



Lancaster School District Child Nutrition

Meal Counting and Collection Procedures

The Lancaster School District participates in the National School Lunch Program and the National School Breakfast Program. Breakfast and lunch are available to all students. Each individual school site establishes specific meal service times. Meal service times can be obtained by contacting the school site or the Child Nutrition Services Department.

All students upon enrollment in the District are assigned a five digit Personal Identification Number (PIN) for use in the Child Nutrition Program. The PIN is a randomly selected 5 digit number assigned to each student by One Source, our Child Nutrition software program, which automatically tracks a student's eligibility status and account activity.

Students may pay cash for meals at the time of meal service, and they may also pay for meals in advance in any amount that they desire. Prepayments may be by cash, check, or by setting up an on line account via MypaymentsPlus.com. All prepayments must identify the student(s) for whom the prepayment is being made. For every twenty five dollars (\$25.00) prepayment that is applied to students account with a positive balance, a five dollar (\$5.00) bonus is added to the student's account. Child Nutrition staff members collect cash or check prepayments at each individual site only. There is no charge for meals for students with reduced eligibility.

Students may charge meals up to, but not to exceed, fifteen dollars (\$15.00) total. Cashiers will notify students when their account is low, or when they owe money. We will also inform households of their student's negative balance with an automated phone call.

All students are required to enter a PIN number at the point of service (POS) in order to avoid overt identification of free or reduced price students. The OneSource program will indicate to the cashier whether or not money is due without identifying the eligibility of the student.

If a student reaches the fifteen dollar (\$15.00) charge limit they will receive one earned meal. They must pay off or pay down the charges owed in order to receive another earned meal.

For certain programs and events where students are unable to physically go through the points of service, meals will be provided to the classroom/program based on rosters sent from the classroom to the site's kitchen. The rosters are to indicate which specific students are receiving meals for that specific meal service. Money due the kitchen accompanies the roster. Teacher, para educator or CN staff member pack the lunches, which cashier checks for compliance, and enters students in OneSource. A child nutrition staff member accompanies the food back to the classroom to ensure only students checked off on the roster receive meals. **Field trip lunches**, when provided are picked up by each student. If time allows they enter their PIN number into the system, if not, they are checked off of a roster by cafeteria personnel and entered into the computer that day.

Procedure for Visiting Students: The day before students are scheduled to visit another site, a roster with the names of the visiting students, is received in the Central Office from the student's home school.

After breakfast, the day of the trip, our computer specialist will transfer the visiting students in the computer to appear at the site they are visiting. The students will now be able to input their PIN number to receive a meal with the correct status and their meal history will stay intact. The next morning, during the enrollment update, the students will be switched back to their home site.

The cashier is responsible for verification of meal pattern compliance. Meals that do not meet minimum requirements are entered into OneSource as non-reimbursable meals. All sites in the Lancaster School District use the offer versus serve type of meal service. The balance point method used is item count for meal counting.

Students who present evidence of a dropped tray are provided with a replacement meal, and a note is made for production/service reconciliation. Second meals are not routinely provided, but should an identified need exist, all students will pay the regular paid rate plus thirty cents. The meal is recorded separately and not counted as reimbursable. Adult and non-students are entered as adults. A student roster is printed at the site kitchen monthly to use as the back-up meal counting system in case of electrical outage or computer system failure.

Meal counts, by category, are reported to the Child Nutrition Department on a daily basis. The information is analyzed by the OneSource computer software program which compares meal counts to the number of approved applicants on file. The analysis includes an approved attendance factor. In cases where the meal count analysis results in a rejection, the Child Nutrition Services staff will investigate to identify and remedy the situation. If the rejection cannot be justified, the appropriate number of free and/or reduced price meals is changed to paid status. Monthly meal count analyses are done as well using the same criteria.

Site monitoring is done on a yearly basis. Staff training is on going.