

Sierra-Plumas Joint Unified School District

Meal Count and Collection Procedures

Eligibility

1. The State agency prototype of the Application for Free and Reduced-Price meals will be used.
2. The State agency prototype of the Letter to Households will be used.
3. The State agency prototype of the Letter to Households – Direct Certification will be used. The Direct Certification list will be obtained from Sierra County Social Services and CALPADS at least 3 times per year.
4. The State agency prototype of the Public Media Release is used for advertising the NSLP.
5. The State agency income guidelines (eligibility scale) will be used for the current school year.
6. All students and families receive first day school packets which include the lunch application and all necessary documents that pertain to the NSLP. This process prevents overt identification.
7. Applications are distributed to students on the first day of school.
8. All applications will come to the District office, either directly or through school Site Secretaries, for the authorized school district representative to approve. Eligibility will be confirmed in Power Lunch, which in turn will update the student's eligibility at the school sites for inclusion to the free or reduced roster. Determination is not made by school sites.
9. The authorized school district representative changes eligibility qualifications in the Power Lunch system on the 31st operating day, for students who no longer qualify for the Free or reduced price meal.

Benefit Issuance

1. Access to rosters is not available without a "need to know".
 - a. The Accounting Technician creates and maintains the roster.
 - b. Rosters are created by the designated school official through a list created in the Powerschool/Power Lunch system.
 - c. The roster indicates the date the status was certified as the begin date.
2. All backup documentation and benefit issuance records are saved for three years plus the current year of operation as required.
3. All notifications of change occur in the Power Lunch program.
4. When a change in student eligibility occurs or a new student is approved for free or reduced price meals, the designated school official makes the changes in the Power Lunch system and it is readily available to the necessary personnel, i.e. site staff. Students with an improved eligibility status will have it available within 3 days, students with a decline in eligibility status will see it go into effect 10 days after certification.

Payment Method

1. Cash and or checks are accepted for payment for the lunch program. Cash or checks can be given to the Site secretary or given to the lunch staff person who enters all information in to the Lunch program system.
2. Charges are allowed for reduced price eligible students and full price students. Three charges are allowed before a paid student is refused a charge. The way a student can charge is to inform the person at the point of service (end of line) that they are charging the meal. The charged meal is claimed on the day served, NOT the day the bill is paid. A bill is sent home at the end of the month if the charges are not paid by then.

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Medium of Exchange Used

1. Identification Numbers are issued in the Power Lunch system as a medium of exchange. A picture of the student is also attached to the number. When a student picks up their meal, they go through a line and the site staff responsible enters their number into the system. A picture and ID number appear for verification. A student's eligibility is not coded on the screen.
2. Once an ID number has been entered into the computer in a day, the program gives an alert that the ID has already been served a meal. The program asks if you wish to serve a second meal. If not, the transaction is cancelled and a new number will need to be entered.
3. Identification Numbers are issued by the school Cashier (Loyalton Elementary) or Site Secretary (Downieville) after the student has been added to the active roster.
4. The students do not have cards or tickets, so there is not the problem of lost or stolen items.
5. When students arrive at the Point of Service (POS) they state their name or ID number (if known). In Loyalton the cashier enters the ID number into Power Lunch for a visual match to the picture at the end of the serving line. In Downieville a "check" is placed next to the name at the end of the serving line.
6. If cash, for full priced or reduced price meals is taken in the serving line it is entered into the computer system. If payment is made where a computer is not available, the amount paid is written on the class list next to the student's name and later entered into the computer system.
7. The reduced price eligible students avoid overt identification with just their name being stated. The cafeteria cashier enters the payment into the computer without stating the amount of the payment. If payment is made where a computer is not being used the amount paid is written on the class list next to the student's name and later entered into the computer system.

Accuracy of Counts

1. At all the sites the point of service is at the end of the line. In Loyalton the employee at the point of service monitors the lunches to determine if the meal is reimbursable or not, they then enter that student's meal into Power Lunch or mark it down on the class list (if the electronic system is unavailable). In Downieville, the cook monitors the meal and if a reimbursable meal has been taken, the student's name is "checked" on the class list. The list is then given to the Site Secretary to be entered into the Power Lunch program. If lunches are picked up by a Staff member to be distributed (i.e. Preschool meals), they are given a student check list to be completed as the students are given a complete meal. That list is then returned to the cashier (Loyalton) or secretary (Downieville) to be entered into Power Lunch.
2. Tray count from the cook is used to counter check the number of lunches served. The cook's daily tray count is not intended for documentation just for reference.
3. The Traditional Food Based Menu Planning method is used in the Sierra-Plumas JUSD at all sites.
4. The Preschool, Kindergarten and First grades have pre-plated meals. The Second-Twelfth grades have "offer verses serve" meal service. Students on "offer verses serve" are served their hot components and then are required to take fruit plus at least one of the items "offered" to make a reimbursable lunch.
5. The employee at the point of service, at the end of the line, notes if the meal is reimbursable or not. If the lunch is not reimbursable a suggestion is made and if the child refuses to add the required item, their name is written down and the meal is not claimed.
6. Numbered scoop sizes are used at each site to adjust for different age groups.

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7. The Power Lunch program separates adult and a la carte meals to ensure that a la carte meals are not claimed. If a la carte items are taken, the cashier (Loyalton) or cook (Downieville), indicate that only an a la carte item was taken.
8. If a student drops their lunch a second lunch is given the student without charge and the second meal is not claimed. If all of the students have been served and there is leftover food seconds are given (not claimed).
9. Students eligible for Free meals that work in the cafeteria are accounted for by being entered into the computer in Free eligibility category. Reduced and Paid eligible students that work in the cafeteria are accounted for by being put into the computer under earned meals. The earned meals are claimed in the student's eligibility group.
10. When a school goes on a field trip the lunches are made at the school (all required components are put into individual bags) according to a lunch count list given to the cook manager. The lunches and paper work are given to the teacher in charge. The teacher in charge will hand out the lunch to the students and they check the student name off the list as students collect their bags. The list is returned to the school so the student's names may be entered into the Power Lunch system.
11. When a school, outside of our district, is visiting at one of the district's school sites and they will be eating lunch, the student's meals are entered into the computer under additional meals and they are claimed as paid.
12. The Power Lunch computer program is used for daily records. Should there be a system failure the student's names will checked off on their homeroom class list at the point of service. When the system is up and running the meals will be entered and claimed for the day served.
13. The same accounting and computer system is used for the breakfast program as is used for the lunch program.

Reports and internal controls

1. The meal counts for each site are generated from Power Lunch in the Meal Count Listing Report.
2. Edit checks are done by the district office employee responsible for filing the Claim for Reimbursement. Edit check are done on the Daily Meal Count Edit Check Work Sheet by Site – Monthly.
3. At the Downieville School site the secretary counts the money daily and at Loyalton sites the cashier counts the money daily, and then each prepares it for deposit. In Loyalton the deposits are put into a locked bank bag to be taken to the bank in Downieville. The Downieville secretary takes the locked bags to the bank to be deposited. The deposit slips are sent to the District office. Bank statements are mailed to the district office and reconciled by the Accounting Technician.
4. An authorized representative of the school district will conduct Site Monitoring at each site prior to February 1 of each school year. Documentation of each visit will be done on the State Site monitoring form.
5. As new updated information from commodities and CDE arrive, this information is added to the binder in the district office and copies will be sent to the cook managers. All staff will be required to attend the specified number of hours needed to complete the Professional Standard requirements each year.