

Woodland Public Schools

Food Services Meal Counting Procedures

Effective Date: January 2026

Applies To: All schools operating NSLP/SBP

Purpose

To ensure meals served are complete and compliant for reimbursement under USDA and OSPI requirements.

Policy Statement

The Woodland Public Schools Food Service Director will ensure this procedure remains current, implemented and enforced in accordance with USDA and OSPI regulations. All applicable staff must be trained annually and whenever procedural changes occur. Any discrepancies or errors identified must be investigated, corrected, and documented prior to claim submission. Meals that do not meet reimbursable meal requirements must not be claimed.

Roles & Responsibilities

Woodland Public Schools Food Service Director (Executive Director of Business Services):

- Ensures procedures are current and compliant with USDA and OSPI regulations.
- Ensures all applicable staff are trained and training is documented.
- Reviews internal controls and corrective actions as needed.

Site Managers/Cashiers:

- Ensure meals are counted accurately at the point of service.
- Enter meals under the correct participant in the point of service (POS) system.
- Report errors, irregularities or concerns immediately to the person-in-charge.

FSMC Food Service Director (or Designee):

- Provides training and technical guidance on reimbursable meal requirements.
- Supports monitoring and corrective action efforts.

Meal Counting Procedure

1. Eligibility for Free or Reduced Price Meals

State Agency–modeled meal applications (English and Spanish), parent letters, program notices and eligibility guidelines are provided at the beginning of each school year and upon enrollment of new students. Applications are processed and maintained at the Business Office.

Approved and denied applications are filed alphabetically and retained for six (6) plus the current year. Households are notified by email of eligibility determinations. Direct Certification updates are completed weekly. Approved eligibility is entered into the Skyward POS system for meal claiming and charging purposes.

Commented [GS1]: Six in current policy but only 3 + current is required

At the start of each school year, students approved for free or reduced-price meals in the previous year retain benefits for thirty (30) operating days or until a new application is processed, whichever occurs first. After this period, students without a current application revert to paid status and households are notified.

2. Meal Service

The School Breakfast and National School Lunch Programs are available to all students, every day that school is in operation, including minimum days. Eligibility determines the reimbursement and charging category. Offer vs. Serve applies to both breakfast and lunch service in accordance with USDA regulations.

3. Allergies and Special Dietary Restrictions / Needs

The District’s dietary accommodation 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 follow-up. Copies of the special diets/allergies are located at each site. Food service workers and kitchen staff are aware of students with restrictions through communication with school staff and/or parents.

4. Point of Service Controls

All sites serve meals in the cafeteria. The point of service (POS), Skyward, is located at the end of the service line. A trained employee must operate the POS and properly document meals as reimbursable or non-reimbursable. All students use the same service lines and point of purchase to prevent overt identification.

5. Medium of Exchange

Each student is assigned a unique personal identification number (PIN), which is used to enter meals into the POS system. In collecting payments and issuing PINs, school officials and food service staff must ensure there is no physical segregation, discrimination, or overt identification of students eligible for free or reduced-price meals. At North Fork Elementary and Columbia Elementary, students in the younger grades, hand their lunch cards to the cashier and it is scanned with a bar code reader. Cashiers may search for students by name if a student does not know or remember their PIN.

6. Non-Reimbursable Meals

If a student does not select a reimbursable meal, the cashier will inform the student of the missing component(s) and allow the student to return through the service line. If the student declines to select the missing item/component, the meal must be entered as non-reimbursable and the student's account will be charged the paid meal price for the applicable grade group. Skyward controls prevent more than one reimbursable meal per student per meal service per day.

All à la carte items, second meals, and adult meals must be priced in accordance with the Non-Program Food Revenue Tool and entered separately in the POS and charged to the student's prepaid account.

7. Special Circumstances

Dropped Tray: If a student drops a tray, a replacement meal may be provided; however, only one meal per student per service may be claimed for reimbursement.

Student Helpers: Student helpers may receive a meal at no charge, regardless of eligibility status. If the meal meets reimbursable meal requirements, it will be entered into the POS under the student's appropriate eligibility category. Student helpers are not selected based on eligibility status and are not coerced into helping.

Visiting Students: Students enrolled in Woodland Public Schools who are visiting another Woodland site may receive a reimbursable meal using their assigned identification number. For students from other institutions, documented eligibility provided by the chaperone may be used to determine charging and claiming status. Students without documented eligibility must be charged the paid meal price and claimed as paid. Non-school-aged children are not eligible for reimbursement and must be charged the adult meal price.

8. Payment for Meals and Charges

All transactions are debited daily through the POS. Positive and negative account balances are carried forward to the following school year. If a student transfers to another district, parents or guardians may request a refund of unused prepaid meal funds.

Commented [BS2]: Adult breakfasts are served, but adult lunch items are only sold as a la carte (not priced as a full meal). The only a la carte items we sell are milk, juice, extra entrees and fruits/vegetables (at all schools). I wasn't sure how to write this.

Commented [BS3R2]:

Commented [GS4R2]: I think this is okay as is, we don't need to clarify exact items are sold. Lunch items being priced individually aligns with "ala carte" items. 😊

No payment transactions are accepted in the cafeteria. Deposits to student accounts can be made via cash, check or debit/credit card in the school office or online. Funds must be present in a student's account to purchase à la carte items. Students will never be denied a meal or have a meal removed due to an insufficient food service account balance. The meal will be charged to the student's account. À la carte items require available funds at the time of purchase and may not be charged.

Commented [BS5]: We also accept credit/debit card in the offices and parents can also pay online.

9. Computerized Accounting System Failure

In the event of a POS system failure, meal counts will be recorded using printed rosters or collected student names. All meals served during the outage will be entered into the POS once system functionality is restored. Rosters are retained as backup documentation to support claims and are forwarded to the Business office or FSMC Food Service Director.

Internal Controls

The POS generates data used for daily and monthly edit checks based on the applicable attendance factor. The District Food Service office retains edit check documentation monthly. The FSMC Food Service Director conducts annual site audits prior to February 1 and reviews results with the Woodland Food Service Director. Claims may not be submitted without completion of required edit checks.

Annual Review

This procedure will be reviewed annually and updated to reflect USDA, OSPI or district requirements.