

SCHOOLFOOD TRAINING

MEAL ACCOUNTABILITY

AUGUST 2010

MEAL ACCOUNTABILITY

TOPICS

MEAL ACCOUNTABILITY REQUIREMENTS

MEAL ACCOUNTABILITY SYSTEMS

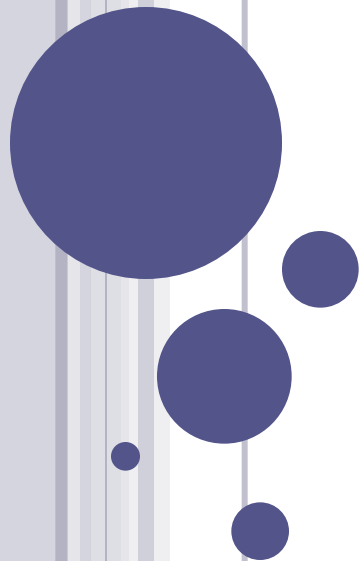
SCHOOLFOOD CODES

REPORTING MEALS SERVED

FORMER USM SCHOOLS

SCHOOLFOOD CONTACT INFORMATION

MEAL ACCOUNTABILITY REQUIREMENTS



MEAL ACCOUNTABILITY REQUIREMENTS

- ❑ **Meal accountability procedures are required for participating schools in foodservice program**
- ❑ **To obtain federal and state reimbursement for meals served, school personnel must**
 - **Count **all** meals served to eligible students**
 - **Record and claim actual meals served to students by eligibility categories – **free, reduced and paid****
 - **Maintain all documentation to support the meals claimed for reimbursements**

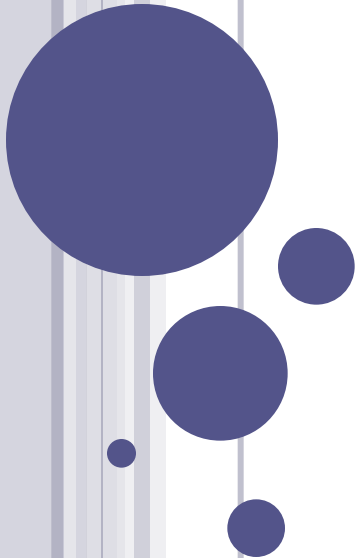
MEAL ACCOUNTABILITY REQUIREMENTS

- ❑ **Point-of Service meal accountability begins on the first day of school**
- ❑ **Point-of Service procedures requires**
 - **Meals to be served to students in an approved location**
 - **Assigned employee to *count students by eligibility as reimbursable meals are served***
 - **Employee to record daily meal counts on weekly SchoolFood **Report of Meals Served form****
 - **Schools to use daily reduced and paid meal counts to determine meal fees to be collected**

MEAL ACCOUNTABILITY REQUIREMENTS

- New schools**
 - *choose an approved accountability system*
- Former USM schools**
 - *choose an approved accountability system*
- Prior year base year schools** that will not continue in USM program
 - *use same system from prior year, or*
 - *choose new accountability system*
- Current USM schools**
 - *Use a clicker, or*
 - *POS system or CAASS systems*

MEAL ACCOUNTABILITY SYSTEMS



MEAL ACCOUNTABILITY SYSTEMS

- ❑ **There are 2 types of meal accountability systems**
 - **Manual systems**
 - **Electronic systems – limited to select schools**
- ❑ **System chosen should be based on**
 - **Number of participating students**
 - **Class or grade levels**
 - **Personnel required for meal counting and cash collection**

MEAL ACCOUNTABILITY SYSTEMS

☐ MANUAL ACCOUNTABILITY SYSTEMS

- Use **rosters** to count participating students
 - generated from student database – **ATS (public and charters)** and **NPSIS (non-public)**
 - list students in alphabetical order, by class or grade
 - display student eligibility using meal codes

☐ ELECTRONIC ACCOUNTABILITY SYSTEMS

- Computer based systems with terminals
- Use student data from **ATS** and **NPSIS** (database)

- ❑ **There are 3 types of manual accountability systems**
 - **Name Roster**
 - **Number Roster**
 - **Permanent Meal Card**
- ❑ **There are 2 types of electronic accountability systems**
 - **POS** – Point-of-Sale System
 - **CAASS** – Comprehensive Attendance, Administration, and Security System

APPROVED ACCOUNTABILITY SYSTEMS

MANUAL ACCOUNTABILITY SYSTEMS

NAME ROSTER SYSTEMS

- **ATS RWCL (WORKING CLASS LIST)**
- **ATS RMEA (MEAL ROSTER) New!**
- **ATS RMEL (MEAL ELIGIBILITY REPORT)**
- **NPSIS MEAL ROSTER**
- **MANUAL NAME ROSTER**

MANUAL SYSTEMS

NUMBER ROSTER SYSTEMS

 **CLASS NUMBER ROSTER**

 **GRADE or SCHOOL NUMBER ROSTER**

PERMANENT MEAL CARD

 **KEY TAG CARD**

ELECTRONIC SYSTEMS

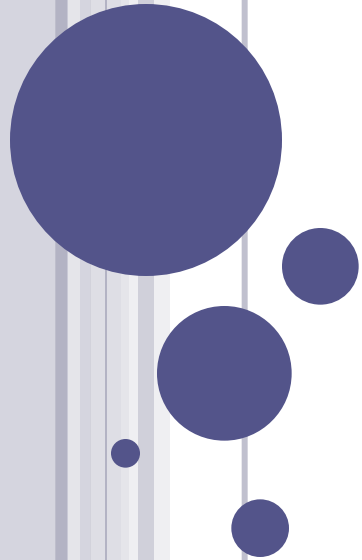
POINT-OF-SALE (POS)

-  SchoolFood system
-  Standard procedures

Comprehensive Attendance, Administration, and Security System (CAASS)

-  DOE school system
-  Standard procedures

SchoolFood Codes (SF Code)



NEW PROCEDURES FOR CAMPUS SCHOOLS

- ❑ Each school at a campus location will be issued a separate **SchoolFood Code (SF Code)**
- ❑ A **SchoolFood Code** can only be used at one assigned school and address
- ❑ A school with an annex or site at a different address will be issued a separate SF code
- ❑ Each D75, D79, LYFE and non-public UPK sites will be issued separate **SF codes**

NEW PROCEDURES FOR CAMPUS SCHOOLS

- Principals will receive email with new **SF codes**
- Principals will be responsible for reporting meals served and cash collected for only their students using new **SF codes**
- Main and annex schools must report daily meal counts and cash collected separately
- Public schools with annexes and off sites must update **ATS RSIT** with class information

REPORTING AND CLAIMING MEALS SERVED

REPORTING MEALS SERVED

- Each school will report meals served to only their students using the assigned **SchoolFood Code**
- Designated person performs Point-of-Service accountability and prepares Report of Meals Served
 - Elementary and Middle Schools – principal employee
 - High Schools – SchoolFood employee
- The **Report of Meals Served form** is used to report Breakfast , Lunch and Snack meal counts
- Designated person complete **Report of Meals Served form** weekly and submit to Principal for signature


REPORTING MEALS SERVED

- Complete weekly **Report of Meals Served form** with
 - **Register (Source: **ATS RGST**)**
 - **Average Daily Attendance Daily (Source: **ATS RSAL**)**
 - **Free and Reduced eligibility data (Source: **ATS RMEL**)**
 - **Daily meal counts by eligibility categories - free, reduced and paid (Source: **Point-of-Service roster or POS/CAASS electronic systems**)****
- Non-public schools obtain same data from **NPSIS system****
- Principals review, sign and submit completed **Report of Meals Served form** to SF Manager by each Tuesday**
- Late submission will count toward Office of Compliance Services (OCS) non-compliance report and annual PPR (**public schools only**)**

QUICK REFERENCE GUIDE (QRG) REPORT OF MEALS SERVED FORM

- ❑ Each school is assigned a **5 -digit code**, referred to as the **SchoolFood Code (SF Code)**
- ➊ The **SchoolFood Code** is used to identify and claim all meals served at that location. Example: **SF Code 01050**
- ❑ Schools must fill out the weekly **Report of Meals Served form** with the following:
 - ➋ School name and phone number
 - ➌ Borough
 - ➍ Friday's Date in format: mm/dd/yy
 - ➎ Register
 - ➏ Average Daily Attendance (ADA)
 - ➐ Free and Reduced Eligibility
- ❑ The **Register** and **ADA** must be obtained that week from the **ATS RGST and RSAL screens**.
- ❑ **Free and Reduced Eligibility** must be obtained that week from the last page of the **ATS RMEL** screen or report.
- ❑ **Non-public schools** will obtain same information from **NPSIS**
- ❑ The number of free or reduced-price meals served on any day **cannot exceed** the free or reduced eligible data in **ATS** or **NPSIS**
- ❑ The total number of student meals served daily by category **cannot exceed** the official attendance for that day.
- ❑ Explain on the back of the form any rare exceptions such as students visiting or taking exams who are from another school that will affect the register and meal counts.

NEW YORK CITY DEPARTMENT OF EDUCATION
SCHOOLFOOD
44-36 Vernon Boulevard, Long Island City, New York 11101
Telephone (718) 207-4300



SchoolFood
Feed your mind

REPORT OF MEALS SERVED

SCHOOL: _____ PHONE NO. () _____

BORO: DISTRICT: SCHOOL CODE NO.

WEEK ENDING: / /

REGISTER: AVERAGE DAILY ATTENDANCE:

TOTAL NUMBER OF ELIGIBLE CHILDREN FOR ALL PROGRAMS CLAIMING ON THIS REPORT (i.e. APPROVED SD 1041, Direct Certification Letters, etc.)			FREE	REDUCED
If more than one school organization is housed within the building, and meal service is reported under the above School No., please list each organization (ATS Code) and its total free and reduced eligible counts separately.				
PROGRAM NAME	SCHOOL NO.	NAME		

Breakfast	SAT	SUN	MON	TUES	WED	THU	FRI
FREE	1						
REDUCED PRICE	2						
FULL PAID	3						
TOTAL	4						
LUNCH	SAT	SUN	MON	TUES	WED	THU	FRI
FREE	5						
REDUCED PRICE	6						
FULL PAID	7						
TOTAL	8						
AFTER SCHOOL SNACK	SAT	SUN	MON	TUES	WED	THU	FRI
FREE	9						
REDUCED PRICE	10						
FULL PAID	11						
TOTAL	12						

PREPARED BY: _____ DATE: _____

APPROVED BY: _____ DATE: _____

PRINCIPAL / AUTHORIZED SIGNATURE

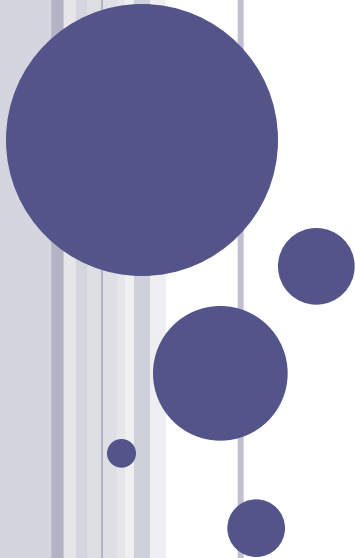
MIE 1 (9/05)

OSFNS HEADQUARTERS COPY

ATS and NPSIS - STUDENT ELIGIBILITY MEAL CODES AND MEANINGS

- Meal Code A = Free** (automatic computer match of children in households receiving SNAP assistance – no application is required)
- Meal Code 1 = Free** (application, documents on file or categorical status qualifies child for free meals)
- 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)

FORMER USM SCHOOLS



FORMER UNIVERSAL SCHOOL MEALS (USM) SCHOOLS

- ❑ **Former USM Schools returning to traditional meal accountability procedures**
 - **will have no eligibility from the previous year**
- ❑ **Point-of Service procedures begins first day of school**
 - **Schools must print and use **ATS RWCL, RMEA** or **RMEL rosters** to record participating students for breakfast and lunch daily**
 - **POS or CAASS** systems – schools must use system
 - **Elementary and Middle Schools – principal assigns employee**
 - **High Schools – SchoolFood assigns employee**

FORMER UNIVERSAL SCHOOL MEALS (USM) SCHOOLS

- ❑ Schools will report meal served in a different manner for **SEPTEMBER ONLY**
- ❑ Principal employee will record only total meal counts on **Report of Meals Served form**
- ❑ Principals must sign weekly **Report of Meals Served form** and submit to SF Manager by each Tuesday
- ❑ Managers will review and apply free, reduced and paid percentages and submit to SchoolFood Central office
- ❑ SchoolFood personnel assigned to Point-of-Service will
 - Prepare **Report of Meals Served form**
 - Obtain principal's signature
 - Submit to SchoolFood Central Office

REPORTING BREAKFAST AND LUNCH MEAL COUNTS OCTOBER TO JUNE

The daily meal counts recorded on the MIE-1 must be based on the Point-of-Service systems actual daily counts at each school.

A BREAKFAST :

- FREE (Line 1)** → Enter the total number of breakfast meals served to students who are free eligible based on ATS.
- REDUCED PRICE (Line 2)** → Enter the total number of breakfast meals served to students who are reduced eligible based on ATS.
- FULL PAID (Line 3)** → Enter the total number of breakfast meals served to students who are paid eligible based on ATS.
- TOTAL (Line 4)** → Enter the total number of lunch meals served. The total must be the sum of **Lines 1+ 2+ 3**.

B LUNCH :

- FREE (Line 5)** → Enter the total number of lunch meals served to students who are free eligible based on ATS.
- REDUCED PRICE (Line 6)** → Enter the total number of lunch meals served to students who are reduced eligible based on ATS.
- FULL PAID (Line 7)** → Enter the total number of lunch meals served to students who are paid eligible based on ATS.
- TOTAL (Line 8)** → Enter the total number of lunch meals served. The total must be the sum of **Lines 5+ 6+ 7**.

C The preparer must sign and date the completed form.

D The principal must sign and date indicating approval.

NEW YORK CITY DEPARTMENT OF EDUCATION
SCHOOLFOOD
44-36 Vernon Boulevard, Long Island City, New York 11101
Telephone (718) 707-4300



REPORT OF MEALS SERVED

SCHOOL: _____ PHONE NO. () _____
BORO: [] DISTRICT: [] SCHOOL CODE NO. []
WEEK ENDING: [] / [] / []

REGISTER: [] AVERAGE DAILY ATTENDANCE: []

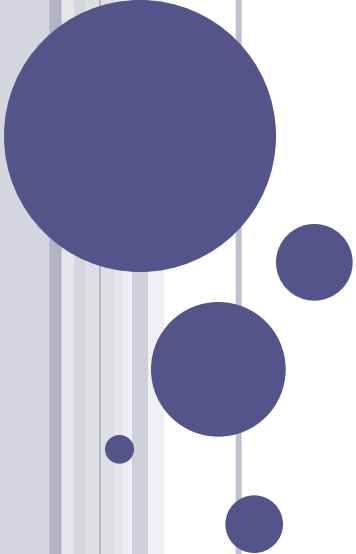
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FREE	1							
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LUNCH	B	SAT	SUN	MON	TUES	WED	THU	FRI
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AFTER SCHOOL SNACK		SAT	SUN	MON	TUES	WED	THU	FRI
FREE	9							
REDUCED PRICE	10							
FULL PAID	11							
TOTAL	12							

Lines 9 - 12 must remain blank if there is no After School Snack program. See Slide 29 for instructions to report snack meals served.

PREPARED BY: **C** _____ DATE: _____
APPROVED BY: **D** _____ DATE: _____
MIE-1 (9/05) _____ PRINCIPAL / AUTHORIZED SIGNATURE

EFFECTIVE OCTOBER 1 and ONLY DURING THE YEAR AFTER SCHOOL EXITS USM PROGRAM. THESE PROCEDURES MUST BE IN EFFECT EACH SEPTEMBER THROUGH JUNE FOR EVERY SUBSEQUENT SCHOOL YEAR AFTER EXITING THE USM PROGRAM .



IMPORTANT DATES AND SCHOOLFOOD CONTACT INFORMATION

- ❑ **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 January**

☐ 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 WEBSITE : <http://schools.nyc.gov/schoolfood>

SCHOOLFOOD HELP DESK

- ❖ **SCHOOLS:** Call: (718) 707-4400 Fax: (718) 349-5463
Send email to: FoodCompliance@schools.nyc.gov
- ❖ **HOUSEHOLDS:** Call: (877) 363-6325 (877-DOE-MEAL)
Send email to: FoodCompliance@schools.nyc.gov

SCHOOLFOOD ELIGIBILITY & COMPLIANCE UNIT

TEL: (718) 707-4471 • FAX: (718) 349-5463

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