

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.

Meal Charge Policy

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.

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's choice and that the pupil will not be shamed or treated differently from other pupils (**no action will be taken against the student in order to collect unpaid meal debt, added per CDE**). Unpaid meals will be tracked as a charge on the student's account. **Students qualified for paid and/or approved for reduced price 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-03-2017 and EC Section 49550.**

Although the meal charge policy is accessible on the CNP website reminders regarding "Payment of Meals" will be provided to families annually prior to the start of school. <http://www.schoolnutritionandfitness.com/index.php?sid=1703091755087669>

Pittsburg Unified School District has set up communication strategies and payment methods to ensure that payment is handled discreetly. Pittsburg Unified School District shall notify the parent or guardian of the negative balance via phone, emails, mail sent directly to the parent or guardian, or provided to student in a sealed envelope (**envelope does not have identifying notations with regard to meal debt, per request of CDE**). 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. To further ensure families are aware of their student's negative balances and non-responsiveness of families to complete a meal application, site administrators are provided a list of students (not on an approved reduced meal benefit) with ongoing escalating charges to help facilitate communication with the families regarding meal applications. Parent liaisons at the sites are strategic in contacting families to assist in completing the meal applications. (**Cost to recover unpaid meal charges will not exceed the actual debt owed, added per CDE**).

Meal applications will be mailed home to all PUSD families annually prior to the start of school. Also, to ensure parents are aware of the Online meal application, a link is made accessible to parents during the online registration process. The online meal application is active and live prior to the start of school each school year and throughout the duration of the school year.

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

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#) (PDF), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all

of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to USDA by:

1. mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
2. fax: 202-690-7442; or
3. email: program.intake@usda.gov

This institution is an equal opportunity provider.

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. Each child nutrition staff person will be assigned a PIN number to log on and off when operating the POS. This number is to be used by only the assignee and is to be kept confidential. When operating the POS, a child nutrition staff member will log on to the POS. When that staff member moves away from the POS, they must log off of the POS. A staff member may only use his or her assigned PIN number when operating the POS. 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.