



MISSOURI SCHOOL NUTRITION ASSOCIATION

Form for 3 % Increase in Participation Award – **Lunch**

Example:

Month	Average Daily Attendance	Average Daily Participation	Percent Served/Month
September	375	250	67%
October	368	253	69%
November	377	240	64%
December	380	260	68%
January	381	270	71%
February	380	280	74%
March	360	280	78%
April	340	230	68%

Formula:

- Average Daily Participation divided by Average Daily Attendance equals % per month.
- Round to nearest whole %.
- Total monthly percentages divided by 8 months equals % for the year.
- September % subtracted from yearly average % equals % increase for the year.

Total Percent = 559%

Example: $559\% \div 8 = 70\%$
 $70\% - 67\% + 3\%$ increase

This certificate is calculated on average daily attendance, not enrollment. It should be completed by the Cafeteria Manager and approved by their supervisor and signed by both.

To be eligible, Cafeteria Manager must be a member of MSNA <https://www.mosna.org/membership/>

This form must reach MSNA by August 1 to qualify for the 3% certificate.

Please submit one form per school.

Month	Average Daily Attendance	Average Daily Participation	Percent Served/Month
September			
October			
November			
December			
January			
February			
March			
April			

To figure your % of increase:

Total Percent _____ %
divided by 8 months = _____ %
Average for the year.

Yearly Average _____ %
Minus September _____ %
_____ % increase.

Total Percent = _____ %
Our School's Increase _____ %

The above figures are for the school year
September _____ through April _____.

School District: _____

School: _____

Address: _____

City/State/Zip: _____

Cafeteria Manager

Supervisor or Superintendent

Email completed form for each school to: msna@mosba.org.

(rev. 02-05-2026)