

### Provision 2 (P2) Feasibility Worksheet

To use the chart, write the numbers (amounts and percentages) that apply to your CE in the open spaces under the descriptions. For more detailed instructions, use the directions sheet that follows the worksheet.

<b>Contracting Entity (CE):</b>	<b>Meal Type:</b>					
<b>CE ID #:</b>	<b>Date:</b>					
<b>Section 1</b>						
<b>A. Program Participation Information</b> <i>(Use information from most recent October.)</i>						
<b>1—Meal Program Participant Total Enrollment</b>						
Number Free Enrollment <input style="width: 80px; height: 20px;" type="text"/>	+	Number Reduced-Price Enrollment <input style="width: 80px; height: 20px;" type="text"/>	+	Number Paid Enrollment <input style="width: 80px; height: 20px;" type="text"/>	=	Number Total Enrollment <input style="width: 80px; height: 20px;" type="text"/>
<b>2—Percentage of Enrollment Participation</b>						
<b>Free</b>						
Number Free Enrollment <input style="width: 80px; height: 20px;" type="text"/>	÷	Number Total Enrollment <input style="width: 80px; height: 20px;" type="text"/>	=	Percentage <sup>1</sup> Free Enrollment <input style="width: 80px; height: 20px;" type="text"/>		
<b>Reduced-Price</b>						
Number Reduced-Price Enrollment <input style="width: 80px; height: 20px;" type="text"/>	÷	Number Total Enrollment <input style="width: 80px; height: 20px;" type="text"/>	=	Percentage <sup>1</sup> Reduced-Price Enrollment <input style="width: 80px; height: 20px;" type="text"/>		
<b>Paid</b>						
Number Paid Enrollment <input style="width: 80px; height: 20px;" type="text"/>	÷	Number Total Enrollment <input style="width: 80px; height: 20px;" type="text"/>	=	Percentage <sup>1</sup> Paid Enrollment <input style="width: 80px; height: 20px;" type="text"/>		
<b>3—Number of Reimbursable Meals Served by Category and Total Enrollment</b>						
Number Free Reimbursable Meals Served <input style="width: 80px; height: 20px;" type="text"/>	+	Number Reimbursable Meals Reduced-Price <input style="width: 80px; height: 20px;" type="text"/>	+	Number Reimbursable Meals Paid <input style="width: 80px; height: 20px;" type="text"/>	=	Total Number Reimbursable Meals Served <input style="width: 80px; height: 20px;" type="text"/>
<b>Total Claimed Days of Service for the Month</b>						
Number of Free Reimbursable Meals Served <input style="width: 80px; height: 20px;" type="text"/>						

<sup>1</sup> For all percentages, carry out the decimal place to 6 digits (i.e., 1.000000). This will ensure the greatest accuracy in determining the feasibility of moving to Provision 2 Status. For this process, leaving the percentage in decimal form will be the most useful.

4—Percentage <sup>1</sup> of Reimbursable Meals Served by Category and Total Enrollment								
Number Free Reimbursable Meals Served	÷	Total Number Reimbursable Meals Served	+	Percentage <sup>1</sup> Meals Served Free				
<input type="text"/>		<input type="text"/>		<input type="text"/>				
Number Reimbursable Meals Reduced-Price	÷	Total Number Reimbursable Meals Served	+	Percentage <sup>1</sup> Meals Served Reduced-Price				
<input type="text"/>		<input type="text"/>		<input type="text"/>				
Number Reimbursable Meals Paid	÷	Total Number Reimbursable Meals Served	+	Percentage <sup>1</sup> Meals Served Paid				
<input type="text"/>		<input type="text"/>		<input type="text"/>				
5—Average Daily Participation (from Accuclaim Daily Record)								
Number Free Reimbursable Meals Served	÷	Total Number of Claimed Days of Service	=	Average Daily Participation Free	÷	Total Student Enrollment	=	% Participation Free
<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>
Number of Reimbursable Meals Reduced-Price	÷	Total Number of Claimed Days of Service	=	Average Daily Participation Reduced-Price	÷	Total Student Enrollment	=	% Participation Reduced-Price
<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>
Number Reimbursable Meals Paid	÷	Total Number of Claimed Days of Service	=	Average Daily Participation Paid	÷	Total Student Enrollment	=	% Participation Paid
<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>
Total Number Reimbursable Meals Served	÷	Total Number Claimed Days of Service	=	Average Daily Participation	÷	Total Student Enrollment	=	% Participation
<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>

<b>B. Annual Income from Reimbursable Meals</b> (Use information from most recent October.)			
<b>Current Reimbursement</b>			
Monthly Amount Federal Reimbursement for Lunch <input style="width: 100%;" type="text"/>	+	Cash Received from Paid Program Participants <input style="width: 100%;" type="text"/>	= Monthly Income Meal Service <input style="width: 100%;" type="text"/>
Monthly Income Reimbursable Meals <input style="width: 100%;" type="text"/>	x	Number Months Program Operates <input style="width: 100%;" type="text"/>	= Estimated Total Yearly Income <input style="width: 100%;" type="text"/>
Cash Received from Paid Program Participants <input style="width: 100%;" type="text"/>	x	Number Months Program Operates <input style="width: 100%;" type="text"/>	= Estimated Yearly Paid Income <input style="width: 100%;" type="text"/>
<b>Projected Reimbursement</b>			
Estimated Total Yearly Income <input style="width: 100%;" type="text"/>	-	Estimated Yearly Paid Income <input style="width: 100%;" type="text"/>	= Estimated Yearly Total Loss of Income from Paid Program Participants <input style="width: 100%;" type="text"/>

**Section 2**

**Possible Percentage of Increase Chart**

Circle the current participation percentage/s that reflects the school's current nutrition program participation for the meal type data reported on this form [School Breakfast Program (SBP) or National School Lunch Program (NSLP)].

**SBP**

Elementary (PreK-5)		Middle School/Junior High (6-8)		High School (9-12)	
Current % Participation	Projected % Increase	Current % Participation	Projected % Increase	Current % Participation	Projected % Increase
10%-20%	26%	20%-30%	10%	15%-25%	12%
20%-30%	20%	30%-40%	8%	25%-35%	8
30%-40%	15%	40%-50%	7%	35%-40%	5%
40%-50%	10%	50%-60%	6%	—	—
50%-60%	5%	60%-70%	4%	—	—
60%-70%	2%	70%-80%	2%	—	—

**NSLP**

Elementary (PreK-5)		Middle School/Junior High (6-8)		High School (9-12)	
Current % Participation	Projected % Increase	Current % Participation	Projected % Increase	Current % Participation	Projected % Increase
60%-70%	3%	45%-55%	22%	30%-40%	33%
70%-80%	4%	55%-65%	15%	40%-50%	25%
80%-90%	2%	65%-75%	13%	50%-60%	15%
90%-95%	1%	75%-85%	8%	60%-70%	10%
—	—	85%-95%	3%	70%-80%	5%

**Section 3**

**Questions to Guide Determination of P2 Feasibility**

**Based on the information revealed by completing Section 1 of this form, consider the following questions:**

1. How would the loss of paid participant income impact the CEs monthly and yearly budgets?

Would the possible increased cost for Provision 2 be offset by reduced staff time needed to submit for traditional program claim reimbursement through TX-UNPS?

Are there other funds available to help offset any increased cost? Support from other service organizations or agencies?

2. What is the percentage of students who are likely to be eligible for free or reduced-price meals who have not submitted applications?

If these children were added to the current number of free and reduced-priced participants, would the increase in reimbursement help to offset the cost of providing free meals to all children?

3. Are there other possible benefits that the school will see as a result of adopting Provision 2?

*(NOTE: Some reports find that schools have found that Provision 2 can result in healthier children, increased academic achievement, and stronger school-family-community connections.)*

## Directions Provision 2 (P2) Feasibility Worksheet

### Purpose

This worksheet can be used as a quick assessment to help a contracting entity (CE) determine the financial feasibility of adopting Provision 2 (P2) for counting and claiming. This form can be used at any time during the school year; however, school districts need to remember that the application for P2 status is due May 15.

Use This Form	
<b>Frequency</b>	Optional, prior to applying for P2 status; P2 applications are due by May 15
<b>Required Form Format</b>	None
<b>Record Retention</b>	Apply local rules

### To Prepare

Before starting to complete this form, collect all of the counting and claiming data from the most current October. A separate form should be used for breakfast and lunch.

### Directions for Completing This Form

#### General Information

- **Contracting Entity (CE):** Record the name of the school district in the designated space.
- **CE ID#:** Record the CE's ID number in the designated space.
- **Date:** Record the date the form is completed in the designated space.
- **Meal Type:** Record the meal type in the designated space.  
(NOTE: Complete a separate form for lunch and breakfast.)

#### Section I

#### Program Participation Information

#### 1-Meal Program Participant Total Enrollment

##### Number Free Enrollment:

- Record the number students who qualify for free meals.

##### Number Reduced-Price Enrollment:

- Record the number of students who qualify for reduced-price meals.

##### Number Paid Enrollment:

- Record the number of students who do not qualify for either free or reduced-priced meals.

##### Number Total Enrollment:

- Record the sum of the enrollment numbers entered on this line to get the total number of students who were served a reimbursable meal during the most recent October.

*For Example:*

Number Free Enrollment		Number Reduced-Price Enrollment		Number Paid Enrollment		Number Total Enrollment
1800	+	500	+	250	=	2550

## 2–Percentage of Enrollment Participation

Use the amounts in the previous step make the following calculations—carry the decimal to the 6<sup>th</sup> place.

### Free:

- Divide the Number Free Enrollment by the Number Total Enrollment.

### Reduced-Price:

- Divide the Number Reduced-Price Enrollment by the Number Total Enrollment.

### Paid:

- Divide the Number Paid Enrollment by the Number Total Enrollment.

*For Example:*

<b>Free</b>				
Number Free Enrollment		Number Total Enrollment		Number Paid Enrollment
1800	÷	2550	=	.705882
<b>Reduced-Price</b>				
Number Free Enrollment		Number Total Enrollment		Number Paid Enrollment
500	÷	2550	=	.196078
<b>Paid</b>				
Number Free Enrollment		Number Total Enrollment		Number Paid Enrollment
250	÷	2550	=	.098039

## 3–Number of Reimbursable Meals Served by Category and Total Enrollment

- Use the amounts in the previous step to make the following calculations—carry the decimal to the 6<sup>th</sup> place.

### Number of Free Reimbursable Meals Served:

- Record the number of free reimbursable meals claimed during the most recent October.

### Number of Reduced-Price Reimbursable Meals Served:

- Record the number of reduced-price reimbursable meals claimed during the most recent October.

### Number of Paid Reimbursable Meals Served:

- Record the number of paid reimbursable meals claimed during the most recent October.

### Total Number of Reimbursable Meals Served:

- Total the amounts of free, reduced-price, and paid meals served to determine the total number of reimbursable meals served during the most recent October.

*For Example:*

Number Free Enrollment		Number Reduced-Price Enrollment		Number Paid Enrollment		Number Total Enrollment
1800	+	500	+	250	=	2550

**Total Claimed Days Service for the Month:**

- Record the number of days of service for the most recent October in the box.

*For Example:*

Total Claimed Days of Service for the Month	18
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**4–Percentage Reimbursable Meals Served by Category and Total Enrollment**

- Use the numbers/amounts in the previous steps to make the following calculations—carry the decimal to the 6<sup>th</sup> place.

*For Example:*

<i>Free</i>		
Number Free Reimbursable Meals Served	Total Number Reimbursable Meals Served	Percentage Free Meals Served
33991	47337	.709076
<i>Reduced-Price</i>		
Number Reduced-Price Meals Served	Total Number Reimbursable Meals Served	Percentage Reduced-Price Meals Served
9291	47937	.193816
<i>Paid</i>		
Number Paid Meals Served	Total Number Reimbursable Meals Served	Percentage Paid Meals Served
4655	47937	.097106

**5–Average Daily Participation (from Accuclaim Daily Record for most recent October)**

- Use the numbers/amounts in the previous steps to make the following calculations—carry the decimal to the 6th place.

*For Example:*

<i>Paid</i>				
Number Free Reimbursable Meals Served	Total Number Claimed Days Service	Average Daily Participation Free	Total Student Enrollment	% Free Participation
[ 33991 ]	19	1789 ]	[ 2550 ]	.701568
<i>Reduced-Price</i>				
Number Reduced-Price Meals Served	Total Number Claimed Days Service	Average Daily Participation Free	Total Student Enrollment	% Reduced-Price Participation
[ 9291 ]	19	489 ]	[ 2550 ]	.191765
<i>Paid</i>				
Number Paid Meals Served	Total Number Claimed Days Service	Average Daily Participation Free	Total Student Enrollment	% Paid Participation
[ 4655 ]	19	245 ]	[ 2550 ]	.096078
<i>Total All Categories</i>				
Total Number Reimbursable Meals Served	Total Number Claimed Days Service	Average Daily Participation Free	Total Student Enrollment	% Total All Category Participation
[ 47937 ]	19	2523 ]	[ 2550 ]	.989411

**A. Annual Income for Reimbursable Meals (Use information from the most recent October)**

**Monthly Amount of Federal Reimbursement:**

- Record the amount of Federal Reimbursement for meal service.

**Cash Received from Paid Program Participants:**

- Record the amount received from providing paid meals. Include both reimbursable meals as well as a la carte meals.

**Monthly Income Meal Service:**

- Sum the monthly amount of federal reimbursement and the cash received from paid participants.

**Estimated Yearly Income Meal Service:**

- Multiply the monthly income meal service from all sources by the number of months in operation.

*For Example:*

<b>Monthly</b>		
Monthly Amount Federal Reimbursement	+	Monthly Cash Received from Paid Program Participants
120,163.03		11, 857.50
		=
		Monthly Income Meal Service
		132,020.53
<b>Yearly</b>		
Monthly Income Meal Service	x	Number Months Operation
132,020.53		10
		=
		Estimated Yearly Income Meal Service
		1,320,205.30

**Section 2**

**Possible Percentage of Increase Chart**

In determining the feasibility of adopting Provision 2, CEs should consider the impact of increased student participation. Some of that increase may be additional free or reduced-price eligible participants, or it may be participants who would have paid for their meal under a traditional process. While any participation increase can be influenced by a wide array of contextual factors, active recruitment efforts are likely to lead to greater increases in participation.

*(NOTE: There are demographic reports that can be helpful in determining the estimated enrollment by each of the eligible categories.)*

**On the Chart**

- Circle the projected increase percentage for the grade level/s that will be affected by adopting Provision 2.
- Apply this information to the questions in Section 3.

**Section 3**

**Questions to Guide Determination of P2Feasibility**

- Use the space provided to answer each of the questions that are intended to determine the feasibility of adopting P2. It may be helpful to answer the questions with representatives from the nutrition program, the district, the schools, and the finance department.

*(NOTE: Determining the feasibility for adopting Provision 2 requires careful consideration, CEs may benefit from technical assistance from TDA or their regional Education Service Center nutrition specialist.)*