



HNS TA 02-2022

TECHNICAL ASSISTANCE MEMORANDUM

To: School Food Authorities Operating the National School Lunch Program

From: Melissa Conner, Associate Superintendent
Health and Nutrition Services

Date: September 20, 2022

Subject: Establishing Nonprogram Adult Meal Prices

Original Signed

The purpose of this memorandum is to provide School Food Authorities (SFAs) clarification of existing guidelines surrounding adult meal prices. Funds from the nonprofit school food service account may not be used to provide free or discounted meals to adults unless the individual meets the definition of a program adult.

Determination of Program and Nonprogram Adults

Program Adult

An adult who is **directly** involved in the operation and administration of the School Nutrition Programs is considered a “program adult” and, at the discretion of the SFA, may be provided a meal at no charge. Examples of program adults include, but are not limited to, food service directors, kitchen managers, cooks, cashiers, servers, etc. Meals provided to designated positions for Breakfast in the Classroom and preschool family-style meal service may also qualify as they involve serving program foods to students and counting reimbursable meals. It is advised that SFAs should have a written policy that clearly indicates the positions that qualify as “program adults” for this benefit. Meals served to these adults may not be claimed for reimbursement or counted towards the donated foods entitlement but may be served at no cost and covered with funds from the nonprofit food service account.

Nonprogram Adult

An adult who is **not directly** involved in the operation and administration of the School Nutrition Programs, nor meets any of the listed requirements above is considered a “nonprogram adult.” Non-program adults may include, but are not limited to, school administrators, custodians, and teachers. Non-program adult meals must be priced at an amount sufficient to cover the overall cost of the meal, including the value of donated foods (USDA Foods) used in the production of these meals. These meals are classified and recorded as adult meals. Meals served to non-program adults may not be claimed for

reimbursement or counted towards the donated foods entitlement. Non-program adult meals may not be paid for or subsidized with funds from the nonprofit school food service account.

Requirements for Pricing Nonprogram Adults Meals for School Year 2022-2023

SFAs are required by Food and Nutrition Service (FNS) Instruction 782-5 REV. 1 to price adult meals so that adult payments are sufficient to cover the overall cost of meals, including the value of donated foods (\$0.30 for School Year 2022-2023) used in the production of adult meals. Should an SFA decide to cover the cost of non-program adult meals using non-Federal funds, the cost of these meals must be paid into the nonprofit school food service account. SFAs have two options for establishing pricing for nonprogram adult meals in School Year 2022-2023:

Option 1: Determine the cost of providing a meal to an adult, including labor, food cost, etc., and the value of donated foods used in the production of the meal. SFAs must maintain supporting documentation of this calculation. If meal cost data is not available, the minimum adult payment should reflect the price charged to students paying the full meal price, plus the reimbursement rate received for a full-price meal, plus the value of donated foods. In non-pricing programs (e.g., Special Assistance Provisions), the adult meal price should be at least the amount of reimbursement received for a free meal, plus the value of donated foods.

Option 2: Use the [Adult Meal Pricing Tool SY 22-23](#) to calculate the price requirement based on reimbursement and the value of donated foods.

Option 2 is recommended to ensure SFAs are charging enough to cover the cost of providing the meal to a non-program adult. During an administrative review, if the adult meal price is less than the minimum requirement for the program year and insufficient meal cost data is provided to support the amount being charged, this will result in a finding that will require corrective action.

Please email ContactHNS@azed.gov or contact your Health and Nutrition Services Specialist with any questions regarding this guidance.

For additional information on adult meal policies, please see:

- [Pricing Adult Meals in National School Lunch and School Breakfast Program](#)

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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/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.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:

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