

KPI Mini-Series

for School Nutrition Programs

Average Daily Participation (ADP)

Objective: Calculate average daily participation (ADP) and apply the information for forecasting and making decision pertaining to labor, food purchasing, and menu planning.

Preparation Checklist

Instructions: The following tasks are necessary for presenting the trainings. Keep track of the progress by checking off tasks as they are completed. (Items may vary according to needs of particular lessons.)

Task	Person Responsible	Completion Date	✓
<p>Reserve equipment and gather supplies as needed for use on the day of class (6 weeks prior).</p> <p>Roster of participants attending for instructor Participants' sign-in sheets</p> <p>Task to do before the training Print handouts and activities for each participant Print activity answer keys for each participant to pass out at the end of the lesson</p> <p>List of equipment and supplies needed Microphone (preferably wireless) Calculators Pens, pencils, note paper, self-adhesive notes, (each table) Chart paper and markers</p>	Instructor		

Objective: Calculate average daily participation (ADP) and apply the information for forecasting and making decisions pertaining to labor, food purchasing, and menu planning.

SAY: Hello, everyone. Welcome to the Key Performance Indicators (KPI) lesson on average daily participation. Our training will cover calculating average daily participation (ADP) and how to apply the information for forecasting and making decisions pertaining to labor, food purchasing, and menu planning.

ASK: What is average daily participation (ADP)?

DO: Wait for participants to respond.

FEEDBACK: Average daily participation (ADP) is the average number of student reimbursable meals served in a school nutrition program on a daily basis.

ASK: Can anyone tell me why you would want to calculate average daily participation (ADP) in your school?

DO: Wait for participants to respond.

FEEDBACK: Average daily participation (ADP) can assist you in forecasting and decision-making. Calculating ADP will allow you to monitor and make informed decisions on labor requirements, food purchasing, and non-food purchasing projections.

SAY: Calculating average daily participation (ADP) will strengthen the program's resources through cost control. The data you gather will allow you to establish participation goals and to create objectives for meeting those goals. When this data is collected over several years, it can help you identify trends and project future needs. Average daily participation can be used to assess the popularity of menu options, evaluate productivity, and gauge customer satisfaction. Average daily participation is not calculated on supper because that meal is served outside the school day.

ASK: How often would you calculate average daily participation (ADP)?

DO: Wait for participants to respond.

FEEDBACK: Average daily participation can be calculated daily, weekly, monthly, or as often as needed.

SAY: To calculate average daily participation (ADP), divide the number of student meals served during the month by the number of days in that month. The meal count data is usually captured electronically or manually at the point-of-sale system.

To determine the ADP for breakfast and lunch, you will need the meal count for each meal. The formulas for calculating the different meals are as follows:

$$\text{ADP Breakfast} = \frac{\text{Number of Breakfasts Served in a Month}}{\text{Number of Operating Days in that Month}}$$

$$\text{ADP Lunch} = \frac{\text{Number of Lunches Served in a Month}}{\text{Number of Operating Days in that Month}}$$

Let's look at an example.

123 School District has 15 operating days in a month and served:

- 7,563 reimbursable student breakfasts, and
- 15,467 reimbursable student lunches.

Calculate the average daily participation (ADP) for breakfast and lunch.

ASK: How would you calculate the ADP for breakfast and lunch?

DO: Allow participants two (2) minutes to calculate the answers.

ASK: Would someone like to share their answer for breakfast? Would someone like to share their answer for lunch?

FEEDBACK: To calculate ADP for breakfast, divide 7,563 by 15 and the answer is **504.2** or **504**.
To calculate ADP for lunch, divide 15,467 by 15 and the answer is **1,031.1** or **1,031**.

ASK: Are there any questions on calculating average daily participation (ADP) before we move on to average daily participation rate?

DO: Answer questions to the best of your ability.

SAY: Average daily participation (ADP) rate is the ratio of students eating school meals to the average number of students attending school. The daily attendance comes from the school office. USDA calculates ADP rates based on average daily attendance rather than enrollment. Calculating ADP this way is considered fairer to schools because the calculation does not include students who are absent or do not eat lunch or breakfast. To calculate average daily attendance, obtain the number from the school office and subtract the number of students who do not have access to the meal service, such as half-day kindergarten students. Remember, supper is served after the school day when all the students are gone; therefore, you cannot calculate the ADP rate for supper.

To calculate the average daily participation (ADP) rates, use the following formulas:

$$\text{ADP Rate Breakfast} = \frac{\text{Breakfast ADP}}{\text{Average Daily Attendance}}$$

$$\text{ADP Rate Lunch} = \frac{\text{Lunch ADP}}{\text{Average Daily Attendance}}$$

Using the previous example, let's continue by calculating the average daily participation (ADP) rate for 123 School District. For the current reporting period, an average of 3,500 students attended school in the district on a daily basis. (The information was obtained from the school district office.) However, 100 students did not have access to lunch because they were half-day kindergarten students, and an average of 156 students were absent in the district the whole day.

An average of 504 students ate a reimbursable breakfast and an average of 1,031 students ate a reimbursable lunch on a daily basis. Using the numbers from the previous activity, calculate the average daily participation (ADP) rate for 123 School District.

$$\text{ADP Rate Breakfast} = \frac{504}{3,500} \times 100 = 0.144 \text{ or } 14\%$$

$$\text{ADP Rate Lunch} = \frac{1031}{(3,500 - 100)} \times 100 = 0.3032 \text{ or } 30\%$$

ASK: How can average daily participation (ADP) and average daily participation rate help you make decisions in your school nutrition program?

FEEDBACK: Average daily participation (ADP) can be used as a major forecasting tool. It can be used in the following ways:

- Prevent waste in excess labor hours and overproduction of food
- Monitor participation trends over time
- Monitor customer satisfaction and address customer concerns
- Identify opportunities for increasing meal participation
- Determine labor needs and assignments
- Create food production schedules
- Evaluate menu items
- Measure program growth

DO: Distribute copies of the handout **Using Average Daily Participation (ADP)**.

SAY: The handout **Using Average Daily Participation (ADP)** lists how ADP can be used as a forecasting tool and has the industry standards for ADP rate.

Using Average Daily Participation (ADP)

The ADP can be used as a major forecasting tool.

- Prevent waste in excess labor hours and overproduction of food
- Monitor participation trends over time
- Monitor customer satisfaction and address customer concerns
- Identify opportunities for increasing meal participation
- Determine labor needs and assignments
- Create food production schedules
- Evaluate menu items
- Measure program growth

Industry Standards for ADP

- Elementary school breakfast = 35%
- Elementary school lunch = 75%
- Middle school breakfast = 35%
- Middle school lunch = 75%
- High school breakfast = 25%
- High school lunch = 65%

ASK: Are there any questions on calculating ADP and ADP Rate?

DO: Answer questions to the best of your ability.

Distribute copies of the **Calculating Average Daily Participation** worksheet.

Read the instructions. Give participants about five (5) minutes to complete the activity. Walk around to help anyone that may have questions or needs help. At the end of the five minutes, go over the answers. Explain how to calculate the answers if someone does not understand.

Calculating Average Daily Participation

Instructions: ABC school district served 11,400 reimbursable student breakfasts, 24,700 reimbursable student lunches, and 14,756 reimbursable suppers during a month with 21 operating days. Using the formulas just discussed, calculate the ADP for breakfast and lunch. Then, calculate the ADP rate for breakfast and lunch. You will have five (5) minutes to complete the activity.

$$\text{ADP Breakfast} = \underline{\hspace{2cm}} = \underline{\hspace{2cm}}$$

$$\text{ADP Lunch} = \underline{\hspace{2cm}} = \underline{\hspace{2cm}}$$

For the current reporting period, an average of 2,200 students attended school in the district on a daily basis. (The information was obtained from the school district office.) However, 100 students did not have access to lunch because they were half-day kindergarten students and an average of 147 students were absent in the district the whole day.

$$\text{ADP Rate Breakfast} = \underline{\hspace{2cm}} = \underline{\hspace{2cm}}$$

$$\text{ADP Rate Lunch} = \underline{\hspace{2cm}} = \underline{\hspace{2cm}}$$

Calculating Average Daily Participation Answer Key

$$\text{ADP Breakfast} = \frac{11,400}{21} = \mathbf{542.8 \text{ or } 543}$$

$$\text{ADP Lunch} = \frac{24,700}{21} = \mathbf{1,176.1 \text{ or } 1,176}$$

For the current reporting period, an average of 2,200 students attended school in the district on a daily basis. (The information was obtained from the school district office.) However, 100 students did not have access to lunch because they were half-day kindergarten students, and 147 students were absent in the district the whole day.

$$\text{ADP Rate Breakfast} = \frac{543}{2,200} \times 100 = \mathbf{0.2468 \text{ or } 25\%}$$

$$\text{ADP Rate Lunch} = \frac{1,176}{(2,200 - 100)} \times 100 = \mathbf{0.56 \text{ or } 56\%}$$

DO: When everyone has completed the activity, review the answers.

ASK: What about the 147 students that were absent? Why are they not subtracted from the 2,200 students in attendance?

DO: Wait for participants to respond.

FEEDBACK: The 147 students are already counted in the 2,200.

ASK: Do you have any questions about average daily participation (ADP), average daily participation rate, and how to calculate them?

DO: Answer questions to the best of your ability. If there are questions you cannot answer, tell the participants you will find out the answer and get back with them.

SAY: Thank you for participating in today's training. I hope you will take this information back to your school and begin to use it to calculate average daily participation (ADP) and ADP Rate.

References

- Institute of Child Nutrition. (2018). *Essential KPIs for school nutrition success*. University, Mississippi: Author.
- U.S. Department of Agriculture. (2015). *Professional standards for school nutrition professionals*. <https://www.fns.usda.gov/school-meals-professional-standards>
- U.S. Department of Agriculture, Food and Nutrition Service. (2019). *Food distribution program: Value of donated foods* (July 1, 2019 - June 30, 2020). <https://www.fns.usda.gov/usda-fis/fr-081219>
- U.S. Department of Agriculture, Food and Nutrition Service. (2019). *National school lunch, special milk, and school breakfast programs, national average payments/maximum reimbursement rates*. <https://www.federalregister.gov/documents/2019/08/07/2019-16903/national-school-lunch-special-milk-and-school-breakfast-programs-national-average-paymentsmaximum#p-31>



The University of Mississippi
School of Applied Sciences
800-321-3054
www.theicn.org