

Loomis Union School District

Food and Nutrition Services

Meal Count/Collection Procedures

Eligibility

- Loomis Union School District (LUSD) currently uses the state prototype application for free and reduced price meals. The application packet which also includes a letter to the household is distributed to all school sites and is sent home with all students the first day of school to prevent any possible overt identification in the distribution process. These packets are available all school year at each of the school offices as well as the district office. They may also be obtained online at the district website.
- Loomis Union School District uses the state prototype of the public media release. Prior to the beginning of the school year it is provided to the local newspaper.
- Loomis Union School District uses the state guidelines (eligibility scale) for the current year for determining the eligibility of a household. This information is entered into the Mealtime Applications. The applicant's information from the submitted application is entered into Mealtime Applications which calculates the eligibility of each application. The Mealtime Application then generates a letter of approval/denial of free and reduced price meal benefits and is then mailed by the Food Service Department to the household.
- Parents have several options in submitting applications. They can be submitted to the school sites (front office, teacher) food service locations, the district office. Within the district applications are forwarded to the Food Service Office in a secure district mail bag and are then processed in a first in first out basis.
- Applications from the previous year are valid for the first 30 operating days of the new school year. At the end of this grace period, if a new application has not been submitted for the current year the household eligibility will change to full pay. LUSD

uses Mealttime Applications, a computerized account management system which determines a household eligibility based on information that is reported on an application. This system also maintains the student information and manages all grace period cutoffs by expiring or changing eligibility and forwarding this information onto the POS systems at each school site.

Benefit Issuance

The Mealttime POS system is an account program that is used at all school kitchens for breakfast and for lunch. As application information gets processed and when the verification of application occurs the eligibility is determined and tracked by the Mealttime Program. The eligibility of the students is transferred from Mealttime Applications to Mealttime POS and students are then charged accordingly by eligibility. To prevent overt identification each student has an ID number. A students permanent identification number, assigned by the district, is used as the students ID number. Mealttime records each sites meals in the proper reimbursement category and tracks all activity and current balances.

The current year original copies of applications are kept securely in the Food Service Office. Applications are saved for the previous three years (plus the current year) as required.

Information is transferred via network of any changes such as drops, new students approved for benefits, transfers. Each school is notified via network the following day when a new student is eligible for benefits. Mealttime Applications notifies each site when there is a change due to verification.

Payment for Meals

We encourage pre-payments to be made before school to allow the lunch line to move more quickly. However, payment is accepted at any time during the cafeteria working hours. An unlimited amount can be paid for at any time. The cashier will enter the amount received as pre-pay. Unused payments may be refunded at the request of the parent. Refunds are available throughout the school year. All monies are entered in to the appropriate account by the site cashier. Payments can also be made electronically using the secure Mealttime Online. These payments are charged to the household's credit card.

We do not encourage students to charge meals but it is allowed. Every effort is made to parents when balances are below \$8.25. Once a negative balance has occurred the

“phone home lunch balance” reminder will contact the parent in hopes to collect the outstanding charges. The Food Service Department will absorb the \$.40 charge per reduced price meal.

Medium of Exchange Used

In Mealttime reduced, free and paid are found by going to customer and edit and the status will be visible. When a student comes through the lunch line there is no visible difference of their status.

Loomis Union School District uses photos along with the student giving the cashier their first and last name that prevents duplicates or used by an unauthorized person. If a student has money on their account or qualifies for free or reduced meals no amount due is displayed. However, if a student does not have money on account and is required to pay for their lunch (paid) an amount due will be displayed. If a student has already received a meal, meal previously served will appear on the screen. Rosters are printed in the event that the computer is not working. For verification purposes the cashier will acknowledge the student using their name (i.e. thank you John) along with comparing the photo on the account to the student purchasing the meal. Students are in no way ever identified by eligibility status.

Many of our adult customers that frequently purchase meals have an account in Mealttime. When they are assigned an account by the site cashier they are categorized as an adult and any meals purchased are tallied separately within Mealttime and are never included in any student claims.

Accuracy of Counts

Loomis Union School District uses the Food Based Menu Planning method. Offer vs. Serve is used in all of our schools, which allows the students to accept a minimum of three components to be acceptable for a reimbursable meal. We have nutritional guidelines on what determines a reimbursable meal. The student must have a minimum of ½ cup of fruit and/or vegetable and two other components on the tray to qualify for a reimbursable meal. A meal is determined reimbursable by the Food Service Worker that is serving.

Students that have dropped a meal will receive another meal at no charge. Second lunches may be purchased , but are not reimbursable and are not included in claims.

Field trip lunches are requested in advance of the field trip day. Students will come to the cafeteria and pick up their sack lunch on the day of the field trip. The cashier will enter the student's name that received lunch on the same day.

Special Needs

Special needs for specific foods with medical documentation. Substitutions because of food allergies may be made when supported by a statement from a recognized medical authority. Food substitutions or modifications for disabilities are documented on a Medical Statement for Participants with Disabilities Requiring Special Meals (CNFDD-MSD03/95) will be followed as instructed. This form will be on file at all sites that are affected. Such as the Food Service office, school site preparing and serving the meal.

Reports and Internal Controls

The site cashier counts and prepares the day end paperwork and deposit form. Monies are kept in a secure location at each site and are picked up and delivered in a secured money bag to the district office for the amounts to be verified. All monies are then deposited to the bank by a staff person at the district office.

Each site prints a detailed meal count report, which documents how many free, reduced and paid students have eaten each day. The report also sorts the meals by site, along with student/adult and meal breakfast/lunch. This report is then delivered and maintained at the Food Service Office.

A site monitoring is conducted a minimum of once a year. The Food Service Supervisor does this report. Also, site observations are done occasionally to make sure all kitchens are being properly maintained and to make sure they are all in compliance with both state and county regulations.

Under the provision of the Free and Reduced Price Policy, approved officials as designated in the Loomis Union School District 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:

Jay Stewart

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