www.mdek12.org/sites/default/files/documents/OCN/Resources/adultmealpricingtoolsy22-23\\_0.xlsx](https://www.mdek12.org/sites/default/files/documents/OCN/Resources/adultmealpricingtoolsy22-23_0.xlsx)

Keep in mind that any change in the adult price should be board approved. It may be necessary for you to adjust adult pricing to comply with federal regulations for SY 2023-2024.

All questions should be sent to your designated Program Specialist or the School Support Help Desk at 601-576-5000.

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