

Standard Operating Procedures: Point of Service (POS)

A. INTRODUCTION

Mercedes CNS receives federal reimbursement for meals. To earn federal reimbursement CNS must maintain records and submit forms and reports to the Texas Department of Agriculture to demonstrate accountability and compliance.

Accountability involves a count of students by category (fully paid, reduced paid, free) to be taken at the time the student is served their meal. In the process it is necessary to avoid overt identification of students receiving reduced price and free meals; however, at Mercedes ISD all students eat for free and are all in “free” category.

B. PROCEDURE

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 pattern 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. For management reasons, students from 1st-2nd grade are provided with ID cards (barcode cards); while students from 3rd-12th grade memorize their ID numbers and enter it onto a keypad at the end of the line to access their account and for CNS to record participation. For pre-k and kinder students a generic tally count is recorded by cashier and enters into computer system at the end of meal service.