



Department of
Education

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OFFICE OF SCHOOL SUPPORT SERVICES MEMORANDUM NO. FS6-2011

TO: **PRINCIPALS OF ALL DAY SCHOOLS
ADMINISTRATIVE SCHOOL FOOD SERVICE MANAGERS
ASSOCIATE SCHOOL FOOD SERVICE MANAGERS
SCHOOL FOOD SERVICE MANAGERS**

FROM: Lawrence H. Weintraub 

SUBJECT: Instructions for Completing the Weekly REPORT OF MEALS SERVED Form

DATE: September 7, 2010

These instructions apply to the "[Report of Meals Served](#)" which supports the federal and state reimbursement claimed under the National School Lunch Act. **The form is used to report Breakfast and Lunch as well as After School Snacks.** [The Report of Meals Served](#) must be filled in daily, and submitted on a weekly basis as outlined in the Principal and Field Office copies of the [Weekly Meals Served and Cash Receipts Reports Submission Schedule](#), The [Principal's copy](#) is also posted on the SchoolFood website at <http://schools.nyc.gov/schoolfood>

1. REGISTERS AND AVERAGE DAILY ATTENDANCE

Each weekly Report of Meals Served form must contain the school's current register and average daily attendance as obtained that week from the principal's office and, for public schools, as reported on ATS.

2. ELIGIBILITY – TOTAL NUMBER OF ELIGIBLE CHILDREN FOR ALL PROGRAMS CLAIMING ON THIS REPORT

2.1. The total number of children certified for Free and Reduced-Price meals as documented by approved [School Meals Application forms](#), direct Certification letters, and HRA computerized matches cannot exceed the register. Refer to *Chancellor's Regulations: [A-810](#)* and the *Income Guideline Chart* listed in the [2010-2011 Eligibility Guidelines for Free and Reduced-Price Meals](#).

- 2.2 The number of children eligible for Free or Reduced-Price meals must be updated each week to reflect new students, discharges, and changes in student eligibility determinations. Refer to *Chancellor's Regulations: [A-810](#)* and the *Income Guideline Chart*.

2.3 **BUILDINGS OCCUPIED EXCLUSIVELY BY ONE SCHOOL**

- 2.3.1. Most locations house one school organization exclusively. For all such locations, enter weekly the current total number of children properly certified for Free and Reduced-Price meals.
- 2.3.2. In the blank space (above the box to record the number of students on register) write the **ATS or NPSIS school code** assigned to the school organization.

2.4 **BUILDINGS OCCUPIED BY MULTIPLE SCHOOL ORGANIZATIONS WHICH REPORT FOOD SERVICE COLLECTIVELY**

- 2.4.1 Some locations house more than one school organization with all organizations reporting combined meal service, register, average daily attendance, and children certified for Free and Reduced-Price meals. In all locations with multiple organizations reporting collectively under a single SchoolFood Code, enter weekly the combined register, average daily attendance and the current Total Number of children properly certified for Free and Reduced-Price meals.
- 2.4.2 In the section that requests the count of eligible students broken out by school organization, the principal or principal's designee records the number of children certified for Free and Reduced-Price meals by school organization in the space provided and as reported on the monthly PAR. Using a separate line for each school organization, record the program's name in the column so labeled. **In the SCHOOL NO. Column, record the ATS (DBN) or NPSIS school code assigned to that organization.** The NAME column should be left blank, and the Free and Reduced-Price counts go into the last two columns.
- 2.4.3. The sum of the numbers of children certified for Free and Reduced-Price meals for the various school organizations must equal the total for the building.
- 2.4.4. Questions regarding the total or distribution of children certified for Free and Reduced-Price meals and utilized for allocation should be directed to the Division of Instructional and Information Technology at (718) 935-3515.

2.5 **BUILDINGS OCCUPIED BY MULTIPLE SCHOOL ORGANIZATIONS WHICH REPORT FOOD SERVICE SEPARATELY**

- 2.5.1 Some locations house more than one school organization with each organization separately reporting meal service and the number of children certified for Free and Reduced Price meals. In all such locations, enter weekly the current total number of children certified for Free and Reduced Price meals as documented by approved [School Meals Application](#), direct Certification letters, and HRA computerized matches on file for each specific school organization separately. (School Code No.).

2.5.2 In the blank space (above the box to record the number of students on register) enter the **ATS or NPSIS school code** assigned to the school organization.

3. **MEALS SERVED AND CLAIMED FOR REIMBURSEMENT**

The number of student meals served and claimed for reimbursement on lines 1-3, 5-7, and 9-11 is obtained by means of the approved method of accountability (refer to [Chancellor's Regulation: A-815](#)) in effect at the school, and must accurately reflect the students' eligibility for Free, Reduced Price and Full Price meals.

Neither the number of Free nor the number of Reduced Price meals served on any day can exceed the number of children properly certified for Free or Reduced-Price meals. Also, the total number of student meals served daily by category cannot exceed the attendance. Explain on the back of the form any rare exceptions such as, students visiting or taking examinations who are on register at another school.

Schools approved for and participating in Federal Provision 2 (also known as Universal School Meals) will record Breakfast and Lunch meals served on the Total Line only (Line 4 or Line 8). Do not fill in lines 1, 2, 3, 5, 6, or 7. All other schools are to follow instructions in **3.1** and **3.2**.

3.1 **BREAKFAST PROGRAM (DAILY ENTRIES)**

Line 1 - FREE

Enter the number of breakfasts served to students who have been certified for Free meals.

Line 2 – REDUCED PRICE

Enter the number of breakfasts served to students who have been certified for Reduced Price meals.

Line 3 - FULL PAID

Enter the number of breakfasts served to students not properly certified for Free or Reduced- Price meals.

Line 4 - TOTAL

Enter the sum of Lines 1, 2 and 3.

3.2 **LUNCH PROGRAM (DAILY ENTRIES)**

Line 5 - FREE

Enter the number of lunches served to students who have been certified for Free meals.

Line 6 - REDUCED PRICE

Enter the number of lunches served to students who have been certified for Reduced-Price meals.

Line 7 - FULL PAID

Enter the number of lunches served to students not properly certified for Free or Reduced-Price meals.

Line 8 – TOTAL

Enter the sum of Lines 5, 6 and 7.

3.3 AFTER SCHOOL SNACK PROGRAM (DAILY ENTRIES)

Schools with 50% or more of their register certified on the [Report of Meals Served](#) as free and/or reduced price, are to report all snacks for all students enrolled in an After School Snack Program in the **FREE** category on Line 9. Schools with Less Than 50% Free and/or Reduced should report the number of snacks served within each category as indicated below and encumber sufficient funds to pay for snacks. See memo FS3-2011 District Costs for Food Service in After School Hours Program.

Line 9 - FREE

Enter the number of after school snacks served to students who have been properly certified for Free meals.

Line 10 – REDUCED PRICE

Enter the number of after school snacks served to students who have been properly certified for Reduced-Price meals.

Line 11 - FULL PAID

Enter the number of after school snacks served to students not properly certified for Free or Reduced-Price meals.

Line 12 - TOTAL

Enter the sum of Lines 9, 10 and 11.

4. SIGNATURES

The preparer and the Principal must sign and date the form, in ink, in the appropriate space.

5. **HISTORY FILE**

The school is to retain the original copy for 3 years plus the current.

6. **SUBMISSION OF REPORT OF MEALS SERVED FORM**

School Food Service Manager to deliver the Report of Meals Served form to Field Office.
Field Office to use interoffice courier to deliver Report of Meals Served form to:

Mr. Alex Greer
Finance – Accounts Receivable, Room 403
Office of School Support Services
44-36 Vernon Boulevard
Long Island City, NY 11101

If you need any assistance or have any questions regarding this memorandum please contact:

Mr. Alex Greer
718-707-4380
AGreer@schools.nyc.gov