

MEAL COLLECTION PROCEDURES -- K-12 SCHOOLS

Pittsburg Unified School District uses Heartland Solutions software for Point of Sale and determination of free/reduced meal benefits. All sites except Golden Gate use the computerized Point of Sale software; Golden Gate uses a roster system. Rocketscan an application processing program, is utilized to electronically scan applications into the database, and then they are verified by the Child Nutrition staff. Our software is web-based; therefore, all Central Office information is updated to the computers at the school site kitchens within minutes of acceptance into the system. The Central Office database is updated once a day at 10:00 p.m. The Point of Sale software is then updated with all changes in the morning prior to Breakfast.

The District operates an After-School Snack and At Risk Supper Program, which uses a paper tabulation system. The meals/snacks are prepared at the sites with a daily production record. The After-School program staff serves the snack and enters the count information on a snack meal count form at the point of service. A Child Nutrition staff member prepares and serves the supper and completes the appropriate production and service documents. The forms are returned to the site's Child Nutrition manager the following day. The form is checked for accuracy and forwarded to the Child Nutrition Office for final review. It is then transferred to a Daily Count spreadsheet for reporting on the Claim for Reimbursement. Pittsburg USD serves a population that is over 74% Free/Reduced; therefore Snack and Supper are both area eligible so a tally sheet is what is used to record reimbursable meals/snacks served. Edit checks are utilized for all programs.

BENEFIT ISSUANCE

1. Roster information is kept confidential. No students have access to the roster; however, a numbering system is used to identify students in case of emergency or a power outage.

The system is as follows:

- 1 - Free
- 2 - Reduced
- 3 - Paid

At Golden Gate, a Child Nutrition staff member checks off students as they receive their meals. Students may prepay meals when they come to school. Golden Gate uses a roster to document meals. As free/reduced information changes, a new list is generated and sent to the Golden Gate Child Nutrition staff member. The eligibility info is on the roster. The information is verified through the Child Nutrition Office by the Child Nutrition Technician completing the claim. All information is maintained for three (3) years, plus the current year, in paper form, in the Child Nutrition Warehouse.

2. All eligibility applications are maintained in the Child Nutrition Office. The Child Nutrition Office updates all information to the computerized kitchen sites via the districts network.

The Child Nutrition Office sends a "customer" list to the kitchen sites once a semester that includes the students' ID and pin numbers. These lists are sent in sealed envelopes to prevent overt identification of any student's meal status. The roster does indicate meal status of a student by using the lettering code listed above; in case of power failure, it is used as a roster.

PAYMENT FOR MEALS

Cost for Meals:

Breakfast – K-12	Non-Pricing	
Lunch		
K-5	\$2.75 full pay	\$0.40 reduced (Waived)
6-12	\$3.00 full pay	\$0.40 reduced (Waived)

Students have several options for prepaid meals. The students can bring payment in the form of cash and/or check at the beginning of the school day. There is a drop box at each elementary site for students to deposit prepayments. At 9:00AM, the Child Nutrition manager or designee goes to the office or drop box location to check the drop box and, upon receipt of payments, inputs into the Point of Sale system as many of the prepayments as time permits. The student or parents can deposit any amount of money on their account during meal service, but the prepaid option earlier in the morning is highly encouraged so that students can be processed through the service line more efficiently.

A prepaid incentive of one free lunch for every twenty lunches purchased is advertised to promote prepaid ticket sales. This is a promotion for full-paid meals only.

The Child Nutrition Department also offers an on-line payment option, **myschoolbucks.com**, which allows Parent/Guardians to pay for meals on-line.

Pittsburg Unified School District recognizes SB265 which ensures that a pupil whose parent or guardian has unpaid school meal fees is not denied a reimbursable meal of the pupil choice because of the fact that the pupil has unpaid fees and ensure that the pupil is not shamed or treated differently from other pupils. Pittsburg Unified School District shall notify the parent or guardian of the negative balance of a pupil's school meal account no later than 10 days after the pupil's school meal account has reached a negative balance. Before sending this notification to the parent or guardian, P.U.S.D. shall exhaust all options and methods to directly certify the pupil through CALPADS and county match as well as an extension of benefits to household student members. SB265 does not allow for the indefinite accrual of unpaid school meal fees.

Students qualified and approved for reduced meal benefits that exceed the allowed credit will be provided a Breakfast and/or Lunch, which is the same meal as would normally be served on that day, in accordance with CDE Bulletin #USDA-SNP-01-2008 and EC Section 49550.

The After-School Snack and Supper are non-pricing program, so no monies are exchanged.

MEDIUM OF EXCHANGE

Elementary sites utilize Student PIN numbers for breakfast identification. Elementary sites use Homeroom Serve for Lunch; students are instructed to come in alpha order and state their name to the Child Nutrition staff person at the Point of Sale computer. Students that use PIN numbers state their number at the Point of Sale to access their account.

At the Junior and Senior High schools, students use their school ID badges; they present the badge to the Child Nutrition staff member to be scanned via Permanent ID bar codes. The screen is visible only to the Child Nutrition staff member. The screen does not show the status of the student. The screen only indicates what the Child Nutrition staff member must collect for meals in terms of funds. At the Junior and Senior High schools, there is a cash register screen that works the same way as the computer screen at the Elementary schools. **All student must identify themselves verbally sometime during the transaction.** Pittsburg Unified School District Child Nutrition Department does not rely on visual identification for benefit issuance, per state regulations.

All Junior and Senior High schools use the ID-scanning method, with the exception of Golden Gate. (See section on pg. 1).

If the network or system malfunctions and Child Nutrition staff cannot access the students' accounts, the Child Nutrition staff member either collects names or pin numbers and enters the information as soon as the malfunction is corrected. The Child Nutrition staff member can use the "Customer List" if money is to

be collected. It is the policy of the district that all money received is added to the student's account at time of receipt.

At Elementary schools, change is not given back to the student unless the parent sends a note requesting the Child Nutrition staff member to do so.

The Point of Sale software safeguards against students accessing their accounts more than once per meal service. If a student gets in line for a second meal, the screen will display a message stating "second use" and the student will be informed of such and charged full price for additional meals that meal will not be claimed for reimbursement.

ACCURACY OF COUNTS

The Heartland Solutions Point of Sale software tabulates each purchase the instant the card is read or the PIN number is accepted for the transaction. The counts cannot be altered by school or Child Nutrition personnel. All payments, purchases, and changes in the student information are logged to a daily journal file, with the date, time and identification of the operator recorded.

In the K-5 schools, the Point of Sale is prior to the student receiving the meal. At Hillview Junior high school, the Point of Sale is at the end of the serving line. At MLK Junior High, Rancho Jr High School and Pittsburg High school, a "centralized" check-in system is utilized. The students enter through designated door at the entrance of the cafeteria. They proceed to the Point of Sale station where their ID cards are scanned and verified to be eligible for a meal or pay for that meal. The students are issued a non-reproducible card that states they are eligible to receive a reimbursable meal at the food court. The students then proceed to the service counter, submit their cards, order their selected item, and receive their meal items. They can then proceed to the salad bar for additional fruit and other items offered that day.

The Child Nutrition manager does an end-of-the-day report and reconciles the number of cards issued to what was received at the service stations. If there is a discrepancy, free meals are deducted from the total daily count. At the outside venues I.e. Snack bars and service lines, the Child Nutrition staff member scans the cards and meals are issued at the point of service. Fruits and Vegetables are offered in required quantities to ensure a fully eligible meal is being offered. At the Junior High schools and Elementary sites, the managers also do the end-of-the-day report and the information is received through the district network system. The Child Nutrition Technician is responsible for preparing all information required to submit the monthly claim for reimbursement. Edit checks are performed and the Child Nutrition Technician double-checks all information prior to the Child Nutrition Director's approval.

At all sites, staff members are positioned next to the salad bars to ensure safety and sanitation as well as encourage and ensure students to take the required amounts of fruits and vegetables and to ensure reimbursable meals are maintained.

For breakfast, students must take three of the four menu items offered for that day. For lunch, students must take a total of three items. Generally, students are offered their entrée and milk at the service counter. All sites maintain a salad bar that has 7 items per day. We utilize offer vs. serve in all K-12 schools for Breakfast and Lunch. The Child Nutrition worker serving that day ensures the student receives a reimbursable meal. **If the student does not take milk or the bonus item with their entrée, the server has to ensure the student takes at least one serving from the fruit/salad bar, otherwise the meal is deducted.** This is verified by a Child Nutrition staff member assigned to the fruit/salad bars.

Adults/Siblings are charged, using a different menu item key; the Mosaic software separates those meals, so as to not claim them for reimbursement.

MENU PLANNING AND MEAL SERVICE

Pittsburg Unified School District uses the Traditional Food Based Menu Planning option. With our menu planning option, we use K-5, 6-8 and 9-12 for menu requirements.

Students use their identification card or PIN number for appropriate designation in the system. If a student drops their tray, a new meal is given to the student. This is done without charge to the student and is not counted as an additional meal. In the software, there is a key used for student earned lunch and the software automatically determines status. All adult meals are recorded properly through the Point of Sale software as well.

Several sites operate a severely disabled/handicapped program. Some of these students are severely handicapped and cannot be moved from the classroom. In that case, the teacher will bring a roster of the students in attendance that will be eating a meal that day to the Child Nutrition staff member. The staff person operating the computer will then input that data into the Point of Sale system to ensure the student is eligible to receive a meal that day. The Teacher/Teacher's Aide will then select the appropriate items for the student to receive a complete meal. Some students require modified textures to which the Teacher/Teacher's Aide will modify them accordingly.

FIELD TRIPS PROCEDURE

Students may receive a lunch for field trips. The teacher is required to give at least a **two-week** notice to the Child Nutrition staff responsible for serving that school site. A list of students is sent to the site kitchen. A copy of the list will be included with the sack lunches provided. The teacher will check off the students when they receive the lunch. The teacher shall return the form to the site kitchen upon returning from the trip. The Child Nutrition staff member will enter the data into the computer for accurate claiming. There is a form in the site secretary's **School Site Handbook** for the school to use to order the lunches. There is a standardized menu for the sack lunch.

REPORTS AND INTERNAL CONTROLS

Mosaic produces a daily operations report. The Child Nutrition staff member serving completes a reconciliation report and deposit slip for any/all monies collected that day. All monies are counted by a different Child Nutrition staff member. At the Junior and Senior High schools, the Child Nutrition staff member at each cart/snack bar Point of Sale completes a daily inventory record for all products. The sites turn in their deposit information daily to the Child Nutrition office. Daily sales reports are sent through the District network. The Child Nutrition Technician prints the information and reconciles those records daily.

At the end of the month, all information/reports are completed to ensure an accurate meal reimbursement claim. The reports include the reimbursement report, cash sales report, deposit report, meal count report, and audit report by site. These reports are reviewed by the Child Nutrition Director. Mosaic software compiles information and gives a total report. The Child Nutrition Technician uses Excel software for daily sales, snack, and supper programs. Edit checks are provided by the Mosaic software. The Golden Gate site, the snack, and supper programs send their meal count information through the inter office mail on a daily basis. Once again, the Child Nutrition Technician checks the edit check information.

All money is placed in money deposit bags at the sites, and is picked up daily by the Child Nutrition Courier. The courier takes all money to the bank daily. The Child Nutrition Senior Technician reconciles all money deposited to the bank statement. The Child Nutrition Director, Child Nutrition Supervisor, and/or Child Nutrition designees conduct at least two monitoring visits per site, per year with the first visit occurring before February 1st.