

# SCHOOLFOOD TRAINING

## CASH HANDLING PROCEDURES

**AUGUST 2010**

# SCHOOL MEALS APPLICATION STUDENT ELIGIBILITY

## TOPICS

**CASH COLLECTION REQUIREMENTS**

**FORMER USM SCHOOLS**

**MEAL FEES PAYMENT OPTIONS**

**MEAL FEES AND DELINQUENCY NOTICES**

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**P.O.S. SCHOOLS**

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# CASH COLLECTION REQUIREMENTS

# CASH HANDLING REQUIREMENTS

- National School Lunch Program regulations require Office of SchoolFood to report and maintain records of all program revenues**
- All schools are to comply with this requirement by reporting and submitting money collected weekly**
- All schools are to prepare the **Cash Receipts Worksheet** form, and a check when applicable, each week**
- All money collected for foodservice program must be remitted to Office of SchoolFood**
  - **Reduced and full-priced student lunches**
  - **Student à la carte items**
  - **Adult meals and adult à la carte items**

# STUDENT MEAL ELIGIBILITY CODES

- ❑ **School personnel are to collect monies for lunches served to students with the following meal codes in **ATS** and **NPSIS****
  - **Meal Code 2 = Reduced** (application on file does not qualify child for free meals)
  - **Meal Code 3 = Full Price** (application on file does not qualify child for free or reduced-priced meals)
  - **Meal Code 4 = Full Price** (application on file with invalid or missing information required to process form)
  - **Meal Code 5 = Full Price** (no application received)
  - **Blank = Full Price** (default for new student; no application received)

**This rule does not apply to schools in USM program**

# CASH COLLECTION

- All non-USM schools must have system to collect student meal fees**
  - **Lunch Prices: Reduced = 25 cents and Paid = \$1.50**
  - **No charge for student breakfast meals**
- Household billing notification**
  - **Elementary and Middle Schools** – schools send notice to households of meal fees owed
  - **High Schools** – students prepay or pay at cash register
- School personnel**
  - **Reports cash collected on SchoolFood Cash Receipt Worksheet form**
  - **Prepares check to match cash collected and reported on Cash Receipt Worksheet form**
  - **Attach check to Cash Receipts Worksheet form and submit to SchoolFood Manager each week**

# BUDGET REDUCTION ACTION PLAN

- Current economic climate** – DOE cannot afford expenses associated with unpaid lunch fees
- Critical effort to collect fees** – schools must continue to work toward eliminating outstanding balances through the school year
- Notify households** – schools must use effective practices to collect and remit meal fees to SchoolFood
- Budget reduction** – schools will receive notice from Tweed of outstanding meal fees and budget reduction plan

# FORMER USM SCHOOLS

## FORMER UNIVERSAL SCHOOL MEALS (USM) SCHOOLS

- ❑ **Schools affected by budget reductions**
  - **USM schools not financially viable for DOE**
- ❑ **Additional schools**
  - **Base year schools not approved by State due to unsatisfactory audit**
  - **Schools ending USM cycle → did not submit base year applications for USM extension**
- ❑ **All non-USM schools must have system to collect meal fees**
  - **Meal fees for lunch waived for September only – except for last year base year schools**
  - **October 1 – meal fees collection begins for reduced and full-price (paid) students**

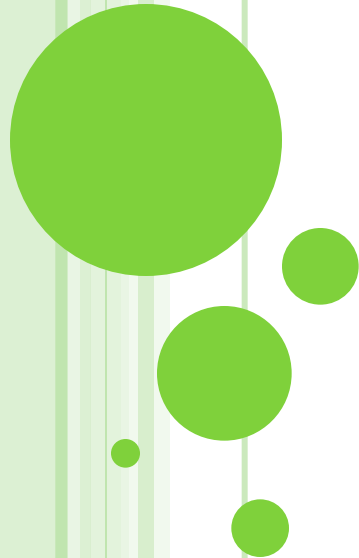
## FORMER UNIVERSAL SCHOOL MEALS (USM) SCHOOLS

- September only**
  - **Choose and implement meal accountability system**
  - **Record meals served daily as total counts on **Report of Meals Served form****
  - **Do not collect any monies for student meals**
- Inform households that cash collection begins on **Oct 1****
- Send applications to SchoolFood by September 24**
  - **New student eligibility must be displayed in **ATS by September 30****
- Weekly **Report of Meals Served form** will determine meal fees to be collected**

## LAST YEAR USM BASE YEAR SCHOOLS

- As of first school day in September**
  - **Continue to use prior year or choose and implement new meal accountability system**
  - **Record meals served daily by eligibility categories on **Report of Meals Served form****
  - **Begins meal fees collection for reduced and full-price (paid) students**
  - **Inform households that cash collection begins on **Sept 8****
- Send applications to SchoolFood for eligibility determination**
  - **New student eligibility must be displayed in **ATS by October 25****
- Weekly **Report of Meals Served form** will determine meal fees to be collected**

# MEAL FEES PAYMENT OPTIONS



## MEAL PAYMENT OPTIONS

- Schools must establish regular notification and meal fees collection schedule**
- School administrators responsible for notifying students of meal policies and payment options**
- Meal policies and payment options must be publicly announced and/or prominently displayed in cafeterias**
- 4 meal payment options available to schools, students and households:**
  - **POST-BILLING:** Elementary and Intermediate Schools
  - **PRE-PAYMENT:** All Schools
  - **CASH PAYMENT AT REGISTER:** Primarily High Schools
  - **PRINCIPAL PAYMENT:** All schools

# MEAL PAYMENT OPTIONS

## **POST-BILLING**

- Schools notify households of meal fees owed after meals are served to students

## **PRE-PAYMENT**

- Payments are made in advance prior to meal served to students

### **Post-Billing and Pre-Payment Options:**

- Households make payments by check or cash to school office
- Schools with POS system → students use on-site kiosk or households can make payments using credit or debit cards at [MyLunchMoney.com](http://MyLunchMoney.com)

## **CASH PAYMENT AT REGISTER**

- Students pay on meal service line at cash register as meals are served

# MEAL PAYMENT OPTIONS

## **PRINCIPAL PAYMENT**

- **Principals that choose to pay for their student meals must:**
  - **Receive list of students receiving meals daily from Point-of-Service employee**
  - **Employee must use **ATS RMEA** or **RMEL roster** and **NPSIS School Roster** – *add title “Principal Payment”***
- **Write 2 separate checks each week**
  - **First check amount is for meal fees received from households or students**
  - **Second check amount is for meal fees calculated on weekly **Principal Payment** roster**
- Total money reported on Cash Receipts Worksheet form must equal sum of both checks**

# CASH MANAGEMENT TRACKING LOG - SETUP

The Cash Management Tracking Log designed to standardize billing and meal fees collection procedures

To setup the Cash Management Tracking Log

- Download the **RMEL** report and sort by the meal codes
- Copy **names, class number** and **meal codes** for only students with **meal codes 2, 3, 4, 5** and **blanks**
- At the bottom of Cash Management Tracking Log workbook there are colored tabs for each month plus a tabs labeled **Master List** and **Sample**.
- Paste the information copied from the **RMEL** in the **Master List**. This information will display automatically in worksheets for all months.

# USING CASH MANAGEMENT TRACKING LOG

## To use the Cash Management Tracking Log

- Enter **"X"** in each box to indicate each day when student receives a meal
- When **"X"** is entered the meal fees owed will display in **"Owed To Date"** box.
- When meal fees are collected, enter actual dollar/cents amount in **"PAID"** column
- Pre-payments must be entered in **"PAID"** column
- The **"Balance"** column will show all meal fees owed each week
- At end of each month, enter the date the negative balance letter is sent home in the column **"Date Household is Billed"**
- The prior month's ending balance will appear in the next month's worksheet automatically

# **REPORTING AND REMITTING CASH COLLECTED**

## SCHOOLFOOD CODES

- Principals responsible for reporting cash collected for only their students using unique **SchoolFood code**
- Each school at campus location will be issued a unique **SchoolFood Code (SF Code)**
- An annex at a different address will get separate **SF Code**
- Each D75, D79, LYFE and non-public UPK sites will get separate **SF codes**
- Schools at USM locations will not get new SchoolFood codes**

## REPORTING AND SUBMITTING CASH COLLECTED

- The Cash Receipts Worksheet form serves as the record for money collected from the school foodservice program
- School personnel must report all monies collected on the Cash Receipts Worksheet form
- Cash collected includes student lunch meal fees and other student and adult food sales
- A Cash Receipts Worksheet form and a check for money collected must be prepared and submitted for every week school is in session
- The completed Cash Receipts Worksheet form must be signed by the principal
- Principal's submission schedule for Cash Receipts Worksheet is posted on SchoolFood website

## REPORTING AND SUBMITTING CASH COLLECTED

### ☐ Schools are to:

- Enter all money collected on the weekly **Cash Receipts Worksheet** form in the appropriate category
- Prepare a check to match the money reported on the weekly **Cash Receipts Worksheet** form
- Submit the completed **Cash Receipts Worksheet** form together with check made payable to the **NYC Department of Education** weekly to the SchoolFood Manager
- If no money is collected during a given week, a **Cash Receipts Worksheet** indicating zero dollars (\$0.00) collected and signed by the principal must be submitted to the SchoolFood Manager

## REPORTING AND SUBMITTING CASH COLLECTED

- Universal School Meals (USM) schools must also submit Cash Receipts Worksheet form**
  - **No money should be collected for student meals except for second meal purchases**
- All schools must deposit foodservice monies collected in established school bank accounts**
- All checks must be written from school bank accounts**
- D75 and D79 schools at campus locations may make arrangements with campus Principal to deposit meal fees collected in bank account**
- Campus Principals must write separate check to equal monies received from D75 or D79 schools**

# MEAL FEES AND DELINQUENCY NOTICES

# MONTHLY DELINQUENCY NOTICES

- Schools receive monthly delinquency notices from SchoolFood Finance Unit**
- Schools receive notice if one or both issues exist for specified time period:**
  - **Delinquency in Submission of Cash Receipt Worksheet and checks**
  - **Outstanding Uncollected Lunch and/or Snack Fees**
- Monthly Cash vs. Meals Report shows YTD**
  - **Total meals served at school *and***
  - **Total monies submitted to SchoolFood**

# **P.O.S. SCHOOLS**

## **(POINT-OF-SALE SYSTEM)**

## POS SYSTEM

### **Schools with POS system can do the following**

- Accept cash or checks in school office only**
- Enter pre-payments in WebSMARTT**
- View student pre-payment history made in school office, kiosk or MyLunchMoney**
- View sales and purchases for all meal programs**
- View student account history in real time**
- Print Negative Balance letters**

# POS SYSTEM

- Schools with POS system must print student specific **Negative Balance letters** and send to households
- Schools with POS system must print **Cash Receipts Worksheet** from the POS system
- If for any reason, the POS system data is not accurate, adjustments must be made to print accurate **Cash Receipts Worksheet**
- Manually prepared **Cash Receipts Worksheet** are not to be submitted to SchoolFood
- POS schools will receive customized end of month negative balance report
- HS school students cannot charge meals if no money is in account

# SCHOOLFOOD SUPPORT

# CASH COLLECTION BEST PRACTICES

## Cash Collection Best Practices

August 2010

The first and most important step a school can take to minimize cash collection challenges is to collect and enter applications for meal programs as close to the beginning of the school year as possible. All students are expected to pay for meals until forms are processed and eligibility is determined. Please note that applications are accepted throughout the school year, but eligibility is not retroactive. If you think a student is mis-categorized, you may resubmit an application at any time.

Listed below are best practices that schools across New York City have followed with great success:

School Meals Applications	Cash Collection: School Opening	Cash Collection: Ongoing
Distribute applications on the first day of school through each classroom teacher. Consider making application completion students' first homework assignment of the year. Be sure to have a sufficient number of extra applications to replace lost forms.	Communicate the policy for September at the end of the previous school year and through any parent communication over the summer.	Use SchoolFood tools such as <a href="#">sample letter and billing log</a> to provide parents with student specific information on cash due. Send letters home monthly.
Encourage parents to submit meal applications online through <a href="#">ACCESS NYC</a> .	Assign a point person on your staff to oversee the entire meal application and cash handling process.	Email cash balance reminders to parents every week indicating how many meals their children have eaten and how much is due.
Use school orientation sessions to offer assistance to parents in completing the form.	Use school orientation to clearly communicate responsibility of parents to pay for meals if their child is reduced or full-price eligible or has not yet submitted a form.	Use Parent Teacher Conferences, Know Your School Night, and Parent Association meetings as an opportunity to meet with the parents who owe funds. Be prepared with full accounting of meals eaten and cash due for each student.
Have your Parent Coordinator provide assistance in completing applications.	Establish a consistent cash-collection method. Many schools find it effective to collect monthly. Establish your method in September and clearly inform parents of your payment schedule and their responsibilities.	Include reminders of payment requirements in newsletters and on the school's website
Have a class contest:  SchoolFood can provide a pizza party for each class that returns 100 percent of applications.	Make parents aware of the impact that their failure to pay will have on your school.	Create a specific collection methodology for "Pizza Friday" and list as a separate item in collection outreach. (Lunch participation is traditionally much higher on Fridays.)
Process applications as soon as they come in.	Ask your network leader to refer you to other schools in your network that are successfully collecting all school meal cash.	Ensure that Parent Coordinator is fully aware of collection schedule and can communicate requirements to parents.

## ☐ Important dates for schools

- **September 8** – cash collection begins for all non USM schools **including last year base year schools** – *see SchoolFood website for list*
- **September 24** – deadline for former USM schools to submit applications to SchoolFood
- **October 1** – cash collection begins for former USM schools – *see SchoolFood website for list*
- **October 18** – deadline for all non-USM schools to obtain new applications from households **including last year base year schools**
- **October 22** – deadline to use prior year eligibility – *see ATS RMEA (new) and NPSIS School Rosters*
- **December 23** – deadline for meal codes to qualify for Title 1 funding

- ❑ **SchoolFood will provide technical assistance**
- ❑ **Support from SchoolFood staff at various levels**
  - ❑ **Eligibility and Compliance Unit – citywide level**
  - ❑ **Regional Directors – borough level**
  - ❑ **District Supervisors – district level**
  - ❑ **Food Service Manager – school level**
  - ❑ **Extended Help Desk hours → Sept thru December**

## SCHOOLFOOD HELP DESK

❖ **SCHOOLS:** Call: (718) 707-4400 Fax: (718) 349-5463  
Send email to: [FoodCompliance@schools.nyc.gov](mailto:FoodCompliance@schools.nyc.gov)

❖ **HOUSEHOLDS:** Call: (877) 363-6325 (877-DOE-MEAL)  
Send email to: [FoodCompliance@schools.nyc.gov](mailto:FoodCompliance@schools.nyc.gov)

## SCHOOLFOOD ELIGIBILITY & COMPLIANCE UNIT

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