

## **MEAL COUNTING AND COLLECTION PROCEDURES FOR FOOD SERVICE**

### **Monroe County Board of Education**

LunchBox is the computer system used by the Monroe County Board of Education for the point of service system. Each serving line has a computer which is networked with the computer terminal on another serving line (if one exists) and with the computer in the manager's office. All food service computers in the schools are networked with the server located at Prestonsburg High School within the Technology Department.

#### **Overt Identification**

Verbal Identifier- Each student is assigned a number which they enter on the PIN Pad or verbally give to the cashier at the point of service. The student's name, picture, state identification number and account balance are displayed on the computer screen whenever the student enters their PIN or give their name to the cashier.

If a student forgets his/her ID number, the cashier is able to look up the student's name and verify information with the student and give them their number again. A new number can be assigned by the central office, if requested.

The Community Eligibility Provision (CEP) is approved for all schools in the district. Students who attend a CEP school will enter their PIN and meals will be entered into the POS at the time of service.

Students who may be eating at another school within the district may be accessed through the use of "other site available" on all cafeteria computers. Students who come to the district as a visitor must be entered as a student visitor and pay the cashier for the meal.

#### **Collection Procedures**

The LunchBox program is designed to count and record the meal. Since the computers are networked, a student ID number can only be used once for each reimbursable meal (breakfast and lunch) each day. Consequently, a student is only able to be served one reimbursable meal (breakfast and lunch) each day. The student's name is documented to account for the meal. If a new student is enrolled at a Monroe County School, the meal will be entered as NO ID FREE and the student's name will be documented.

#### **Back Up System**

A back up roster is kept at each POS in the event the computer program and/or equipment is inoperable. This alphabetical listing has all the pertinent information: name of the students, ID numbers and grade.

## **Meals Outside of the Cafeteria**

**Field Trips:** When students are taken on a field trip, a request form must be completed and submitted to the superintendent for approval. School administration will contact the cafeteria manager to determine meal services for the field trip.

On the morning of the field trip, the sponsor must submit a complete list of all students attending. The meal is served by separate components in order to continue Offer vs. Serve. A copy of the roster is kept in the cafeteria. The original roster is returned to the sponsor. When the meals are served, the sponsor will use that roster to mark off that the student has received a reimbursable meal. Once the field trip is completed, this roster is turned into the cafeteria manager and the information is put into the POS system so these meals can be claimed for reimbursement. If necessary, this can be done the day after the field trip took place with documentation maintained to explain the meal count discrepancies.

**Breakfast Tally Sheet (CEP Schools):** Since all schools in Monroe County are CEP, a Breakfast Tally Sheet can be used to document meals served for reimbursement. The meal type is Free. Managers, teachers and employees will be trained on the use of the Tally Sheet- verifying the reimbursable meal, marking off each meal as the student comes through the line. Manager is responsible to monitor employees to ensure proper procedures are followed. Monitors and kitchen staff observe students/line to ensure no student comes through to get a second meal. Both the manager, teacher and the person working the tally sheet sign the tally sheet stating this is a valid meal count. A CEP Edit Check is then completed daily. All numbers are compared. A chart is maintained for the month documenting the daily meals. This is used to file the claim. Documentation will be maintained at the school with the daily paperwork for three (3) years plus the current year.

**After School Care Program (ASCP):** Schools participating in the ASCP can do so by being either area eligible or income eligible. To be area eligible 50% of the enrolled students must be certified as eligible for free or reduced meals. Participation is limited to programs that operate after the regular school day is completed. The After School Snack Count Tally Sheet will be kept by the person in charge of the program and if a student receives a reimbursable snack, the snack will be documented on the sheet. Another option is for the person in charge of the program to have a roster and mark off the student's name if the student takes a reimbursable snack. The Tally Sheet is turned into the cafeteria manager who then records the information to file a claim for reimbursement.

## **End of Day Processing**

Computer printouts are generated at the end of each meal service which calculates a daily count (the number of reimbursable meals and adult meals, ala carte sales, etc.), cash reconciliation and etc. There are NO charges since all students eat free.



### **Edit Checks**

An Edit Check Report is generated at the end of the day. The purpose of this report is to compare the number of enrolled students to the average daily attendance (ADA) to the number of meals being claimed as free, reduced or full pay for reimbursement. If there is a discrepancy, the manager must investigate to determine if the counts for meals claimed is accurate or if an adjustment needs to be made. Documentation is kept on file to justify the discrepancies. All Monroe County Schools complete the CEP Edit Check and compare numbers.

### **Filing the Claim**

Claims are filed in the state CNIPS program on a monthly basis. This is a site based claiming system.

### **Cash Control Procedures**

Each morning, the cashier obtains the change fund, verifies the amount and places the cash drawer in the register. The drawers are to be locked throughout the day with the exception of meal times. The cashier stays by the register the entire time the drawer is unlocked.

At the close of service each day, the cashier removes the cash drawer from the register and takes the money to the back of the house where the money is counted and second parties. This includes resetting the change fund and the amount of money to be deposited. Computer printouts are to be checked for accuracy (Daily Cash Reconciliation Report) and deposit slips are to be initialed by both parties. The money and the deposit slip will be taken to the bank in a sealed bank deposit bag. If for any reason the deposit cannot be made that day, the bank bag must be locked in the school's vault until it can be taken to the bank. NO FUNDS should be carried home for any reason.

Daily deposit slips are brought to the Child Nutrition office on a weekly basis. All daily deposit slips MUST equal the deposits shown from the LunchBox bank deposit report.

### **Record Keeping Information**

All records will be kept on file for three years plus the current school year.

### **Meal Payments**

Method of payment for second meals or ala carte items is to pay with cash or check on the line at the point of service. This information is entered into the automated computer system and each time the student makes a purchase, the system pulls up the student's account and subtracts the correct amount for the food items received.

### **Student Charges**

The Monroe County Board of Education has a NO CHARGE policy. All schools are CEP, therefore all students receive a free breakfast and lunch.

### **Adult Charges**

Monroe County Board of Education does not allow any adult to charge meals.

Monitor reviews will be completed by Feb 1.