

**GRAND COULEE DAM SCHOOL DISTRICT
FOOD SERVICE PROCEDURES**

Meal Counting and Claiming Procedure

POS Sales

Jr./Sr. High students get their lunch tray, make their choice of entrée and salad bar items, then enter their food service number on a pin pad, open in the Skyward Food Service application, where staff members are monitoring the number input and ensuring each meal is reimbursable.

K-1st grade elementary students have a lunch card, which they give to the computer attendant to post to Skyward, or enter their number on a pin pad. They then proceed to the tray, milk, salad bar, then entrée items where a lunch service staff member ensures the students have a reimbursable meal. 2nd-6th grade students input their pin number then follow the above process.

Second Meal and Ala Carte Sales

A student is only allowed one reimbursable type meal per session (Breakfast and/or Lunch) Second meals are A La Carte items and available to Jr./Sr. High students and adults but they must have adequate funds in their account or funds with them to make the purchase.

Grand Coulee Dam School District

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