

Arcata School District
Meal Collection/Clerk Procedures

Eligibility applications are submitted to the school office, where the School Clerk determines benefit levels based on the CDE's current eligibility guidelines. Student information is then entered or changed in Synergy, the district Student Information System. Eligibility information is transmitted nightly to eTrition, the foodservice Point of Service (POS) system. A printed roster, updated monthly, is available to POS employees. The School Clerks mail home the eligibility notification, and the ASD Administrative Assistant verifies all eligibility determinations.

Payment in advance of the meal will be accepted in the school office during regular school hours. Students who pay for multiple meals will have the total payment entered in the POS terminal. These students, identified by their personal identification number (PIN) or name, have the full 'prepay' total applied to their account.

The rosters, printed for emergency situations, are available given a loss of power or failure of the POS system. When relying on the printed roster, cafeteria personnel use a check (✓) mark to indicate a reimbursable meal has been taken. The POS is then updated as soon as the POS is again operable. Roster eligibility codes are as follows:

Yellow = Reduced price meal
Pink = Full price meal
White = Free meal

Arcata Elementary School District will allow meal charges up to \$25.00. School Clerks call home as students accrue debt to let parents know that their child has charged meals. If the debt reaches \$10.00, a letter is generated in eTrition to send home to parents/guardians letting them know about the charges on their child's account. Once an accrued debt reaches \$20.00, the site Principal contacts the parents/guardians to make a payment plan.

Food service personnel monitor for reimbursable meals, with the Lunch Clerk at the point of service being the final determining official of reimbursable meals. Arcata Elementary School District uses the Food Based NSMP requiring three components, which includes a fruit or vegetable taken by a student for each reimbursable meal.

Meal prices are as follows:

Reduced Student daily lunch .40
Multiple days may be purchased at .40 per lunch
Paid student lunch 3.00
Multiple days of paid lunches may be purchased at 3.00 per lunch
Student/Adult milk .50
Adult lunch (without milk) 4.00
Paid student breakfast 2.00

Free/Reduced student breakfast – Free
Adult Breakfast 3.00

Dropped meals will be replaced by food service at no additional charge. Second meals may be purchased. Student helpers will earn (1) free lunch. The POS system tallies daily sales by benefit type. At month-end, eTriton consolidates each site's daily sales for the monthly reimbursement claim.

Lunch Clerks will check their work and prepare the daily reports and deposits and send by courier for bank deposit. Deposits are taken to the bank once a week by the district Courier. Until the Courier picks up the deposits, they are held in the school office safe. The district office completes the bank reconciliations.

No changes will be made to these procedures without receiving written permission from the Director of Food Services.