

Deer Park School District

Meal Accounting and Collection Procedures Manual

(Updated 7/31/2018)

MEAL APPLICATION

State Agency modeled meal applications (English and Spanish); parent letters, program notices, and eligibility guidelines are provided to each student in a packet at the beginning of the school year. State Agency Public Release announcement is sent to the local newspaper every year. Applications are given to families new to the Deer Park School District #414 at the time of enrollment. These packets are also available throughout the year at the individual school's offices and the District's Nutrition Service office. Also, Parents may request an application packet to be mailed to their home.

The OSPI Direct Certification process is used to the extent the data is available and reliable. Migrant and homeless students are certified by the districts migrant and homeless coordinator.

Applications are processed and filed at the District's Nutrition Service office, with notice given to the school sites. Applications are approved or denied, filed alphabetically by name, and kept on file for six (6) years at the Nutrition Service office. Parents or guardians are notified by mail of the determination of their application. Updates for Direct Certification are checked periodically along with changing status as it occurs. When the application has been approved, the eligibility is entered into the Deer Park Skyward Program and the information is then sent out and updated at the school site.

When a change in eligibility is made, a maximum of three (3) days notice is given for increase and a ten (10) day notice is given for a decrease in benefits.

- A notification letter is sent to the parent/guardian
- Changes are entered into Skyward Food Service System
- Changes are sent from the Nutrition Office to the point-of-sale system (POS) at the school site
- If the parent/guardian requests a hearing, the student will be served meals until a determination is made

ELIGIBLE STUDENTS

National School Lunch & Breakfast Program (free, reduced or paid) is available to all students, kindergarten through 12th grade, at each school that provides meal service.

BENEFIT ISSUANCE

New application updates are sent out to the school sites at the beginning of each day and/or as changes occur. Student information is available at each school site POS upon approval and entry by the District's Nutrition Service office. Updates (additions, drops, and transfers) are also available on the POS as changes occur.

NUTRITION SERVICE OFFICE

The District's Nutrition Service office, using the Skyward System:

- Approves, files, and lists all free, reduced and denied applications according to Federal and State guidelines.
- Provides and updates master rosters of all applications.
- Provides schools with updates, cards, and collection procedures to Food Service Assistants (FSA) at least once weekly and/or as changes occur

EXPIRING APPLICATIONS

At the beginning of each school year, any child who was approved for free or reduced price meals the previous year will have their benefits remain in effect for thirty (30) operating days OR once a new application is submitted, whichever occurs first. When the thirty (30) operating days have expired, the sites are notified, the POS is updated, and the parents are provided with an update of those students who are not eligible for free or reduced meals by mail. The students that are in the POS who do not have a new application on file will revert to the eligibility of "Paid" in the Skyward Program.

FREE AND REDUCED PRICE POLICY

Under the provisions of the free and reduced price policy, the School Food Authority or other designated signatures authorities, will review applications and determine eligibility. Parents or guardians dissatisfied with the ruling of the official may discuss the decision with the determining official on an informal basis. If the parents wish to make a formal appeal, they may make a request either orally or in writing to:

Mr. Travis Hanson, Superintendent
Deer Park School District
P.O. Box 490
428 N. Main St.
Deer Park, WA 99006

In most cases, foster children are eligible for benefits. If a household has a legal foster child living with them and wishes to receive meals for these children, the household should complete a meal application or contact the District's Nutrition Service office, (509) 464-5545, for more information.

All information provided by the household is confidential and will be used only for determining eligibility and verifying data.

PAYMENT FOR MEALS

In collecting payments for meals and in distributing Personal Identification Numbers (PIN's), school officials and FSA's must ensure that there is no physical segregation, discrimination, or overt identification of any eligible recipients for free or reduced price benefits. Prepayment is encouraged and advertised through menus, flyers, parent-teacher-organization (PTO), and staff.

Care must be taken to prevent such identification at the point of sale. The FSA monitors as each student enters their ID number through the Skyward system. In cases where the POS is at the start of the line, an adult (teacher, FSA, or Educational aid) is monitoring the meal service ensuring each student has a complete meal (entrée and at least one other item). At the elementary levels, the FSA scans the student ID from the student bar code sheets into Skyward. Payments are made prior to the start of meal service. Reduced and full price meals may be paid for on a daily or weekly basis. Payments are debited daily on the POS by the FSA.

Students approved for reduced or pay full price can pay at the students' school office with cash or check, or pay on-line in their Skyward family access, through E-Funds. Parents and/or Guardians are encouraged to pre-pay.

A full-priced lunch meal is	Provision II Breakfast meal is
\$2.55 for Elementary Schools	Free for Elementary
\$2.80for Middle Schools	Free for Middle
\$3.05 for High Schools	Free for High Schools

Elementary and secondary reduced price for lunch is \$0.40.

Adults pay \$3.70 for a lunch and \$2.70 for breakfast.

1 milk is free with every free, reduced or paid meal.

Milk purchased by itself (cold lunch, 2nd milk, etc.) is \$0.45 for ALL - Free, Reduced or Paid students

CHARGING MEALS

ALL STUDENTS NOT ELIGIBLE FOR FREE OR REDUCED MEALS

- Daily emails will be sent to available email addresses when a student balance is under \$5.00
 - Students can charge up to \$10.00 on their lunch account before parents are notified
 - Students who reach a negative balance of \$10 or more will have their parents called by the building secretary
 - High school students over the age of 15 will be verbally reminded of their negative balance as they go through the lunch line
- ALL Students must have enough funds available in their accounts to purchase **a la carte** items, Including students eligible for free or reduced meals
- As a reminder, students eligible for reduced meals will begin receiving email notifications and/or phone calls to parents when their student balance is under \$3.00

Balances both positive and negative stay on the students account for the next year.

Keep in mind that many districts do not allow charges at all. If a parent has an issue with this procedure and you cannot resolve it, refer them to Dru Gibson, Deer Park School District's Food Service Support Assistant.

In all cases, free and reduced benefit eligible students receive a complete reimbursable meal.

A Donation Fund Account has been established to provide temporary assistance in hardship cases, based on funds available. The fund is managed by the Food Service Support Assistance for discretionary use toward student lunch accounts when a need is identified. Donations are accepted into this account any time of the year.

VISITING STUDENT MEALS

The chaperone for the visiting students should bring a list from their school showing their student's eligibility (free/reduced/paid). The meals then can be entered in Skyward under the correct category. If a list is not provided, the visiting students' should be charged the same as the full paid student for a meal. Lunch will be charged at the schools' corresponding full pay price.

OTHER VISITOR MEALS

Other visitors, such as chaperons, will pay the adult price which is \$3.70 and breakfast will be \$2.70.

SECOND MEAL POLICY

If a student would like to purchase a second meal, it can be purchased for full price. A second meal is never put into the POS as a reimbursable meal. This policy applies to all students regardless of status. If a student would like to purchase an additional entrée or other item, it can be purchased at \$1.50. Both of these are counted as an A la Carte sale and will be debited from the student's prepaid account. Extra meals or extra entrees may only be purchased if the student has money in their account. No charging of extra meals or entrees will be allowed.

ADULT MEALS

All adult sales are registered as A la Carte. A meal and/or milk are tallied and the cash total is entered into the "Adult" category in the POS separate from reimbursable meals.

MEDIUM OF EXCHANGE

All Elementary and Secondary cafeteria's use a card scanner, a PIN (number) pad, or have their names input at the POS.

All students, regardless of means of purchase, use the same lines and point of purchase to receive meals.

When able, meals are counted at the POS location at the end of the line to ensure that a reimbursable meal is taken. If a school chooses to deviate this pattern, all persons responsible for ensuring a reimbursable meal receive continual training on Offer vs. Serve and school nutrition guidelines.

COMPUTERIZED SKYWARD ACCOUNTING SYSTEM FAILURE

In the event that a computer system fails at a school, checking names off of the roster or collection of names will be used for meal counting. All students receiving meals will have their names input into the system once the failure has been resolved. All rosters will be sent and retained as back-up documentation to support the claim at the District's Nutrition Services office.

MENU PLANNING OPTION

- Offer vs. Serve is used at all schools. Students get to choose which 3 of the 5 meal components they want, on any given day. They can not be forced to take either the milk or the entrée. One of the components taken **must** be at least ½ cup of fruit and/ or vegetable.
- Traditional Food Based Menu Planning is the menu planning method used.

FIELD TRIP PROCEDURES

A nutritionally adequate meal is available for every student, every day that school is in operation, including field trips.

Chaperons:

- 1) Notify the kitchen at least five (5) days in advance about how many lunches and the date they are needed.
- 2) Pick up lunches from the kitchen before leaving on the trip.
- 3) Lunches must be handed out as the student's name is checked off from the sack lunch roster to show the meal was given to the correct student at the point of service.
- 4) Return the sack lunch roster to the FSA the following day.

Food Service Assistant:

- 1) Call Nutrition Service office and reserve coolers and produce.
- 2) Work with the Cook's Helper to make sack lunches and put in cooler along with milk.
- 3) After the field trip, enter the meals and/or money into Skyward from sack lunch roster.

MINIMUM DAYS

A nutritionally adequate meal is available for every student, every day that school is in operation, including minimum days and sack lunches.

ACCURACY OF COUNTS

Reimbursable meal counts come from the total PIN's entered or names that are entered manually at each meal. The FSA monitors reimbursable meals. A student must take any 3 of the 5 components offered, in order for the meal to qualify as a reimbursable breakfast or lunch meal. At lunch the student must take the component consisting of fruit and or vegetable in at least a ½ cup portion. If the student has a non-reimbursable meal and enters their PIN, the FSA can delete the transaction on the POS and reenter as an A la Cart.

Adult and A la Carte meals are entered differently into the POS. The total of adult and A la Carte sales are kept separate from the reimbursable meals in the POS.

Regardless of the students' eligibility category, only one meal (lunch and breakfast) per child per day will be claimed for reimbursement. If a student drops a tray, the school will provide a second meal; however, only one of the meals served to that student for the day may be claimed for reimbursement.

Student helpers will receive a meal for their help. If the student helper's meal is reimbursable, the FSA will manually enter them into the POS at the point of service.

If there is an emergency power or equipment failure during mealtime, a roster is used. If the power or equipment failure has been resolved, the FSA will manually type in students PIN or scan the meal cards of those who received a reimbursable meal. If it is anticipated that the POS will be down for an extended period, the FSA will use a roster. The rosters will be generated from the School Master program within the school office. Rosters will be sent and retained as back-up documentation to support the claim at the District's Nutrition Services office.

REFUNDS AND UNUSED PREPAID MEALS

If a student transfers to another district, parents may request a refund for any unused prepaid meals. Parents may submit the request by calling or emailing Dru Gibson, District Food Services Support Assistant at 464-5545 or dru.gibson@dpsdmail.org Prepaid meals will carry over to the following year for those students who will remain in Deer Park School District.

Upon graduation, account balances for high school seniors will be liquidated as follows:

- If the student has outstanding fees or fines, the balance will be first applied to satisfy those debts.
- If the student has a younger sibling, any remaining balance will be automatically transferred to the younger sibling's lunch account.
- If there are no known siblings in the district, balances \$5.00 and over will be refunded. Refunds of less than \$5.00 must be requested within five working days after graduation.

Balances less than \$5.00 not claimed will be transferred to the Donation Fund Account to provide temporary assistance with student lunch costs in hardship situations. (Donations may be made to this account any time of year.)

MEAL COLLECTIONS

Before the meal service, the FSA counts the total number of entrees and sides prepared. The FSA then records these numbers on the production sheet.

FSA's must ensure that there is no physical segregation, discrimination, or overt identification of any eligible recipients for free or reduced price benefits. Care must be taken to prevent such identification at the time the meal card is issued, as well as at the point of sale. The FSA watches each student enter their PIN (via card) or the FSA will run the scanner for Skyward program. Accurate counts of all free, reduced, and paid meals are recorded via computer at each point of service. The total counts of all meals are used for the sites daily summary count.

Student helpers will receive a meal for their help. If the student helper's meal is reimbursable, the FSA will manually enter them into the POS at the end of lunch. Student helpers are not selected based on their status eligibility and are not coerced to be student helpers.

The FSA closes out of the POS, and the daily summary is saved to file. The number is subject to edit checks. Adult and A la Carte meals are entered into the POS separate from reimbursable meals. FSA's are assigned at each school complete the Production Sheet and close out of the POS.

ALLERGIES AND SPECIAL DIETARY RESTRICTIONS / NEEDS

The District's diet prescription form must be signed by a recognized medical authority (physician, physician's assistant, nurse practitioner, or naturopathic physician) disabled or non-disabled students. Copies of the special diets/allergies are located at each site. The FSA and Kitchen Staff are aware of those students with restrictions through communication with the district nurse. Students identified as having a disability must have an authorized medical statement signed by a recognized medical authority on file. At this time the district chooses not to offer a milk substitute to students without a documented disability. If in the future, the district chooses to provide an approved milk substitute to a student without a documented disability, the district will accept a written prescription from a recognized medical authority, or a written note from the parent/guardian. In all cases, the documentation requested needs to identify the medical or other special dietary need that restricts the student's diet.

INTERNAL CONTROLS

Information from each sites' daily closeout is saved to file in Skyward. The information is backed up daily.

The POS does edit checks for each daily meal count at each site, using the appropriate year's attendance factor. The District's Nutrition Service office prints a copy of this report at the end of each month. A District Employee other than School Food Authority (SFA) will conduct "Site Audits" monitoring annually before February 1.

CASH HANDLING

Cash/check transactions at the cafeteria are not accepted. All cash/check transactions to place money in a student account may occur at the individual school office. Money must be present in a student's to purchase a meal or ala carte items.

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, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, 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: mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; fax: (202) 690-7442; or email: program.intake@usda.gov. This institution is an equal opportunity provider.