

Roseburg Public Schools

Operating Procedures No. 1018004

Meal Count System and Collection Procedures

(Updated 11/6/2017)

MEAL APPLICATION

State Agency modeled meal applications (English and Spanish); parent letters, program notices, disclosure forms, and eligibility guidelines are available to each student in a packet at the beginning of the school year. A State Agency Public Release announcement is sent to the local newspaper every summer. Applications are given to families new to the Roseburg Public Schools at the time of enrollment. The applications are also available throughout the year at the individual school offices, the District Nutrition Service Office and on-line accessed through the District webpage. Parents may also request an application packet to be mailed to their home.

The Direct Certification process is used.

Applications are processed and filed at the District Nutrition Service Office, with notice given to the school sites. Applications are approved or denied, filed alphabetically by school in the District Nutrition Service Office, and kept on file for three (3) years. Parents or guardians are notified by mail of the determination of their application.

When a change in eligibility is made, an increase in benefits occurs immediately and a ten (10) day notice is given for a decrease in benefits.

- A notification letter is mailed to the parent/guardian.
- Student information is exported daily from Synergy into Mealtime Applications (MT), which then updates the point-of-sale system (POS) located at each school site.
- If the parent/guardian requests a hearing, the student will be served lunch until a determination is made.

BENEFIT ISSUANCE

Upon receipt in the District Nutrition Service Office, applications are date stamped and entered into MT. The computer updates all children eligible for free and reduced meals at each school site.

Student information is available at each school site POS upon approval and entry by the District Nutrition Service Office. Updates (additions, drops, and transfers) are also available on the POS as changes occur, via POS, from the District Nutrition Service Office.

DISTRICT NUTRITION SERVICE OFFICE

The District Nutrition Service Office:

- Approves, files, and keeps all free, reduced and denied applications according to Federal and State guidelines.
- Provides schools with rosters (upon request), daily automated updates, and collection procedures to Food Service Leads.
- Receives production records and files for summary reports.

MONTH OF SEPTEMBER:

At the beginning of each school year, any child who was approved for free or reduced price meals the previous year is given thirty (30) operating days to remain at that eligibility. The thirty (30) operating days are to be used until a new application is completed and approved by the District Nutrition Service Office. Reminder letters to re-apply are mailed out mid-September to all parents that have not turned in a new application for the current school year. When the thirty (30) operating days has expired, the POS is updated and the students who do not have a new application on file will be deleted from the program.

CIVIL RIGHTS COMPLAINTS PROCEDURE:

A "Justice for All" poster is displayed in a visible place for students and parents to see in the cafeteria, school offices, and the District Nutrition Service Office. The following procedure is followed, in order, when a student or parent approaches a cafeteria staff member with a civil rights concern:

- 1) Civil Rights Complaint Received by Sponsor (Verbal or Written)
- 2) Civil Rights Complaint Documented in Civil Rights Complaint Log
- 3) Sponsor gives Complainant Civil Rights Complaint Form and/or Sponsor Completes Civil Rights form with Complainant
- 4) If Complainant Returns Civil Rights Complaint Form to Sponsor, Sponsor forwards Civil Rights Complaint Form to ODE within 3 working days.

The Nutrition Service Department shall provide assurance that they agree to compile data, maintain records, and submit reports, as required, to permit effective enforcement of the nondiscrimination laws. Food service will permit authorized departments and USDA personnel, during normal working hours, to review such records, books, and accounts as needed to ascertain compliance with nondiscrimination laws.

All Nutrition Service employees are trained yearly on civil rights procedures.

PAYMENT FOR MEALS AND CHARGES:

In collecting payments for meals and in distributing Personal Identification Numbers (PIN), 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. Care must be taken to prevent such identification at the time the PIN's are issued and when PIN's are being used. Prepayment is encouraged and advertised through menus, flyers, parent-teacher-organization (PTO), and staff. Parents can make deposits to their child's account and look at account transaction history on-line if they set up an account through Mealtime On-line.

Payments may be made at the time of service. Full price meals may be paid for on a daily, weekly or monthly basis. Payments are then debited daily on the POS by the FSA. If a student is unable to pay, a meal can be charged. Each paid student is allowed to charge three (3) meals (subject to administrative review). If a child has exceeded his or her credit limit, the student is given a courtesy meal.

Students who pay full price can bring cash or a check or pay on-line through the Mealtime On-line program. Parents are encouraged to pre-pay. A full-priced lunch meal is \$2.55 for elementary students, \$2.95 for middle school and \$3.10 for high school. Breakfast is free to all secondary school students and all students at the following elementary schools: Eastwood, Fir Grove, Fullerton, Green and Sunnyslope. The price for elementary breakfast at Hucrest, Melrose and Winchester is \$1.45 for elementary; second breakfasts cost \$1.50 for middle school and \$1.55 for the high school. Breakfasts and lunches are free for reduced students this year. Milk is included with all meals, at all schools and is also sold a la carte for \$0.50

Adults pay \$4.05 for a lunch and \$2.50 for breakfast.

MEDIUM OF EXCHANGE:

All Elementary cafeterias use a pin pad to enter their PIN at the POS. Secondary schools utilize their bar coded school ID to purchase meals. All students, regardless of means of purchase, use the same line and point of purchase to receive meals. All meals are counted at the POS and all FSA's receive continual training on Offer vs. Serve and school nutrition guidelines.

MENU PLANNING OPTION:

- Offer vs. Serve is used at all schools. Students must take three of the five offered components (fruit, vegetable, dairy, grain, meat/meat alternate) with a minimum of ½ c serving being either a fruit or a vegetable or a combination of both. For breakfast, students must take three of the four offered components with a minimum of ½ c serving being either a fruit or a vegetable..
- Nutrient Standard Menu Planning (NSMP) is the menu planning method used and NUTRIKIDS software is utilized to analyze the nutrient analysis of all menus.

ELIGIBLE STUDENTS:

National School Lunch & Breakfast Programs (free, reduced or paid) are available to all Roseburg School District students, pre-K through 12th grade.

TRANSFERS AND DROPS:

Transfers: Students who transfer from one Roseburg school to another intra-district site are tracked through District attendance. The tracking system is called Synergy. The District transfers students through Synergy to current sites (as needed.) The Nutrition Service account representative is able to access the reports daily using MT.

Enrollment updates from Synergy are imported daily from the District Nutrition Service Office and any transfers or drops are updated in MT and the POS.

Drops: The same procedure as for transfer students is used for students no longer enrolled at Roseburg School District.

FIELD TRIP PROCEDURES:

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

Teachers:

- 1) Notify the kitchen Lead two weeks in advance with the field trip date and how many lunches are needed.
- 2) Pick up lunches from the kitchen before leaving on the trip.
- 3) Hand out lunches at lunchtime and check off those student names on a roster.

Food Service Assistant:

- 1) Make sack lunches.
- 4) Enter names into POS from teacher's roster.

MINIMUM DAYS:

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

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. For lunch, students must take three of the five offered components (fruit, vegetable, dairy, grain, meat/meat alternate) with a minimum of ½ c serving being fruit and/or vegetable, and three of the four components for breakfast, in order for the meal to qualify as a reimbursable meal. If the student has a non-reimbursable meal and enters their PIN, the FSA can delete the transaction on the POS and re-enter it as an a la carte.

Adult and a la carte meals are entered differently into the POS. The total of adult sale and student 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 end of lunch.

If there is an emergency power or equipment failure during mealtime, a roster is used. When the power or equipment failure has been resolved, the FSA will manually enter the students PINs who received a reimbursable meal and a la carte separately. If it is anticipated that the POS will be down for an extended period, Nutrition Services will provide a temporary computer. All data, including the information on

MT, is backed up daily.

INTERNAL CONTROLS:

Information from each site's daily closeout is downloaded via network to the District Nutrition Service Office. The FSA at each site sends in daily the following forms to the district nutrition or business office via courier:

- Production sheets
- Receipts from milk, produce and bread purchases

The POS does edit checks for each daily meal count at each site, using the appropriate year's attendance factor. The District Nutrition Service Office prints a copy of this report at the end of each month. The Office Manager for Nutrition Service conducts site monitoring annually before February 1. Bank deposit reconciliation will be completed monthly by the Accounting Clerk in the Business Office.

UNUSED PREPAID MEALS:

If a student transfers to another district, parents may request a refund for any unused prepaid meals. Positive and negative balances will carry over to the following year for those students who will remain in the Roseburg School District.

MEAL COLLECTIONS:

Before the meal service, the FS Lead counts the total number of entrees and sides prepared and records the numbers on the production sheet.

FS's staff 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 point of sale. The FSA watches each student enter their PIN or the FSA will take cash from the student at the point of sale checking to make sure each student has a complete meal (three of five components for lunch and three of four for breakfast). 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 information is downloaded daily to the District Nutrition Service Office via network. Adult and a la carte meals are entered into the POS separate from reimbursable meals. FSA assigned to each school completes the Production Sheet and closes out of the POS.

SECOND MEAL POLICY:

If a student would like to purchase a second meal or an entree only, it can be purchased for full price. It is counted as an a la carte sale and students must have cash on their accounts to pay for it.

A second meal is never put into the POS as a reimbursable meal. This policy applies to all students regardless of status.

ADULT MEALS:

All adult sales are registered as a la carte. A meal, an entree, a snack item, and/or milk are tallied and the cash total is entered into the "adult" category in the POS separate from reimbursable meals.

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:

Cheryl Northam, Chief Operations Officer
 Roseburg School District
 1419 NW Valley View Drive
 Roseburg, OR 97471

The household may reapply to increase benefit levels if a member becomes:

- Unemployed (zero income)
- Household size changes

Such changes may make the children of the household eligible or ineligible for reduced price meals or for free meals.

In most cases, foster children are eligible for benefits. If a household has a legal foster child living with them and wish to receive free meals, the household needs to complete a separate meal application for each foster child.

All information provided by the household is confidential and will be used only for determining eligibility and verifying data. A "Parent Permission to Disclose Free/Reduced Meal Qualification" form must be signed before Nutrition Services can release any information regarding benefits.

ALLERGIES AND SPECIAL DIETARY RESTRICTIONS:

Food allergies, intolerances, and special dietary needs are observed for students who have a medical statement on file, which is signed by a physician. Copies of the special diets/allergies are located at each site. The FSA is aware of those students with restrictions through communication with school and is flagged in the POS.

USDA Nondiscrimination Statement

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:

(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.