**Minnesota** Department of
Education

Instructions for 2016—17 Free and Reduced-Price Income Calculator

This calculator is an Excel spreadsheet developed to assist with calculation and approval of meal benefits for eligibility applications submitted based on income.

When opening the Excel file, be sure the macros are enabled. This may require the security settings on your computer to be adjusted so that macros are not automatically disabled. The picture below shows the Macro Settings in Excel 2013 set to "Disable all macros with notification". Be sure the Macro Settings are **not** set to "Disable all macros *without* notification".

Figure 1. Macro Settings
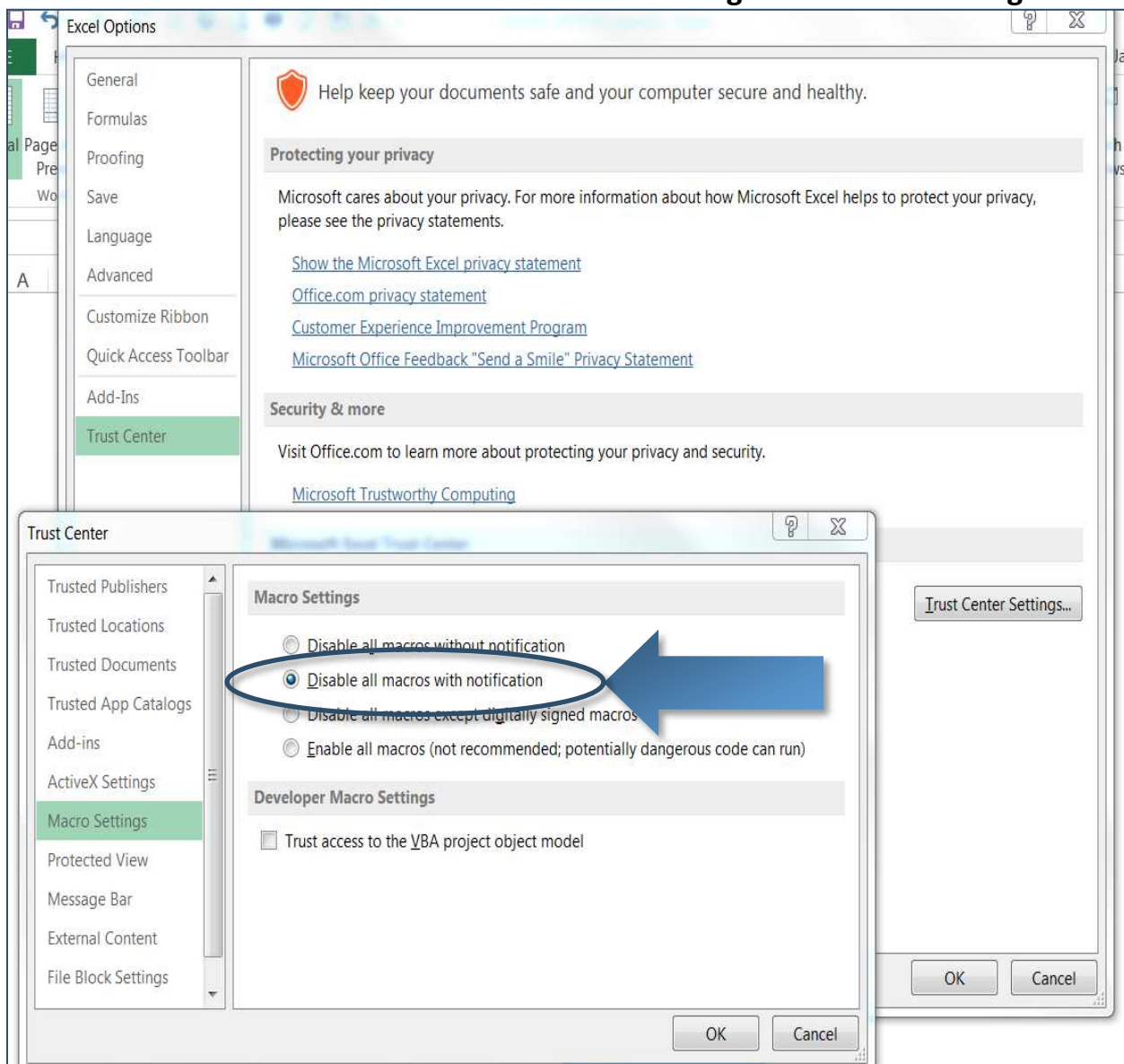
This calculator is only valid for one year, from July 1st through June 30th of the following year.

Open the file and select "Enable Editing" and "Enable Content" (figures 2 and 3).
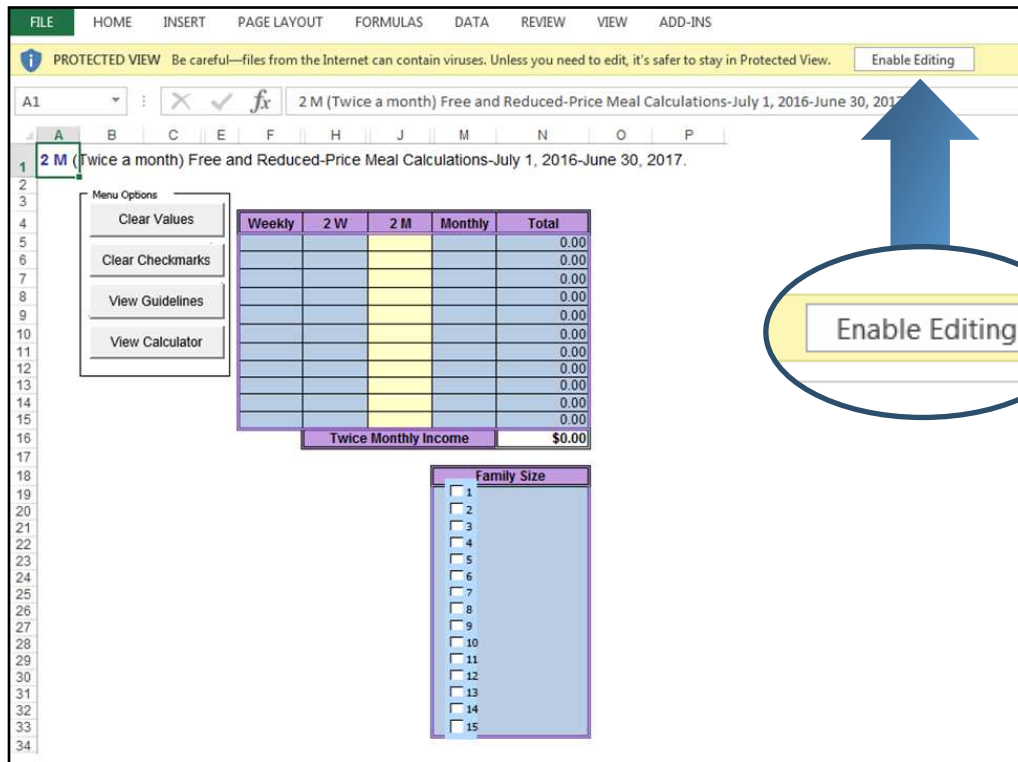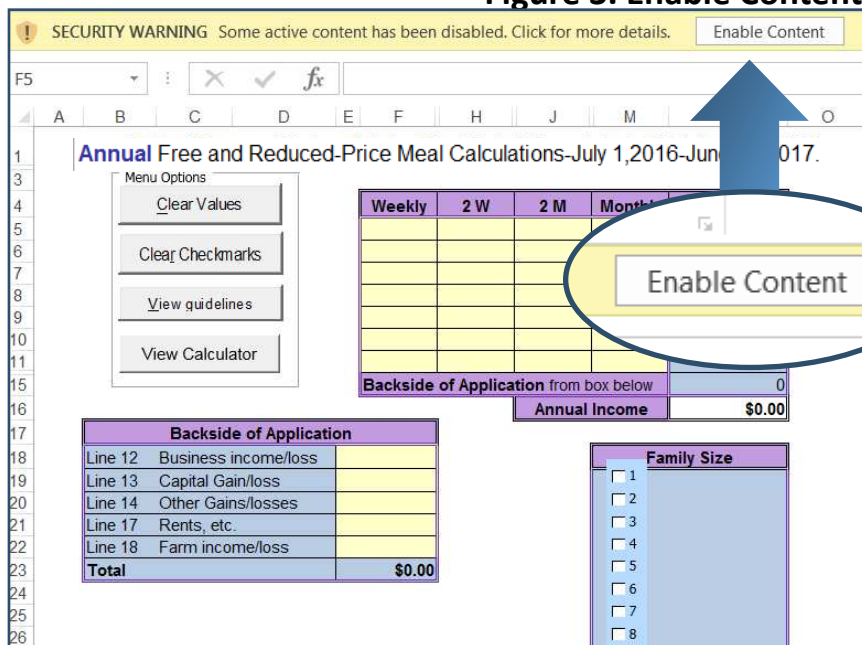
Figure 4. Pop-Up Window

Once macros are enabled, a window will pop up showing the time period the file is valid. Figure 4 shows the pop up for School Year 2017, which is July 1, 2016 through June 30, 2017. Select "OK" to close this window and begin using the spreadsheet.
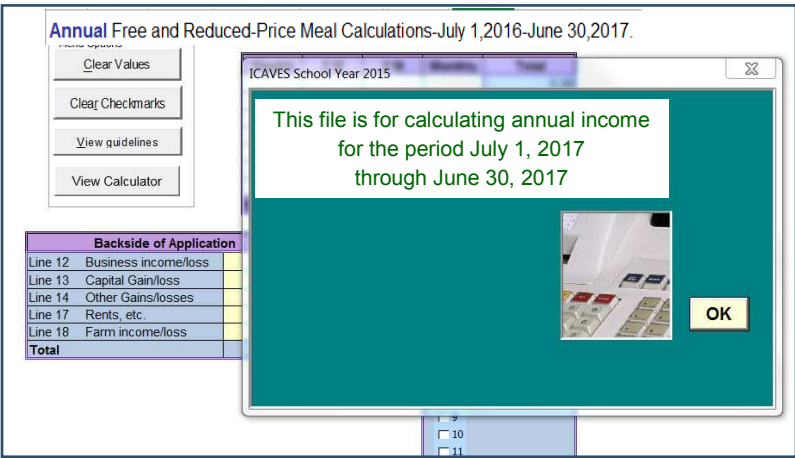

Figure 5. Income Frequency

Instructions: Select the tab that represents the income frequency in the household application. The "Annual" tab is only for applications with *more than one pay frequency*. The multipliers above will be applied for annualized income; the user will not calculate the income conversions but instead enter income exactly as reported on the application.
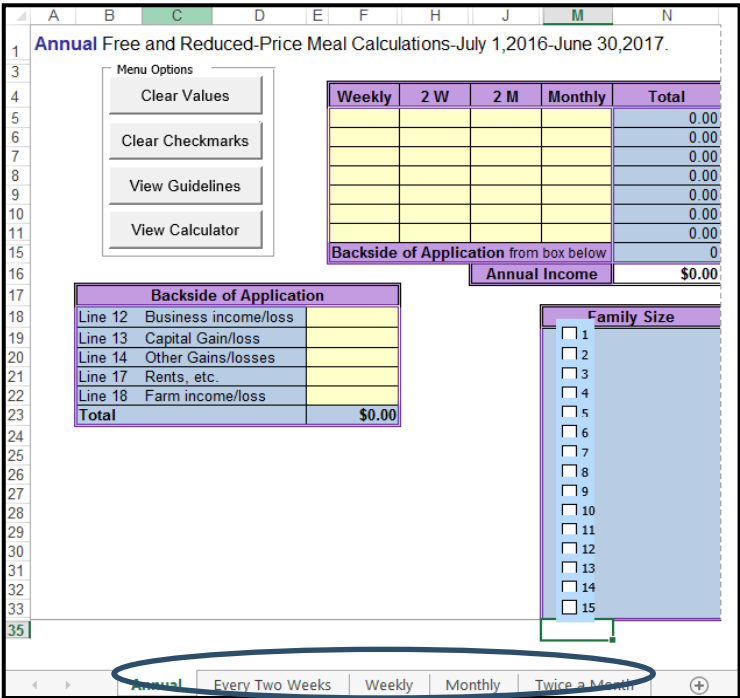
Note: Select **Every Two Weeks (2W), Weekly, Monthly or Twice a Month (2W)** tab for income reported on household application with *one pay frequency*. These applications will *not have income conversions* applied to them.

Figure 6. Menu Options

Choose "Clear Values" to remove all income from yellow cells

Choose "Clear Checkmarks" to remove any checks in the Family Size column

Choose "View guidelines" to see free and reduced-price guidelines for the corresponding pay frequency

Choose "View Calculator" to open up the calculator application

Annual Free and Reduced-Price Meal Calculations-July 1,2016-June 30,2017.

Menu Options
- Clear Values
- Clear Checkmarks
- View guidelines
- View Calculator

Weekly	2 W	2 M	Monthly	Total
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
Backside of Application from box below				0
			Annual Income	$0.00

Backside of Application

Line 12	Business income/loss	
Line 13	Capital Gain/loss	
Line 14	Other Gains/losses	
Line 17	Rents, etc.	
Line 18	Farm income/loss	
Total		$0.00

Family Size
- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5
- ☐ 6
- ☐ 7
- ☐ 8
- ☐ 9
- ☐ 10
- ☐ 11
- ☐ 12
- ☐ 13

Choose the "Clear Values" and "Clear Checkmarks" buttons before using the calculator for another application.

Figure 7. Household Eligibility

Using the File: Enter income in yellow cells, of corresponding columns, to match the household income application. Check the "Family Size" box that corresponds to the application household size. The eligibility (Free, Reduced-Price, Denied) will appear to the right of the checkboxes (see figure 7). Record this eligibility on the household application.

Annual Free and Reduced-Price Meal Calculations-July 1,2016-June 30,2017.

Menu Options
- Clear Values
- Clear Checkmarks
- View guidelines
- View Calculator

Weekly	2 W	2 M	Monthly	Total
300			500	21,600.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
Backside of Application from box below				0
			Annual Income	$21,600.00

Backside of Application

Line 12	Business income/loss	
Line 13	Capital Gain/loss	
Line 14	Other Gains/losses	
Line 17	Rents, etc.	
Line 18	Farm income/loss	
Total		$0.00

Family Size
- ☐ 1
- ☑ 2   Reduced-Price
- ☐ 3
- ☐ 4
- ☐ 5
- ☐ 6
- ☐ 7
- ☐ 8
- ☐ 9
- ☐ 10

Household Eligibility

For School Programs only: Income applications with a monthly income within $100 (annual income within $1200, weekly income within $24, bi-weekly income within $44, twice a month income within $50) of the eligibility limits for free or reduced-price meals are considered "error prone". Most schools will conduct verification using household income applications that are error prone. The calculator will identify error prone applications in red text to the left of the "Family Size" checkbox (see figure 10).

Tag these application, if applicable, for verification.

Figure 10. Error Prone