

**KERN HIGH SCHOOL DISTRICT
MEAL COUNT AND COLLECTION PROCEDURES
Point of Sale for Comprehensive, Continuation, Vocational
And Special Education Schools**

The Kern High School District participates in the Universal Meal Program implemented by the CDE this school year. This provision serves to improve child nutrition while reducing administrative burdens. The Kern High School District operates both the School Breakfast Program (SBP) and the National School Lunch Program (NSLP) on all school campuses within the district to ensure that all students have access to the nutrition they need to provide support to them throughout their high school years to allow all students to graduate from high school prepared to succeed in the workplace and at the post-secondary level. In addition, the Comprehensive sites offer an After School Snack to students free of charge. The Child and Adult Care Program (CACFP) allows KHSD to provide supper to students that are required to be on campus late in the day. KHSD utilizes a computerized meal program (Point-of-Sale) at all school sites. Community Eligibility Provision (CEP) provides a free breakfast and lunch to all students at participating sites. Meals are served meeting the food-based requirements with the offer versus serve option.

COMMUNITY ELIGIBILITY PROVISION

The Kern High School District participates in the universal meal service option included in the National School Lunch Program and the School Breakfast Program. This provision serves to improve child nutrition while reducing administrative burdens. Households with students at the participating CEP sites do not receive and are not required to complete the Free and Reduced-Price Meal Application in order to determine eligibility, as all students receive meals at no charge. However, KHSD requests parents to complete an Alternative Income Form instead, which is critical in determining the amount of funding received through various State and Federal supplemental programs. The Alternative Income Form is included in the CEP notification letter that is sent to households at the participating CEP sites annually.

The district office utilizes the direct certification of Cal Fresh, CalWORKs, and FDPIR eligible students, as well as Medi-cal Free and Reduced Certified. A letter is sent to eligible families prior to the beginning of school to inform them of their student's status. Families who have pre-qualified through state or count direct certification will not be required to complete an application.

Benefit Issuance

Each cafeteria supervisor's point-of-sale system is linked with the network, and the student files are updated throughout the day from the district's mainframe.

Pre-K classes are held at KHSD's Bakersfield Adult School. Since these students are not included in the regular district enrollment, the district will obtain a list of students from the site's Administrator. Documentation is provided to Food Services every month to include meal rosters and daily attendance sheets which specify names and dates of any students added or dropped from the program as well as any new meal applications received.

STUDENT ACCOUNTS/PREPAYMENTS

Each student will enter their 6-digit district ID number on our POS keypad or scans their ID card, connected to our computerized meal program to prevent overt identification of student eligibility and duplicate meals.

Universal free meals are being implemented at the KHSD district offering free breakfast and lunch available to all KHSD students. The guidelines on prepayments below are for Al a cart and extra meal purchases.

Prepayments can be made in one of two ways for al a cart or extra meals for purchase:

1). Parent/Guardian and/or student are encouraged to pay in the cafeteria **before** school. Prepayments (cash or check) should be placed in an envelope with the student's name and ID number on it. The envelope can either be given to the cafeteria supervisor or dropped off at the KHSD Food Service Office. These prepays are entered by the cafeteria supervisor in the cafeteria, before **school** each morning to reduce the handling of money in the serving line or by the FS Account Clerk III at the Food Service Office. All prepayments received during lunch service will be applied the following morning before meal service.

2). Parents also have access to an online payment service at <http://family.titank12.com> . This service will allow parents to prepay for student's meals online using a Visa®, MasterCard®, Discover® or check/debit card (echeck). There will be a \$2.85 service charge for each transaction. An Autopay option is available to have your credit or debit card charged when the account reaches a certain amount. This online system gives the parent the ability to monitor their student's eating history and meal account.

CASH IN LINE

KHSD uses a computerized meal program to prevent overt identification of student eligibility and duplicate meals.

If a student drops a meal, that student will be given a replacement meal and the replacement meal will be recorded as a discarded, also meal items that are stolen are recorded as discarded.

DAILY COUNTS

All student meals are recorded at the end of the serving line after the student has selected a reimbursable meal. Each student's tray is verified by the cashier at the POS to ensure that the meal is reimbursable. All students receive the same meal choices and dining area options.

All sites- Breakfast and Lunch are served free to all students on campus. After cashier verification the student scans their ID card or enters number into keypad at the POS so the cashier may claim/count the meal.

CACFP meals are counted using an ID scanner or keypad at all sites after cashier verification of a reimbursable meal.

An Emergency UID form is available to record all meals served in the event that the POS is unavailable. All point-of-sale meal counts are tallied automatically by the system. A daily End of Day Report- Building and Sales Reconciliation is printed with all sales and meal counts. The computerized system notifies the operator in the event a second meal is occurring. Second meals are not counted for reimbursement and payment is collected from student at the "paid" rate.

All students must be present in the cafeteria daily to choose their own food items. Students must not be limited on their choice of any food items including their choice of milk. Students will choose an interior or outdoor location to consume meals after they have selected their options and their meal recorded at the POS. In the rare event that a student is unable to be brought to the cafeteria or detained in the Administration office contact will be made to the supervisor. The supervisor will provide

a menu to staff to present to the student featuring the daily component offerings. The student is responsible to initial their choices and the menu is returned to the supervisor or designee and they direct staff to complete the transaction by giving the reimbursable meal to the responsible site employee that is securing the meal for the student and recording it in the POS. The initialed menu will be filed for audit purposes and to support computer meal counts. Sanitation requirements for temperatures and coverage to prevent contamination will be checked by a Lead Food Service worker when the meal leaves the cafeteria. Delivery of meal must occur within five minutes of leaving the cafeteria to maintain temperature. The person delivering the meal will obtain a signature from the student indicating delivery. They will then return the signed slip to the cafeteria personnel.

All **After School Snacks** are provided free based on school data at the comprehensive sites. Clickers are used for counting snacks the CEP sites. When using a clicker, the count is entered daily into the computer system as a bulk number. The count is recorded on a menu production work sheet after service. Snack counts are verified periodically by comparing counts to attendance records. The remaining Provision 2 sites enter their EID numbers into a POS to determine eligibility.

CACFP is operated at our CEP sites under and at risk after school program to our comprehensive sites for dinner service to students that remain on the campus late in the school day for after- school tutoring and activities. Meals are counted/claimed using an ID scanner and following the same collection procedures as NSLP.

ACCURACY OF COUNTS

All meals are served on a one tray per student ID number basis, extra milks and extra purchased meals are automatically counted by the system as a non-reimbursable ala carte item or a second purchased meal. The cashier at the POS verifies that the student's scanned ID matches the student before claiming/counting their reimbursable meal, the student's name is confirmed, either by the operator or the student. Verification of the student's ID is done by viewing the student's picture as it appears on the POS screen, if the students' picture is not readily available the student will state their full name for identification purposes.

Supervisors use entrees prepare as a balance point. All left over entrees are counted and recorded as leftovers or discarded.

Offer vs. Serve is used at lunch and breakfast. For lunch 3 of the 5 components must be taken, the 3 chosen must include a ½ cup fruit or vegetable and at least two other full components. For breakfast 3 of 4 items offered must be taken with one of them being a ½ cup fruit or vegetable.

Cashiers at the point of sale will verify that the student has a reimbursable meal before allowing the student to enter his/her district ID number to claim reimbursement. If a student does not have a reimbursable meal the cashier will inform the student what is needed to complete the meal. If a student refuses to take the necessary components or items for a reimbursable meal, then the cashier will enter the food the student has as al a cart and collect payment from the student. No charges are allowed for a la cart items.

Field Trips- a Catering Request Form 2023-2024 is required to be given to the cafeteria supervisor two weeks prior to a field trip. This allows the supervisor to prepare for the change in meal estimates to be served on that day. Teachers/ Coaches will turn in a copy of a roster with the student's names and UIDs that are requesting a meal. The number of meals prepared will equal the number of names on the

roster. The meals are packed in coolers to maintain food safety and picked up by the field trip planner at the agreed-upon time.

- A meal will consist of the required components, including milk. At meal service, the teacher will place a checkmark next to the student's name as the meals are distributed.
- A roster is returned to the supervisor as soon as possible after the field trip to record in the POS. All paid and reduced –priced meals are billed to the account string provided unless prepaid or paid in cash. The roster becomes the point of sale. Rosters must be returned to the site supervisor and names will be entered into the POS system. Rosters will be filed with the paperwork from the day the meals were claimed. The Catering Request Form 2023-2024 will be sent to the Food Service Office for bill processing if needed.

Visiting district students can scan their UID at any POS within the district. Non-district students will be entered as bulk paid.

In the event of an electronic failure, An Emergency UID form is stored at each point of sale.

If an adult does not have an established account, their meal is recorded by using the corresponding button on the POS Screen. If a student does not have an active UID number their meal is recorded as bulk paid.

INTERNAL CONTROLS

Meal counts are compiled daily with the computerized meal program using the Building and Sales Reconciliation report.

Site monitoring and completed Reviews are completed by the Food Service Field Coordinators.

- School Breakfast Program- - 1 review prior to February 1st at each site, per school year.
- National School Lunch Program- 1 review prior to February 1st at each site per school year.
- After School Snack Program- 2 reviews for each site per school year. The first one conducted within the first 4 weeks of the school year.
- Child and Adult Care Food Program- 2 of 3 reviews must be unannounced. 1 unannounced review must be made during the first 4 weeks of operation.

Any errors in procedure that are noted during the inspection are corrected immediately and re-inspected at another time.

Random drop-in visits are made to school sites throughout the school year.

Monthly meetings are conducted by the Food Service Director with the cafeteria supervisors and department Administration for training and to discuss any questions or concerns they may have.

Food safety health Inspections are conducted twice a year by the County of Kern, Environmental Health Services Department at each school site. The latest inspection report is posted at the school site for public viewing, along with a letter grade.

Professional Standards Training is provided to all Nutrition staff to meet the yearly requirements set by the USDA.

- Director – 12 hours
- Manager – 10 hours
- Staff working 20 hours or more – 6 hours
- Staff working less than 20 hours – 4 hours.

The goal of the standards is to help the staff acquire the knowledge and skills needed to successfully manage and operate school meal programs.

The Nutrition Services Department works closely with the Maintenance and Operations Departments to ensure that all equipment and facilities are properly maintained. Constant communication is maintained with all vendors regarding proper storage and timely delivery of all food and non-food items. The district provides employees training concerning health and safety rules and district policies on reporting accidents and hazards. All Food Service Supervisors, Lead Food Service Workers and Food Service Administration are required to have a ServSafe certificate. In addition, the department has a Hazard Analysis Critical Control Point (HACCP) system in place.

Supervisors count the money with the cashiers and prepare deposits daily and initial the deposit slip. The Supervisor works with a Lead Food Service worker to verify the deposit including initialing the deposit slip. Contracted bank couriers pick up sealed money bags from sites and take daily deposits directly to the bank. The bank counts and verifies the deposits. The Nutrition Services Account Clerk III reconciles the deposited money to the bank statement.

All department records are kept for three years plus the current year of operations.

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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

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