

SAN MATEO UNION HIGH SCHOOL DISTRICT

KEEP ON FILE
WRITTEN COLLECTION PROCEDURES
BREAKFAST, BRUNCH, & LUNCH

COMPUTERIZED SCHOOLS

These procedures are in place and practiced at the following
San Mateo Union High School District, Student Nutrition Service Sites:

Aragon High School
Burlingame High School
Capuchino High School
Hillsdale High School
Mills High School
Penninsula High School
San Mateo High School

1. Students are issued student ID cards with their ID number and a unique barcode. Every student at a school terminal can use their ID card or information on their ID card at the pin pad from the serving line.
2. The computerized meal card system is a database that is programmed to keep track of eligibility category (free, reduced, paid). It also sets up an account for every student. The database keeps track of the amounts of money every student pays into their account and debits the account for any meal or ala carte sale and maintains a balance as well as a history of transactions.
3. Daily, the Student Nutrition Services office sends to the school via computer network an update of Student's eligibility for free and reduced meals. Those students who are eligible for free and reduced price meals have their accounts setup by proper category into the database. Those students not approved for free or reduced price meals are set up as a paid student in the database. If their eligibility status changes then their account will be changed to the proper category, via computer network from the Student Nutrition Services office.
4. Students can prepay (add money to their accounts), pay cash at the time of service regardless of their eligibility, or have their meal charged for a negative balance if there is not funds on their account and will receive a meal.
5. At breakfast, brunch, and lunch, students either carry their ID cards with them or enter their ID number in the card reader. The cashier or the adult at the exit of the service area checks for a reimbursable meal defined as follows:

Breakfast: A Breakfast Reimbursable Meal is defined as a student taking at least 3 out of 4 items (Grain/Meat/Meat Alternate/Fruit/Milk) of which one of these items must be at least a ½ cup of a Fruit/Juice. Items include Grain, Meat, Meat Alternate, Milk and Fruit. Students must select at least 3 items of which one must be a fruit. If the above is not met, do not include it into the POS system as a meal or count them in your production count sheet.

Lunch: A Lunch Reimbursable Meal is defined as a meal consisting of at least 3 out of 5 components (Grain/Meat/Meat Alternate/Fruit/Vegetable/Milk). At least 1 of these components must include a ½ cup of Fruit or Vegetable. If the above is not met, do not include it into the POS system as a meal or count them in your production count sheet.

The meal is counted and the amount of money in the student's account is automatically withdrawn or charged based on the eligibility status of free, reduced, or paid.

For breakfast or brunch (if applicable) if the student is paid, the price of a full price meal is deducted or charged to their account; if the student is reduced, \$.00 is deducted as the district's general fund covers the cost based on the monthly POS report; if the student is free, no money is deducted.

For lunch if the student is paid, the price of a full price meal is deducted or charged to their account; if the student is reduced, \$.00 is deducted as the district's general fund covers the cost based on the monthly POS report;; if the student is free, no money is deducted.

The Student Nutrition Services Department will work with the parent/guardians to recapture negative balances on student's accounts.

6. Each cashier will records the total meal count activity on the production sheet by serving location. At the end of meal service the lead or assistant lead prints a copy of the managers summary reports.
7. Extra Meals: Students wishing more than one meal may do so. The second meal is counted as an ala carte meal and the price of a full price meal is deducted from their account or cash is collected.
8. Earned Meals: Each student who works that day will enter or scan their Id card and entered as an earned meal in the computer. This will count the meal in their eligibility category.
9. Adult Meals: Adults can either use an assigned ID number (their account is set up as an adult account and automatically withdraws the price of an adult meal) or can pay at service time and the meal or ala carte items are entered into the computer as an adult meal.
10. Field Trip Breakfast or Lunch: A preorder sheet will be provided to the adult organizing the field trip. The filled out document will be returned to the student nutrition department with the students who are eating breakfast or lunch requesting a field trip meal. The document will be returned to the adult with the meals and once the students meal is verified that it was received by that student a breakfast or lunch entered into the Point of Sales (POS) system for that day.
11. Each serving location will have readily available a blank student meal record in the event a POS terminal is not working. Once a students is given a meal the student will write their full name and ID# during the appropriate serving period (breakfast or lunch).
12. Once the system is up and running, staff will enter all the meal transactions according to the serving period (breakfast or lunch). Those meals will be entered according to their status in the POS system (free, reduce, paid, account, or charge) for a positive count.
13. The student meal record will be attached to the end of that days production sheets.

Eligibility List: If a eligibility list needs to be viewed or printed follow these instructions (this is also set up to run automatically on a weekly basis)

- a. Reports
- b. Patron Application
- c. Eligibility List
- d. Expand Application -> under Eligibility select "Free" and "Reduced".
- e. Queque Report

San Mateo High School District uses the State prototype Application for Free and Reduced-Price Meals and the Letter to the Households for Direct Certification.

Applications for Free or Reduced Price Meals are available for all students as a required section with the Districts mandatory online enrollment process that is completed by each family before the beginning of the school year. Applications are available through the Ez Meal App software in English, Spanish, and Chinese. In addition, on-line (Ezmealapp.com) or paper applications are available throughout the year through the site or district website www.smushd.org under the home page then by clicking the “fork & knife” icon that will take you to the student nutrition service homepage. Student or Parents may also visit anyone at the school site or the Student Nutrition Services office to pick up a printed application. Applications can be originally (one time) submitted for processing at any time during the school year. Students may return the completed applications to their teacher, the school office, and cafeteria or directly to the Student Nutrition Services Department. Applications are approved by the Student Nutrition Services Department Account Clerk for verification within 10 days from the day the application is received. During the first 30 days of the school year students maintain their previous school year eligibility until their application is processed. After the 30 days the system will update our records and those students who have not submitted an application will automatically be placed on full paid status status.

The Student Nutrition Services Department prepares a list of students that indicates the eligibility status for each student before the roll over. This report will include a student list which consists in the student name, grade, and current eligibility. On a monthly basis, the Student Nutrition receives and uploads the list of directly certified students into eTrition

Continuation of Computerized Collection Procedures

14. The District Designates the following official(s) to use roster information only in connection with administering the District’s LCFF/LCAP, specifically to target educational services and supports.

Name	Site & Title	Telephone
Nicole Elenz-Martin	AHS Assistant Principal	650-558-2903
Lesley Franco	AHS Health Aide	650-558-2922
Edwin Martinez	AHS Family Engagement	650-558-2907
Michele Fischera	BHS Assistant Principal	650-558-2803
Nancy Marty	BHS Accounting technician	650-558-2820
Gina Vannini	BHS Family Engagement	650-558-2848
Adrian Colmenares	CHS 1B Assistant	650-558-2744
Abigail Martinez	CHS 1B Assistant	650-558-2722
Dulce Hatch	CHS Family Engagement	650-558-2762
Paola Trujillo	HHS Health Aide	650-558-2622
Sarah Prensky-Pomeranz	HHS Assistant Principal	650-558-2603
Leticia Cottrell	HHS Family Engagement	650-558-2578
Lyndsey Schlax	MHS Assistant Principal	650-558-2502
Jose Gomez	MHS Assistant Principal	650-558-2503
Gina Vannini	MHS Family Engagement	650-558-2578
Yvonne Shiu	SMHS Principal	650-558-2300
Mike Holtz	SMHS Assistant Principal	650-558-2303
Neil Urquidez	SMHS Family Engagement	650-558-2340
Fred Wolfgram	PHS Assistant Principal	650-558-2406
Carlos Nolasco	PHS Family Engagement	650-558-2427
Villami Dauwe	PHS Health Aide	650-558-2408
Lennie Perreras	Curriculum (District Office)	650-558-2245

Adriana Gomez	Attendance (District Office)	650-558-2257
Martha Elsa Pulido (Bridge Program)	Family Program Coord	650-558-2226
Samia Shoman		650-558-2233
	Temporary Access	
Cindy Zhou	Student Services Technician	650-558-2256
Monica Diaz	Student Services Technician	650-558-2259
Jaime Whitelaw	Student Services Technician	650-558-2207
Bonnie Pantig	Student Data Specialist	650-558-2252

The San Mateo Union High School District Instructional Services Department has identified only the following LCAP services to be available for those approved on the above list:

- Assistance with acquisition of computers, electronic tablets, and other such hardware and related connectivity
- Campus-based academic support/tutoring
- Advanced Placement testing fees
- Assistance with transportation to and from school
- Counseling and guidance
- Information regarding other available services

The San Mateo Union High School District Bridge Program is comprised of 11th & 12th grade immigrants and their families from foreign countries with very limited English speaking and writing skills. The Family Program Coordinators helps families complete the meal applications and will utilize the rosters to help them understand if they qualified for the program once an application is completed.

Student Nutrition Daily Meal Service

- **Touchless:** To limit touching the keypads we ask all students bring their ID cards to scan at meal service.
- **Cashless Service:** There will be no cash at sites. If there is a cash purchase, the change from that purchase will be added to the student's account, instead.

If you have questions, please email studentnutrition@smuhdsd.org.

Visit your school's website or the District website - www.smuhdsd.org - and click the fork & knife icon (on the right side of the home page) for additional information about the Student Nutrition Department.