PACIFICA SCHOOL DISTRICT

Food Service Policy/
Point of Sale/ Meal Count/ Collection Procedures

Eligibility

1. We use the State agency prototype of the Alternate Income Forms, Letter to Households, Direct Certification and Public Media Release. We use the State agency income guidelines (eligibility scale) for the current year for free and reduced-price meals.
2. Applications are available online at www.ezmealapp.com.
3. None of the information obtained is shared.

Benefit Issuance

1. The Fiscal Technician maintains the eligibility rosters for students created in Etrition. Students are coded as Paid (10), Free (11), and Reduced (12).
2. All benefit issuance documents are saved for three years plus the current year of operation.
3. School secretaries notify the Fiscal Technician of dropped and transferred students. Student services notifies the Fiscal Technician of new students.
4. As applications are approved, they are doubled checked by another district employee. The Calpads/Synergy Coordinator then makes the changes in the Synergy Information System. This information is automatically fed into the Etrition database.
5. A letter is created based on classification and then sent to the family.

Payment for Meals

1. We are under the Universal Meals Provision which provides each student with a free breakfast and lunch every day.
2. We use the Etrition computerized meal counting system to keep track of students' meal eligibility, either free, reduced or paid (which is still required). The database maintains the meal count, account balance, and a history of transactions.
3. We are using the Provision 2 claiming system for meals. In the base year (2022-2023 school year) of the 4-year cycle, students are issued a student ID card. These cards are scanned to record the meal count and the child's meal eligibility status. The student's photo appears after scanning to ensure correct identification.
4. The Provision 2 base year data provides percentages of Free, Reduced, and Paid students. For the following three years, scanning cards is not necessary as the percentages established in the base year will be used for meal claiming. After 4 years, the cycle begins again with a new base year and student id cards to establish updated percentages.

Accuracy of Counts

1. At the end of each day the Fiscal Technician runs a report to obtain meal counts from each school. The cooks also perform a food item count as a counter measure. The same procedure is used for Breakfast and Lunch.
2. Food Based Menu Planning is used.
3. Offer versus serve is in place and the student must take 3 components to claim a reimbursable meal. This includes a half cup of fruit or vegetables, and two other components (a milk, grain, or meat/meat alternative).
4. Fruit and/or vegetables are selected before the point of sale. Students are monitored by the cooks to ensure they have this item before selecting their entrée (which contains the remainder of the necessary meal components).
5. Portion adjustment is not necessary.
6. Adults can pay meals by setting up an www.ezschoolpay.com account. Their meal is entered into the computer as an adult meal. The cost of the meal is automatically withdrawn from their account when they purchase a meal. These meals are not claimed for reimbursement. Price is $3.75 for breakfast and $5.75 for lunch.
7. If a child would like a second meal it is available for the charge of $4.00 for lunch and $3.00 for breakfast. Families can establish an account online at www.ezschoolpay.com to pay for additional meals. Cash cannot be processed. Second meals are not claimed for reimbursement.
8. Dropped trays are replaced. The replacement meals are not counted for reimbursement only the first tray served. However, the food served is reflected on the production sheets.
9. System downtime procedure: If the meal card system fails before or during meal service, cards are collected or student names and/or ID numbers are collected and recorded. Once the system is up and running, cards are scanned or names and/or ID numbers will be entered into the system for a positive count.
10. The admin assistant from Linda Mar Educational Center (LMEC) sends an e-mail or calls in their lunch count to Ortega kitchen by 9:30am each day. Complete lunches are prepared and transported from Ortega to LMEC by 11:00am each day. The Ortega cook adds these students to the production sheet and enters them into the POS system by name.
11. Field trip policy:
    - Teachers at each school are to fill out a field trip form and turn it into the kitchen staff at their site at least two weeks prior to the trip.
    - Cooks order the items needed to complete the bag lunches.
    - A list of the students ordering a bag lunch is provided to the cook from the teacher.
    - When the lunches are handed out, each student receiving lunch should be checked off the teachers list.
    - The names of the students that ate a bag lunch will then be entered into Etrition.
    - Sample menu:
        Sun Butter and Jelly Sandwich
        Apple: 1pc.
        Vegetable: Baby Carrots ½ Cup
        Graham Crackers or Goldfish Crackers 1 pkg.
        Water: 1 Bottle
        Milk: A Half Pint is offered but does not have to be taken.

Reports and Internal Controls

1. The Etrition System generates a report at the end of the day with meal counts and sales.
2. At the end of the month the Fiscal Technician does an editing check for each school per day.
3. The Child Nutrition Program Manager performs a site monitoring for each school, twice every year by February 2nd.
4. Staff are retrained in procedures at the beginning of each school year.

Special Dietary Restrictions

1. California Law requires that if a school receives a written request from a doctor for a lactose intolerant student, the school must provide lactose free milk for that student. Note that juice is not a substitute for milk.
2. Parents of students that have food allergies or other medical dietary restrictions (peanut, gluten etc.) should have their child's doctor complete the form - Child Nutrition Programs CNP-925 for special meal accommodations. This form can be found on the Pacifica School District website at: www.pacificasd.org. Once this form is filled out it can be turned in to the school office, school kitchen, or district office.

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