

Reardan-Edwall School District #009

Food Service Procedures Manual



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Food Service Procedures

Meals are counted at all locations using a computerized method. Reports are run at the end of the serving period showing meals served in each student category (paid, reduced and free) and the adult category.

Money for the meal program will be collected in the office or in the food line. A student can put any amount of money in his/her account for use in the food services program (which includes breakfast or lunch). A finger scanner or keypad is used in the food service line during 6-12 breakfast, and K-12 lunch served in the cafeteria. The food services program is an offer vs serve program in which students have a choice of items, but are required to have at least three items on their tray, which qualifies as a reimbursable meal. One of these items must be a full serving of fruit or vegetable. Milk is available for purchase separately from breakfast and lunch. After lunch has been served, the office will run reports that tally the meals and other items served for the day.

Breakfast for grades preschool through fifth grade will be served in the classroom. The students or staff places the breakfast, including a ½ fruit, on each student's desk. The students come into the classroom and sits down to a meal. The staff has a student roster for everyday of that month. The staff will mark an "x" next to the student's name that has a meal. The roster is then turned into the clerk and the students accounts are charged for that meal. Breakfast roster are retained to support the claim.

Pre-School

Meals are served in the classroom. The teacher will take a meal count for lunch and turn it into the kitchen. At serving time, kitchen staff will take the lunch cart to the pre-school room and return with the list of pre-school students having lunch or milk and the clerk will enter into the computer. Pre-school is served "family style" with the children choosing what they want to eat. Breakfast and lunch rosters are retained to support the claim

Earned Student Meals

A student may earn a meal if they work in the kitchen. Duties will be assigned by food service personnel. Duties could be but are not limited to: Serving, Setting-up prior to food service, washing tables, cleaning up trash, or putting away tables and chairs. A health card may be required to help with food service.

Charges

K-5 will be allowed to charge up to \$5.00. No charges will be allowed for middle and high school (6th-12th grade). Students with no lunch money in their account will be given the choice of receiving cheese crackers and milk. No charges will be allowed after May 15th. The Food Service Meal Charge Policy is distributed to all students,

families, staff and other personnel involved in the Food Service Program through the Student/Family Handbook, Staff Handbook and on the District's Web Page.

Refunds

Refund requests are made to the lunch clerk. The lunch clerk will run a report from the food service system showing the student's account balance and attach it to the refund request. Depending on the amount, either a cash refund will be made or a request will be forwarded to the District Office for a refund check. The account is adjusted to -0- in the food services program and a copy of that report is attached to the refund request.

Second Meals

The first meal served is the only meal that can be claimed for reimbursement. If a student wishes to purchase a second meal, it is entered as seconds. All students will be charged \$1.00 for seconds. There will be no charge for seconds at breakfast.

Visiting Student Meals

The advisor for visiting students should bring a list from the school showing their eligibility (free/reduced/paid). The meals can then be put in the computer under the correct category. If a list is not provided, the visiting students will be charged the Board approved rate for paid lunches.

Other Visitor Meals

Other visitors will pay the Board approved adult price for lunch and breakfast.

Field Trips/Sack Lunches

A roster of students needing lunch prior to the field trip will be developed. Lunches must be secured and as students receive lunches, be marked on the roster to show transfer to the correct student. After the field trip, the roster is sent back to the lunch clerk to enter meals into the food service system. Also, menu production records must be maintained to show that the meal pattern requirements have been met for sack lunches. Lunch rosters are retained to support the claim

Special Nutritional Needs Requests

Reardan-Edwall School District adheres to the National School Lunch Program/School Breakfast Program Meal Substitutions for Students with Disabilities or Medical or Other Special Dietary Needs Guidelines. Under current regulations, a disability is defined as an impairment which substantially limits a major life activity, which can include allergies and digestive conditions, but does not include personal diet preferences. LEA's are required to make reasonable modifications to meals, to accommodate disabilities which restrict a child's diet. Requests for meal modification must be signed by a

State-recognized medical authority. At the beginning of the school year, the school nurse sends home a student health history form for parents to fill out. If any food allergies are noted, the school nurse will contact the parent/guardian to find out the needs of the child and request a diet order from the child's physician or other State Recognized Medical Authority. A copy of the diet order is kept in the current year Food Service Program binder in the kitchen and with the school nurse. Diet orders do not carry over year to year and need to be renewed each school year by the school nurse.

Categorical Eligibility

If any household member, including an adult, has a case number or is found on the direct certification list, then all students in that household are categorically eligible for free meals. Our tracking method for this is built into our student system, "Skyward". The system has a "sibling identification" function which identifies all students within that household. We then can identify that all children in that household are categorically eligible for free meals.

Cafeteria Cash Counting Procedures

1. Count the cash received for the day.
2. Enter the cash count in the computer and run reports.
3. If the cash is over or short, recount the starting cash and recount the cash for deposit. Recalculate the deposit slip for accuracy. Monthly reports will be run at the district office showing overages/shortages for each building. These reports will be kept on file according to records retention guidelines for the State of Washington.
4. Endorse each check with the bank stamp, compile deposit and put in a locking bank bag.
5. Bank bags are turned into the district office. Do not leave the bank bag on the district office desk unattended.
6. Transmittals are done daily in the district office. Deposit slips are totaled and the revenue put into account 9800-22. The district office will sign and date the transmittal form.

Secretary Cash Counting Procedures

Use cafeteria cash counting procedures.

Office Food Service Duties

1. Process and maintain free/reduced meal applications.
2. Complete annual free/reduced Verification process per instructions from the Superintendent of Public Instruction (OSPI) –Child Nutrition Services.
3. Daily meal reports are printed and kept by cafeteria staff in a locked cabinet.
4. Check daily meal reports with weekly transmittal verifying the cash deposited is accurately reflected on the meal reports.
5. Compile and submit monthly Claim for Reimbursement per instructions from OSPI.
6. Order commodities for all locations as per cafeteria requests. Monitor inventory of commodities.
7. The Food Service Director will complete annual on-site reviews by February 1.
8. The Food Service Director will monitor health department reports. The health department should inspect each site at least once a year. Reports will be kept on file and displayed in the kitchen.

Yearly Training Requirements

USDA Civil Rights training presentation will be completed by all Food Service Personnel within the month of September of the current school year.

Request for Special Dietary Accommodations

Student / Participant Name

Date of Birth

Parent / Guardian Name

Phone

Mailing Address

City/State/Zip

School / Center / Site

Grade / Classroom

Signature of Parent/Guardian

Date

Diet Order

Federal law and USDA regulation require nutrition programs to make reasonable modifications to accommodate children with disabilities. Under the law, a disability is an impairment which substantially limits a major life activity or bodily function, which can include allergies and digestive conditions, but does not include personal diet preferences.

1. Describe how the impairment affects the child (i.e how the ingestion/contact with the food impacts the child):

2. Explain what must be done to accommodate the child's diet (i.e, specific food(s) to be omitted/avoided from the child's diet):

3. List food(s) and/or beverages to be substituted, provided, or modified:

Signature of State-Recognized Medical Authority*

Date

Clinic Name

*State-Recognized Medical Authority is a licensed health care professional authorized to write medical prescriptions in Washington: Medical Doctor (MD), Doctor of Osteopathy (DO), Physician's Assistant (PA) with prescriptive authority, Naturopathic Physician, or Advanced Registered Nurse Practitioner (ARNP).

This institution is an equal opportunity provider.