

**SAN PASQUAL UNION SCHOOL DISTRICT**  
**AGREEMENT #37-68353-000000-01**  
**Meal Count System and Collection Procedures**  
**2019-20 School Year**

**MEAL APPLICATIONS**

State Agency prototype of the application for Free and Reduced meals, State Agency prototype of the Letter to Households, program notices and eligibility guidelines are available to every student at the beginning of each school year. Applications are available at any time during the school year in the District Office and also on the school's website. Applications are accepted any school day throughout the year and any time the District Office is open.

Applications are processed in the District Office by the Food Service Coordinator. Applications are approved, or denied, and kept on file for (5) years. Parents or guardians are notified of the determination of their application via written notification that is mailed home within 10 school days of receiving. Applications are processed manually using the current Income Eligibility Guidelines. The previous school year's eligibility is used for only the first 30 operating days; if a new application is not received the status is manually changed to a paid status on the 31<sup>st</sup> day. The Director of Finance reviews each application to make sure it is complete and approved correctly. A confidential school roster is printed monthly of the eligible free and reduced students and maintained with the applications in the District Office. The lists have eligibility codes as follows: Free – 01 Reduced – 02 Paid – 03. Our District uses an electronic POS system "Quick Lunch" which maintains a database of student information. The eligibility codes are not shown at the time a meal is served. The database is updated daily as it is synced thru Synergy which is the student data system used by the school District. When a change in eligibility status is made, a maximum of 3 days is given for increase in benefits and at least 10-day notice is given for a decrease in benefits and the notification letter is mailed home to the parent/guardian.

**DIRECT CERTIFICATION**

Our District uses the State-level matching system available through the California Longitudinal Pupil Achievement Data System (CALPADS). The CALPADS Administrator, will forward the list to District Food Service Coordinator, for direct input and the list will be maintained in the Free and Reduced application book. District Food Service Coordinator will mail the eligibility notification letter to the families.

Migrant Ed – A list of qualified students is obtained from the Migrant Ed Office, and students are categorically approved. A letter is sent home to inform the family they qualify for free meals.

Homeless and Runaway Students– Names of students are given to the Food Service Office from the Assistant Principal, the district's homeless/runaway liaison.

### **DISTRICT FOOD SERVICE COORDINATOR**

- Process applications manually making sure they are complete, accurate, and approved in the correct category using the current Income Eligibility Guidelines.
- Inputs student eligibility status into Synergy for download into Quick Lunch POS.
- Compiles data daily and completes the monthly claim reimbursement for Federal and State funding using the CNIPS on-line system. (see CNIPS procedures below)

### **CNIPS PROCEDURES**

At the end of each month the Food Service Coordinator will compile and verify the monthly Meal Count reports from the Quick Lunch system. The verified meal counts will be entered into the CNIPS system for the appropriate month under the "Sponsor/Site Claim for Reimbursement". Copies of the claim and summary report will be maintained with the monthly backup reports and kept on file for 5 years. In addition, a summary claim report will be given to the Director of Finance and maintained with a copy of the monthly checks received for both Federal and State reimbursement.

### **CASHIER**

- Cashier for the cafeteria serving line. Verifies the student's identity as they input their student identification numbers in the POS system.
- Receives and credits all funds for paid and reduced students. Balances end of day cash/checks received and performs daily closing.
- Creates and submits invoices for negative balances on paid and reduced meal accounts and conducts collection follow-up with parent/guardian.
- Verifies all meals served meet the menu pattern requirements for a reimbursable meal.

### **PAYMENT FOR MEALS**

In collecting payments for meals school officials and school staff must ensure there is no physical segregation, discrimination, or overt identification of any eligible recipients for free or reduced price benefits. There is no discrimination in the serving line at the point of meal service or in the District office where payments can be received. Prepayment is recommended and strongly encouraged.

Payments or prepayments are accepted at the cafeteria and the District Office during the school day or anytime the District Office is open. Full price or reduced price meals may be paid for on a daily, weekly, or monthly basis. PaySchools is also available for on-line payments. Parents can submit payment using either a credit card or electronic check. PaySchools will sync daily with Quick Lunch.

**CHARGE POLICY**

The cashier will discreetly let the student know when they have reached a negative balance. An e-mail generated by PaySchools will be sent to the parent/guardian once the student reaches a negative balance. If needed, the cashier will telephone the parent/guardian once the balance reaches a negative \$20.00. The cashier will offer all methods of payments including electronic options. In addition, invoices will be mailed to the parent/guardian no later than 10 days after the pupil's meal account has reached a negative balance. To ensure all students are treated equal, San Pasqual Union does not have an alternate meal policy. The district will not take any action directed at the student to collect unpaid meal fees.

**MEDIUM OF EXCHANGE**

All students are issued a Student Identification Number. TK thru 8<sup>th</sup> grade students enter their Student Identification Number into a pin pad at the end of the cafeteria serving line. If the student does not know their number, the cashier can search for them by name. Quick Lunch does not identify at the point of sale a student's eligibility. The POS system (Quick Lunch) tabulates the total number of meals by category for each day, and the information is sent electronically to the District Office daily.

**ACCURACY OF COUNTS**

In the cafeteria all reimbursable meals are monitored at the end of the serving line by the cashier. If a student does not meet the requirements for a reimbursable meal, the cashier will ask them to choose additional components. Ala carte meals are not available for students. This applies to both breakfast and lunch.

Adult meals are recorded separately from student meals with a separate coded number (code – 99) and they are not allowed for claim reimbursement.

Only one breakfast meal and one lunch meal per child per day can be claimed for reimbursement, regardless of the student's eligibility category. The Quick Lunch system will alert the cashier if a student is trying to obtain a second meal and the student will not be served the second meal. If a student drops a tray, the school will provide a second meal; however, only one of the meals served to that student for the day is claimed for reimbursement.

When there is a power failure or the Quick Lunch system is not working, the cashier will use an alphabetical Student Roster maintained in the cafeteria. The name and PIN will be highlighted on the roster and the pin numbers will be entered by the Cashier once the system is operating.

**STUDENT WORKERS**

Student workers may be served a meal if they choose. When a student worker receives a meal, they go through the line and inform the cashier that they are a student worker. The cashier runs the lunch as a student worker under the student's pin# which puts the meal in the appropriate eligibility category but does not charge the student and the student's meal is verified for NSLP items at the end of the serving line just like all other students.

**UNUSED PREPAID MEALS**

In the event a student leaves the District, changes eligibility status, or for any other reason requests a refund, any unused prepaid meals will be refunded by the District Office. Returning students will have their prepaid meals carried over from year to year.

**FIELD TRIPS**

Nutrition Services will provide sack lunches for all field trips upon request from the parents, students, or teachers. This service is available for all students regardless of their eligibility and they will be charged their appropriate meal price. Students who are eligible for free or reduced price meals will have meals provided upon request for all field trips. Teachers will provide the kitchen with a number of lunches needed at least one day prior to the field trip. On the day of the field trip, students will pick up their sack lunch and enter their pin number into the Quick Lunch system.

In accordance with federal laws and U.S. Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination write to USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Ave, SW, Washington, D.C. 20250-9410 or call (202 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.