

# **Woodland School District**

## **Meal Accounting and Collection Procedures**

### **MEAL APPLICATION**

State Agency modeled meal applications (English and Spanish); parent letters, program notices, and eligibility guidelines are provided to each student in a packet at the beginning of the school year. Applications are given to families new to the Woodland School District at the time of enrollment. These packets are also available throughout the year at the individual school's offices.

Applications are processed and filed at the District's office. Applications are approved or denied, filed alphabetically by name, and kept on file for six (6) years at the District office. Parents or guardians are notified by mail of the determination of their application. Updates for Direct Certification are checked periodically along with changing status as it occurs. When the application has been approved, the eligibility is entered into the Woodland Skyward Program.

### **ELIGIBLE STUDENTS**

National School Lunch & Breakfast Program (free, reduced or paid) is available to all students, kindergarten through 12<sup>th</sup> grade.

### **EXPIRING APPLICATIONS**

At the beginning of each school year, any child who was approved for free or reduced price meals the previous year will have their benefits remain in effect for thirty (30) operating days OR a new application is submitted, whichever occurs first. When the thirty (30) operating days have expired, the sites are notified, the POS is updated, and the parents are provided with an update of those students who are not eligible for free or reduced meals by mail. The students that are in the POS who do not have a new application on file will revert to the eligibility of "Paid" in the Skyward Program.

### **PAYMENT FOR MEALS AND CHARGES**

In collecting payments for meals and in distributing Personal Identification Numbers (PIN's), school officials and food service workers must ensure that there is no physical segregation, discrimination, or overt identification of any eligible recipients for free or reduced price benefits.

Care must be taken to prevent such identification at the point of sale. The cashier monitors as each student enters their ID number through the skyward system and that they have a complete meal three component with ½ cup fruit/vegetable. Payments are made prior to the start of meal service with the exception at the High School. Reduced and full price meals may be paid for on a daily or weekly basis. Payments are debited daily on the POS.

Balances both positive and negative stay on the students account for the next year. Keep in mind that many districts do not allow charges at all.

### **VISITING STUDENT MEALS**

The chaperone for the visiting students should bring a list from their school showing their student's eligibility (free/reduced/paid). The meals then can be entered in Skyward under the correct category. If a list is not provided, the visiting students' should be charged the same as the full paid student for a meal. Lunch will be charged at the schools' corresponding full pay price.

### **OTHER VISITOR MEALS**

Other visitors, such as chaperons, will pay the adult price for breakfast or lunch.

## **SECOND MEAL**

If a student would like to purchase a second meal, it can be purchased for full price. A second meal is never put into the POS as a reimbursable meal. This applies to all students regardless of status. If a student would like to purchase an additional entrée or other item. Both of these are counted as an A la Carte sale and will be debited from the student's prepaid account.

## **MEDIUM OF EXCHANGE**

All cafeterias use a PIN (number) pad, or have their names input at the POS.

All students, regardless of means of purchase, use the same lines and point of purchase to receive meals.

Meals are counted at the POS location at the end of the line to ensure that a reimbursable meal is taken.

## **COMPUTERIZED SKYWARD ACCOUNTING SYSTEM FAILURE**

In the event that a computer system fails at a school, checking names off of the roster or collection of names will be used for meal counting. All students receiving meals will have their names input into the system once the failure has been resolved. All rosters will be sent and retained as back-up documentation to support the claim at the District's office or to Nutrition Service Director.

## **MENU PLANNING OPTION**

- Offer vs. Serve is used at all schools. Students get to choose which 3 of the 5 meal components they want, on any given day. They can not be forced to take either the milk or the entrée. One of the components taken **must** be at least ½ cup of fruit and/ or vegetable.
- Traditional Food Based Menu Planning is the menu planning method used.

## **FIELD TRIP PROCEDURES**

A nutritionally adequate meal is available for every student, every day that school is in operation, including field trips.

### **Chaperons:**

- 1) Notify the kitchen at least five (5) days in advance about how many lunches and the date they are needed.
- 2) Pick up lunches from the kitchen before leaving on the trip.
- 3) Lunches must be handed out as the student's name is checked off from the sack lunch roster to show the meal was given to the correct student at the point of service.
- 4) Return the sack lunch roster to the kitchen the following day.

## **MINIMUM DAYS**

A nutritionally adequate meal is available for every student, every day that school is in operation, including minimum days and sack lunches.

## **ACCURACY OF COUNTS**

Reimbursable meal counts come from the total PIN's entered or names that are entered manually at each meal. A student must take any 3 of the 5 components offered, in order for the meal to qualify as a reimbursable breakfast or lunch meal. At lunch the student must take the component consisting of fruit and or vegetable in at least a ½ cup portion. If the student has a non-reimbursable meal and enters their PIN, delete the transaction on the POS and reenter as an A la Carte.

Adult and A la Carte meals are entered differently into the POS. The total of adult and A la Carte sales are kept separate from the reimbursable meals in the POS.

Regardless of the students' eligibility category, only one meal (lunch and breakfast) per child per day will be claimed for reimbursement. If a student drops a tray, the school will provide a second meal; however, only one of the meals served to that student for the day may be claimed for reimbursement.

Student helpers will receive a meal for their help. If the student helper's meal is reimbursable will be manually enter them into the POS at the point of service.

If there is an emergency power or equipment failure during mealtime, a roster is used. If the power or equipment failure has been resolved. If it is anticipated that the POS will be down for an extended period, a roster will be used. The rosters will be generated from the School Master program within the school office. Rosters will be sent and retained as back-up documentation to support the claim at the District's office.

## **INTERNAL CONTROLS**

The POS does edit checks for each daily meal count at each site, using the appropriate year's attendance factor. The District's Nutrition Service office saves a copy of this report at the end of each month. A District Employee other than School Food Manager will conduct "Site Audits" monitoring annually before February 1.

## **REFUNDS AND UNUSED PREPAID MEALS**

If a student transfers to another district, parents may request a refund for any unused prepaid meals. Prepaid meals will carry over to the following year for those students who will remain in Woodland School District.

## **MEAL COLLECTIONS**

Before the meal service, the total number of entrees and sides prepared. Then records these numbers on the production sheet.

Food service worker must ensure that there is no physical segregation, discrimination, or overt identification of any eligible recipients for free or reduced price benefits. Care must be taken to prevent such identification at the time the meal card is issued, as well as at the point of sale. The FSW watches each student enter their PIN. Accurate counts of all free, reduced, and paid meals are recorded via computer at each point of service. The total counts of all meals are used for the sites daily summary count.

Student helpers will receive a meal for their help. If the student helper's meal is reimbursable, the FSW will manually enter them into the POS at the end of lunch. Student helpers are not selected based on their status eligibility and are not coerced to be student helpers.

The FSW closes out of the POS, which the information is later printed and sent to the District's office via courier. The number is subject to edit checks. Adult and A la Carte meals are entered into the POS separate from reimbursable meals. Head Cooks are assigned at each school complete the Production Sheet and close out of the POS.

## **EMERGENCY MEAL PROCEDURES**

Refer to Charge Procedure

## **ALLERGIES AND SPECIAL DIETARY RESTRICTIONS / NEEDS**

The District's diet prescription form must be signed by a physician for disabled students or by a recognized medical authority (physician, physician's assistant, nurse practitioner, or naturopathic physician) for non-disabled students. The forms are to be turned into the School Nurse for review and dispute. Copies of the special diets/allergies are located at each site. The FSW and Kitchen Staff are aware of those students with restrictions through communication with School Staff and/or Parents. Students identified as having a disability must have an authorized medical statement signed by a licensed physician on file. In all cases, the documentation requested needs to identify the medical or other special dietary need that restricts the student's diet.

## **CASH HANDLING**

Cash/check transactions at the cafeteria are not accepted with the exception of the High School. All cash/check transactions to place money in a student account may occur at the individual school office. Money must be present in a student's to purchase a meal or ala carte items.

**The United States Department of Agriculture (USDA) prohibits discrimination in its programs on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, or martial or family status. Persons with disabilities who require alternative means of communication of program information (Braille, large print, audiotape, etc.) should contact USDA TARGERT center at (202) 720-2600 (voice and TDD).**

**To file a complaint of discrimination write to USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14<sup>th</sup> and Independence Ave., SW, Washington, D.C., 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.**