

**POWAY UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE**

Originator: Director of Food and
Nutrition

Issue No: 4

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Reference: 7 CFR Part 210.7, 210.8,
245.10

ARTICLE: 6.0 BUSINESS SUPPORT SERVICES

6.60 FOOD AND NUTRITION

6.60 FOOD AND NUTRITION PROGRAM

SECTION 6.60.4 Meal Count and Collection Procedures

Federal regulations require the District to conduct an onsite review of each school annually before February 1. Each onsite review shall ensure that the District's claims for reimbursement are based on the counting system authorized by the California Department of Education (CDE). (7 CFR 210.7 and 210.8)

The District's meal counting and collection system shall contain all the basic elements listed below:

Application Process: Free and reduced-price meal applications will be distributed to all family households at the beginning of each school year and to each student enrolled during the school year. Applications must be made available at each school and the Food and Nutrition Office. Applications will be accepted any time throughout the year, and may be returned or mailed to school offices or the Food and Nutrition Department.

Eligibility Documentation: The District shall maintain documentation supporting the eligibility of each student receiving free and reduced-price meals. This documentation will be obtained by using a free and reduced-price meal application and/or by directly certifying students who receive food stamps or other benefits, and by validating migrant, homeless, or runaway status for free meals.

Collection Procedures: 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 (cash, credit card, or personal identification number (PIN)) which eligible students exchange to obtain a meal. Collection procedures shall include a method to record numbers of full-price, reduced-price, and free meals served daily. Collection procedures should facilitate rather than inhibit the meal count system.

Point of Sale (POS) Meal Counts: The POS meal counts shall be taken at the end of each serving line where it can be accurately determined that a reimbursable free, reduced-price, or paid meal has been served to eligible students. Procedures must ensure that meals counted meet the meal pattern requirements, are served to eligible students, are counted daily by category, and only one meal is claimed per student per meal service per day. Adult meals, à la carte items, and second meals are not reimbursable and will be accounted for separately.

Computerized Meal Accountability System: The District uses a computerized point of sale (POS) accountability system to account for meals served. Each student is assigned a PIN which is used to deposit money into student meal accounts to purchase meals and à la carte items at the computerized POS. Deposits or pre-payments for multiple meals may be made in any amount and are encouraged in order to provide convenience for parents and students. Deposits may also be made via credit card payment using the online payment system link on the Department website.

Identification (ID) Procedures: For security and management reasons, middle and high school students must present their student ID card or another form of ID to access their account

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to purchase food. Elementary school students must memorize their 6-digit PIN and enter it on a keypad at the nutrition center to access their account. The food service assistant will key in the PINs for special education and preschool students after the teacher/aide provides proper identification.

Reports: The numbers of reimbursable meals served daily, by category, to eligible students shall be recorded and reported to the Food and Nutrition Department. The recording method shall ensure that correct counts by category are reported in a way that can be easily read, edited, and consolidated in an accurate monthly reimbursement claim.

Claim for Reimbursement: The meal counts from the daily record of meals served and the daily income from each school shall be submitted to the Food and Nutrition Department where the meal counts from all schools are combined to generate the Claim for Reimbursement. The Food and Nutrition Department shall submit the Claim for Reimbursement electronically to the CDE to request reimbursement for the meals served each month. Daily edit checks for each school must be performed prior to submitting the Claim for Reimbursement.

Internal Controls: The District shall establish internal controls to ensure that accurate claims for reimbursement are submitted. Onsite monitoring ensures that the school's meal count reports are based on the approved counting system and that the counting system, as implemented, yields the actual number of reimbursable free, reduced-priced, and paid meals served for each day of operation. If monitoring discloses problems with a school's meal counting or claiming procedures, the District shall develop a corrective action plan to resolve the problem.

Each school shall complete a daily edit check of the number of meals served in each category. A monthly edit check shall be completed at the District level before the Claim for Reimbursement is submitted to the CDE.