



MEAL COUNT AND COLLECTION PROCEDURES 2018-2019

Point of service meal counts are taken at the register, located at the last point in the meal service line. Cashiers enter the food components/items selected by students into the touch screen register and the accounting system automatically determines if a reimbursable meal is being served. In addition, all cashiers are trained to recognize a reimbursable meal. Customers utilize their student ID cards/numbers as either a debit (cash on account) or for free and reduced priced meals. Students have no way of knowing whether another student's transaction is for a free, reduced priced or prepaid meal. In the event of electrical outage, or if the computer becomes inoperative, reimbursable meals will be recorded manually by writing the student's name and/or ID number on paper. The meals will be entered in the system later and lists will be kept as backup.

1. Food Services provides a food-based menu in an "Offer vs. Serve" format. The cashier ensures that students have selected the appropriate number of food components to qualify as a reimbursable meal. At the point of sale terminal the student may enter their ID number on a pin pad or their ID card is scanned and the cashier enters the food components selected by the student into the register. If a student has chosen at least three of the five lunch items offered or three of the four offerings at breakfast and at least one of the food items is a 1/2 cup serving of fruit and/or vegetable, the screen will display a coded meal status and indicate if there is money due.
2. In areas without a register the point of service shall be at the time and place when the student receives the meal. Servers must visually identify the student and ensure that the student selects at least the minimum number of food components/items offered prior to placing a checkmark on the roster. In addition to verifying student ID number to the student's downloaded picture in POS, Staff will acknowledge the student by name in a brief verbal exchange. Rosters indicating a student's lunch status are to be kept strictly confidential at all times and must be signed by staff responsible for meal counts.
3. For field trips, students receive a sack lunch containing all the required components of a reimbursable meal. The student may decline the milk offering. Sack lunches can be picked up by students in the cafeteria the morning of the field trip or staff with a student roster will deliver meals to the bus loading area. In cases of off-campus service, Cafeteria Manager will provide training to school staff in regards to collection procedures using a pre-approved class roster and food handling practices. After properly accounting for all meals served, school staff will sign and return student roster to the Cafeteria Manager upon returning to campus. Any food items not consumed during the trip shall be discarded.

*See **Attachment I** for Transport Sites.

4. Meal Components - All schools will follow the "offer vs. serve" concept. Cashiers will ensure that a student has selected at least three of the following food components for a reimbursable lunch:
 1. Meat/Meat Alternate – 2 ounce equivalent
 2. Grain – 2 ounce equivalent
 3. Fruit – 1 or more 1/2 cup servings (at least 2 – varieties offered)
 4. Vegetable – 1 or more 1/2 cup servings (at least 2 – varieties offered)
 5. Milk - 8 ounces (Choice of 1% or fat free flavored)

Note: At least one 1/2 cup serving of fruit or vegetable must be selected.

Students must take at least 3 of the 4 or more required offerings for a reimbursable breakfast:

1. Grain 1-2 ounce equivalent (Meat/Meat Alternate may also be offered)
2. Fruit / Vegetable – ½ cup servings (at least 2 – varieties offered)
3. Milk – 8 ounces (Choice of 1% or fat free chocolate)

Note: At least one 1/2 cup serving of fruit or vegetable must be selected.

5. Free or reduced price meal applications may be completed online by parents/guardians at **avuhsd.schoollunchapp.com** or at the Food Services office located at 44809 Beech Avenue, Lancaster, CA 93534. Under the provisions of the free and reduced price meal policy the Food Services Department will review applications and determine eligibility. Parents/guardians dissatisfied with the outcome may discuss the decision with the Director of Food Services on an informal basis. If they wish to formally appeal the decision, they may contact either orally or in writing the following district official:

Mr. Brian Hawkins, Assistant Superintendent
44811 North Sierra Highway
Lancaster, CA 93534
(661) 948-7655

6. If household income decreases or household size increases, parents/guardians of denied students may submit another application for free or reduced price meals. Such a change could make the children of the household eligible for benefits.
7. The information provided by the household is confidential and will be used only for the purpose of determining eligibility and verifying data.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the agency (state or local) where they applied for benefits.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339. Additionally, program information maybe made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027), found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form.

To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442 ; (3) email: program.intake@usda.gov

8. Meal Pricing:

Reduced price meals are offered at no charge to encourage participation in the National School Lunch and School Breakfast Programs. Students in paid meal status may prepay for meals at any time during the school day. The District encourages parents/guardians to prepay for student meals online at www.myschoolbucks.com.

The following prices are in effect for AVUHSD:

	<u>Lunch</u>	<u>Breakfast</u>
Student-Full Price	\$3.50	\$2.00
Student-Reduced	No Charge	No Charge
Adult Price	\$4.50	\$3.00

The following prices are in effect for HELUSD:

	<u>Lunch</u>	<u>Breakfast</u>
Student-Full Price	\$3.50	Not Offered
Student-Reduced	No Charge	Not Offered
Adult Price	\$4.50	Not Offered

Addendum for Community Eligibility Provision (CEP) Sites

This district has five CEP sites – one middle school (6-8) and four high school (9-12) sites.

- Palmdale Prep Academy
 - Antelope Valley High School
 - Desert Winds High School
 - Phoenix High School
 - R. Rex Parris High School
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- All sites use electronic POS, with each student entering their student ID number to receive their meal after being verified by the Cashier.
 - The system is programmed to record student meal counts, with no pricing or eligibility information.
 - Daily sales/participation reports are run and recorded for claim purposes as non-CEP sites.
 - Data is collected electronically for claiming purposes.
 - Individual milk purchases are entered into the POS as A la Carte purchase(s). (\$1.00 per Milk)
 - Students may also purchase a second meal at full price.
 - Adult meal pricing is the same district wide.
 - Any cash collected is deposited following the same procedures as non-CEP sites.

9. Meal Charge Policy:

Students participating in the meal program in the paid status have the advantage of myschoolbucks.com to manage their meal account online. Payment reminders are sent to the parent/guardian when the student's account reaches a predetermined low-balance. Information to establish an on-line account is available at www.myschoolbucks.com or visit Food Services' webpage at www.food.avhsd.org.

If a Student does not have enough money on-hand or on account, they may charge up to the equivalent of 2 lunches (\$7.00). Throughout the school year, Food Services Staff monitor negative balances and contact

parents/guardians by telephone and/or e-mail in an effort to collect payment. All meal charges must be repaid prior to the end of the school year.

In the event of non-payment, Food Services will forward all student meal debt information to the Site's Account Technician for collection impacting end-of-year/graduation activities and distribution of report cards.

In cases of repeated debt and use of meal credits, Food Services will contact the parent/guardian to provide information and assistance in completing an application for reduced priced or free meals; if parent/guardian is unable to complete an application, Superintendent or designee will process an application administratively on behalf of the student(s) as authorized.

Attachment I

Procedures for transporting food to school sites including:

- **AAV- SOAR Prep, Knight Prep, Palmdale Prep**
- **Desert Pathways**
- **Desert Winds High School**
- **Hughes Elizabeth Lakes School District (HELUS)**
- **Phoenix High School**
- **R. Rex Parris High School ▪ SOAR High School**

The food service employee will follow the SOP for transporting food to remote sites.

Temperatures are taken with a calibrated thermometer, 41degrees or below for cold food and 135 degrees or above for hot food. After completing State Form B-17, the food service employee will transport the food to the satellite site. Meals are served following the SOP for serving food. Any leftover food that has been held for longer than 4 hours is thrown away. These procedures are the same for the breakfast and the lunch periods.

Servers must visually identify the student and ensure that the student selects at least the minimum number of food components/items offered prior to placing a checkmark on the roster. Rosters indicating a student's lunch status are to be kept strictly confidential at all times and must be signed by staff responsible for meal counts. Additionally, staff also acknowledge the student(s) by name as a medium of exchange. Meal counts and collection procedures for transport sites using a POS terminal will be the same as other schools in the AVUHSD.

In the event printed rosters are unavailable, the site will provide the following information to Food Services staff:

- Date
- Classroom Number
- Full name or ID Number

Hughes Elizabeth Lakes Union School District (HELUS): As a non-electronic point-of service location, classroom rosters are provided to trained staff with the following information:

Rosters shall include classroom number and teacher name, date, first-last name of student with their accompanied lunch selection. Completed rosters are turned into Cafeteria Manager to transpose meal count "by student" into point-of-service database at main kitchen.

Updated: 7/18/2018