

## **Meal Count Procedures FY 2022-2023 Automated System**

Agreement Number **504**

### **System Overview**

PCS is the system being used to manage and assess students' data. Our school will use this computerized system to implement and maintain its breakfast and lunch program. The automated system performs the following functions related to the breakfast and lunch program:

- generates PIN numbers electronically
- stores the eligibility status for each student
- prints reports to include daily edit checks and daily meal count rosters and totals by eligibility category

### **For Meals Served Onsite (breakfast and lunch)**

Children enter the serving room and line up at the service counter. A child takes a complete meal from the line and then proceeds to the cashier. The student enters their PIN into the computer system or scans their ID card with barcode reflecting ID#. The cashier visually verifies that the child has a complete reimbursable meal and verifies the student's ID as the child states his or her name, or the cashier will state the child's name. Once the meal and ID are verified, the automated system records the "point of sale transaction" and registers the meal count by eligibility category. The point of service (POS) is located at the end of the line. Adults are charged the same amount as a paid student.

After meal service is complete, the automated system will generate a summary report reflecting the day's meal counts by category (free, reduced-price, and paid). A second party check of the meal counts by eligibility will also be conducted by administrative personnel.

### **Backup Procedures (used in case of automated system failure or emergency mode)**

Each child takes a complete meal and proceeds to the cashier. The cashier visually verifies that the child has a complete reimbursable meal and verifies the student's ID as the child states his or her name, or the cashier will state the child's name. Once the meal and ID are verified, the child is marked on the roster with a √ as receiving a reimbursable meal. The POS is located at the end of the line.

Once the automated system is operational, the backup meal counts from the roster will be manually entered into the system. This will be done to correctly reconcile counts for the daily reports. The roster will be maintained as part of our meal count records for the program.

At no time will staff use their memory to mark the POS roster.

**Roster/Eligibility Codes**

Each student will be issued a PIN. Eligibility for students will be identified by using codes to prevent overt identification of meal benefits. In cafeterias where students from multiple sites are served, the eligibility codes will have the following ending digit:

**Eligibility Codes are identified by:**

Free =	<u>1</u>
Reduced =	<u>2</u>
Paid =	<u>3</u>
DC-Reduced	<u>4</u>
Free Temporary	<u>5</u>
Reduced Temporary	<u>6</u>
Direct Certification	<u>7</u>
Extended Eligibility-DC	<u>8</u>
Extended Eligibility DC- R	<u>9</u>
Staff	<u>40</u>

For example: a free student from site A will be a 1, a free student from site B will be 11 and a free student from site C will be 21.

\*Temporary eligibility will be used for the 30-day carry-over period until a new eligibility determination is made. If new application is not provided by the household within the 30-day period, the eligibility status will be changed to the Paid category.

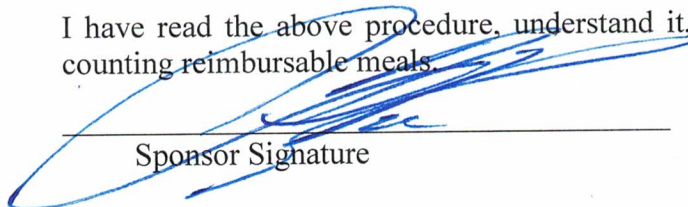
**Field Trip Meal and Meals Served Outside of the Cafeteria Counting Procedures**

Students will pick up pre-packaged bagged lunches and go through the POS outside of regular meal service times, prior to leaving on the field trip. Each student will take a reimbursable pre-packaged bagged lunch from the line and then proceed to the cashier. The cashier visually verifies that the student has a complete bagged lunch and verifies the student’s ID as the student states his or her name, or the cashier will state the student’s name. Once the reimbursable meal and ID are verified, the student will input their PIN or scan their card into the PCS automated system.

The bagged lunches will be marked with each student’s name and packed in a cooler. Temperatures will be monitored during transport to the field trip site(s). At the time of meal service on field trips, each student will receive their complete reimbursable bagged lunch from the cooler.

At no time will staff use their memory to mark the POS roster.

I have read the above procedure, understand it, and this is the procedure we have chosen for counting reimbursable meals.

  
\_\_\_\_\_  
Sponsor Signature

6/23/22  
\_\_\_\_\_  
Date

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