I. **INTRODUCTION**
The district shall maintain documentation supporting all the steps within the meal count system involved in paying for meals, issuing, and collecting the medium of exchange in which eligible students exchange to obtain a meal. Collection procedures should facilitate rather than inhibit the meal count system.

Mercedes ISD participates in the Community Eligibility Provision Program in which allows ISDs with high percentage of low-income children the option to offer free school meals to all children in those schools without collecting lunch applications.

Based on the data collected, all Mercedes ISD students eat for free and are all in "free" category. Community Eligibility Provision is part of the Healthy, Hunger-Free Kids Act of 2010.

I. **IDENTIFICATION PROCEDURES**

A. **Student Identification Numbers (ID #)**
   1. Each student is assigned a student identification number (ID#) which may be used to deposit money into student meal accounts to purchase a la carte items.
   2. ALL elementary students for grades 1st & 2nd (except MECC) are provided coded bar line card (ID cards) to present to cashiers once their meal selections are made (POS).
   3. ALL students (except MECC) are expected to memorize student IDs so that they may be typed into a keypad of the POS computer system.
   4. Pre-K & Kinder Campus (MECC) does not use/memorize their student ID#; instead POS is recorded on tally sheets then totals are inputted by manager into the computer system daily at the end of meal service.
   5. Students attending school who have not been assigned an ID# will be inputted as generic.
   6. Each adult should also be assigned ID# and should be inputted into the keypad each time he/she purchases food items from the cafeteria.
   7. School food service employees are assigned ID# by CNS office staff. Meals served to school food service employee must be recorded daily.

II. **COMPUTERIZED MEAL ACCOUNTABILITY SYSTEM**

A. **Accountability**
   1. The district uses a computerized POS accountability system [Systems Design] to account for meals served.
   2. The POS system requires that an ID# be entered prior to any "sale" and notifies cashier if the ID# entered has been served a reimbursable meal prior in the meal service period.
   3. The following methods may be used to record meals into the system:
      a. Verbal identifier
      b. Coded bar line card for scanning
      c. Student ID number typed into a keypad
      d. Tally Sheets

4. The POS system notifies cashier that student has received a reimbursable and cashier will inform student that he/she will need to purchase the menu items selected.
5. When a student withdraws from the school, computer record will be marked as inactive; cashier then will notify CNS office and request to activate the student.

Note: *Cashier should read any ALERTS that display in the student's account. Special diet restrictions are usually inputted in the alert/memo screen.*

B. **Daily Cash Control**
1. At the beginning of each school day, the cafeteria manager or designee should obtain the petty cash from the secured location and place in the cash drawer(s).
2. At the beginning of each meal service, each cashier should enter his/her Clerk ID# and menu (Lunch or Breakfast).
3. After the meals service is completed, the cashier should count his/her daily collections by counting the cash and check amounts.
4. The total amount of money will then be verified with the manager or designee.
   a. *Manager is responsible for running "Manager's Deposit Entry Report."*
5. If there is a discrepancy the money is counted again together (manager/cashier).
6. Once verified, the totals for each denomination and checks should be recorded into the computer.
7. Cashier report (Clerk Reconciliation Report) will be generated and sent to CNS office (print out will be generated at the CNS office).
   a. This report will reflect all sources of income and any overages/shortages.
   b. Cash overages/shortages should be reported to CNS administration.
   c. Any cashier that is more than 3% over or under *three times* in one month will be assigned other duties.
8. Manager or designee will place all cash and checks into bank bag and lock.
9. CNS warehouse personnel will pick bags and deliver to CNS office.
10. If the ever warehouse personnel is unavailable then manager or designee is responsible for dropping off bank bag to CNS office.

C. **Recording Point of Service (POS)**
1. A CNS employee (trained cashier) shall be stationed at the end of the serving line. This is known as point of service (POS).
2. The POS meal counts shall be taken at the end of each serving line where it can be accurately determined that meals taken and counted meet the meal patter requirements.
3. Only one meal is claimed per student per meal service day.
4. Adult meals, a la carte items, and second meals (servings) are not reimbursable and will be accounted for separately.
5. In the event that the student forgets his/her ID#, the student's record can be accessed by his/her name. The cashier says the name of the student to verify his/her account on the computer system.

III. EMERGENCY/MISCELLANEOUS

A. Computer Malfunctions

In the event that the computer system is not working during the meal service, cashier should use the emergency manual meal count procedures until the computer system is restored. To record meal counts manually:

1. Cashier should have at their registers a tally sheet labeled "Manual Count Roster."
2. As students pass by the cash register with their reimbursable meal record count onto the tally sheet.
   a. *Best Practice: If time allows instead of using the generic tally try to get student names and ID# and input into the computer once the computers are back up.*
3. For a la carte purchases write down student or staff ID#, the items taken, and amount of payment received.
4. When the meal service has ended, the food service employee should sign the tally sheet.
5. When the computer system is restored, the total student count, food items taken, and amount of money collected should be entered into computer system.
   a. The student counts should be inputted under the generic code.
   b. Tally sheets and all other information recorded and collected should be sent to CNS.
   c. Follow instructions on Tally Sheet; ensure all information is filled out completely.
6. If computer system is not restored by the end of the meal service day, notify CNS office personnel.
7. Adults: during a power outage adults who wish to purchase a meal and claim to have money in their account they may do so. However:
   a. Cashier is to write down their name and ID # and items selected.
   b. Once power resumes meal is recorded and deducted from account.
   c. If it is discovered that there is insufficient funds in the account then an invoice/bill will be sent to teacher and campus principal.

B. Student Forgets Student ID#

On occasion a student might have forgotten or have yet learned their student ID#. In such a case, cashier is take advantage of this teachable moment.

1. Cashier is to kindly ask for the student's name and look up their ID#.
2. Cashier is to verbally confirm child's name and then write down his/her ID# on a piece of paper.
3. Give the paper to the student and kindly tell him/her that this is their ID# and they need to learn it.
4. If it happens again with the same student cashier is to inform the manager.
5. The manager is then to let student's teacher know that if he/she can please reinforce that the student learns his/her ID#.

C. Wrong Meal Service Code

On occasion the wrong meal service code might be inputted or cashier leaves the screen under breakfast. When this happens then the manager is to assist with a "reversal."

1. Student ID# will be needed manager can obtain these IDs from CNS office.
2. Once the ID#s are obtained, cashier will remove/delete students from the incorrect meal service and then input them in the correct meal service.
3. Manager will verify steps to the "reversal process" are being carried out correctly.

D. Logging OFF

1. LOG OFF COMPUTER <u>EVERYDAY</u>