

1. Enter **RMEA** at the MAIN ATS screen

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PROFILE _____ New York City Public Schools 08-31-10 12:42:28
INIT0100 Automate The Schools Primary Menu 02015-SDALESS
==> RMEA_ 1

1 NEWS The Latest News 2 SVCS Supplemental Services
3 BIOG Biographical Information 4 HIST History
5 ATTD Attendance 6 REPT ATS Reports
7 MNTN Maintenance 8 SBMS School Based Management
9 PLAC Middle School Placement 10 MSPA Middle School SPA
11 ESPA Elementary School SPA 12 PATD Period Attendance

Place cursor next to selection desired and press RIGHT CTRL/RED ENTER
F1/Help F2/ F3/ F4/Lookup F5/Print news F6/
F7/ F8/ F9/Refresh F10/ F11/ F12/Exit
  
```

2. On the Select screen, User has option to select by Grade level or Official Class.
3. User must enter the **Monday date** and the **Meal Service** as Breakfast or Lunch.
4. RMEA has the option to be downloaded to DOE email address.

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PROFILE _____ New York City Public Schools 08-31-10 11:37:39
REPT0515 ATS Report Selection Screen (RMEA) 02108-SDALESS
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Meal Accountability Roster

SELECTION CRITERIA:
GRADE LEVEL 2
OFFICIAL CLASS :
WEEK OF (ENTER MONDAY DATE) 3 MONTH __ DAY __
MEAL SERVICE (B=BREAKFAST, L=LUNCH) :
SORT OPTIONS: (ENTER A "Y", DEFAULT IS OFFICIAL CLASS, ALPHA)
OFFICIAL CLASS, MEAL CATEGORY :
GRADE LEVEL, ALPHA :
ALPHA :
EMAILID: _____ @SCHOOLS.NYC.GOV SUBJ: _____
PRINT OPTION: ( ENTER PRINTER INFORMATION ) DOWNLOAD
DIST: 000 LOC: OPT PRINTER: 2 HOLD: N ID: F1CD1084 TYP: _
Press F6 to execute
F1/Help F2/ F3/Quit-return F4/Lookup F5/ F6/Execut
F7/ F8/ F9/Refresh F10/ F11/ F12/Exit
  
```

1. **The Meal Accountability Roster (RMEA)** will hold the prior year meal code data for the first 30 operational days of school. As new meal code information is received into ATS, the current year meal code will replace the prior year code.
2. **USM status** is displayed.

PROFILE: Your school USER: info is here	ATS NEW YORK CITY PUBLIC SCHOOLS Meal Accountability Roster (RMEA)	DATE: 08/31/10 PAGE: 1							
SCHOOL: <input type="text"/>	USM STATUS: NO 2	MEAL SERVICE: LUNCH							
STUDENT NAME	ID#	GL	OFC	MEAL CODE	08/30 MON	08/31 TUE	09/01 WED	09/02 THU	09/03 FRI
RAMOS, LUIS	<input type="text"/>	04	000	1 1					
BARAKAT, FATMA	<input type="text"/>	0K	102	3					
BERMEJO NAULA, MELANIE	<input type="text"/>	0K	102						
BERRIOS, GABRIELLA	<input type="text"/>	0K	102	1					
CALDERON, DENYCE	<input type="text"/>	0K	102	A					

3. At the bottom of each page there is a section to record the **subtotal counts** of the number of meals served, by eligibility category free, reduced and full priced.

3	PAGE TOTALS	FREE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		REDUCED	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		FULL	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		TOTAL	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

4. On the last page of the report there is a section to add the sum of each page **subtotal** count. The final **Page Totals** is the number of meals served for that day and to be used on the weekly "**Report of Meals Served form**"

4	PAGE TOTALS	FREE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		REDUCED	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		FULL	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		TOTAL	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	REPORT TOTALS	FREE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		REDUCED	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		FULL	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		TOTAL	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	REGISTER	548					
	MEAL CODE A	246	MEAL CODE 3	44			
	MEAL CODE 1	201	MEAL CODE 4	0			
	MEAL CODE 2	24	MEAL CODE 5	33			

5. The current school register and totals eligible by meal code is listed at the end of the report. This is your edit check; the number of meals served on the final **Page Totals** should not exceed these numbers.