

Food and Nutrition Services

Collection Procedure

Nutrikids Point of Sale

Meal Count and Collection Procedures

Point of Service

- All Students proceed through the same line using teacher name and own name (elementary can be verified with student pictures on Nutrikids) or input PIN Number (secondary) at the point of service.
- Student obtains hot and cold foods.
- A Child Nutrition Employee checks for complete Point of Service meals as the students leave the food line.
- At Point of Service, the meal is rung in.

Payments/Identification

- Prepayments are collected in school office and in the kitchen manager's office.
- All prepayments are entered in the computer program under the student's name. Students may also pay for meals in the lunch line.
- All students proceed through the lunch line and give either a name/teacher name or Pin number to the cashier for identification.
- Software Nutrikids completes the transaction based on the free/reduced/paid status, account balance and price of meal or item purchased. The computer system does the following:
 - Student pays for his/her reduced or paid meal
 - Student's free meal is recorded
 - Prepaid reduced or prepaid full price meal is subtracted from the student's account balance
 - Student's total amount due is subtracted from the student's account balance.
 - If meal is not reimbursable, then the student is charged à la carte price for components taken or encouraged to take the component needed to make reimbursable.

Counts/Internal Controls

The software, Nutrikids, completes and totals all meals by eligibility. Sales and Meal count reports are printed daily and checked against the total number of meals available and leftover for accuracy. Monthly, an Edit Check report is printed to determine that enough eligibility applications are on file for the number of meals claimed in each category.

Prepayments

The point of sale employee, or where applicable the cafeteria manager, enters the prepayment on the computer. Prepayments can also be made online at Myschoolbucks.com.

The employee can take the prepayment at the point of sale, proceed with the meal transaction and input information immediately or later in the computer in the main food service office.

Field Trips

Step 1: A list is provided by the school of those who will go on the field trip. Food Services Accounting Tech determines how many meals are free, reduced, and full pay. The school or teacher provides payment based on Food Services' accounting.

- Only the total amount due is given to the teacher. No name is included.

Step 2: Lunches are sent and served on the field trip.

- The teacher records the student's name as the student receives his/her lunch. This list is given to the cafeteria operator upon the return of the field trip. If the daily meal is completed the cafeteria operator sends the list to the food service office and it is manually recorded on the appropriate day the meal is served. The Food Service Accounting Tech looks up the eligibility of the students and records the meals in Nutrikids.
- If lunch is still in process upon the return of the field trip the operator records the meals at the terminal.

Computer Failure

- ✓ If the computer fails the Point of Service operator calls the Food Service Office and the director will follow through with getting the computer fixed and provide the Point of Service operator with a roster of students for that site. The eligibility roster is used to record the meals. #1 indicates Free, #2 indicates Reduced Price and #3 indicates Full Pay. All School Information Manual has school roster.

- ✓ If there is a power failure or computer break down the Point of Service operator will immediately be given a roster by management so they can check off each student as he/she takes a breakfast or lunch and when the power is resumed the names are then entered by the sales operator before the end of the shift or the Food Services Accounting Tech who will enter sales information on the same day.

Charges and Payment Reminders SB250 Charge Policy

SB250 states that no child will be denied a lunch and Lunch shamed. The Lunch staff have been informed that all students will be allowed to eat a full meal on the menu for the day, regardless of their account balance.