



**Department of
Education**

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OFFICE OF SCHOOL SUPPORT SERVICES MEMORANDUM NO. FS8-2011

TO: **ALL ADMINISTRATIVE SCHOOL FOOD SERVICE MANAGERS
ALL ASSOCIATE SCHOOL FOOD SERVICE MANAGERS
ALL FIELD OFFICE STAFF**

FROM: Lawrence H. Weintraub 

SUBJECT: Meals Served and Cash Receipts Forms Tracking Document

DATE: September 7, 2010

The Office of School Support Services has developed an [electronic Meals Served and Cash Receipts tracking](#) report for consistent and uniform tracking of receipt and submission of "[Report of Meals Served](#)" and "[Report of Cash Collected](#)" forms, and for the identification of delinquent sites.

The [electronic report](#) is setup by month with all 32 districts. Each Field Office shall complete the document using the [SharePoint portal](#) – [click here to access](#). To track manually, two separate documents have been made for each district, for the period **September** through **January** and for the period **February** through **June**. To best utilize these documents please follow these steps.

As you receive each site's forms, maintain a running record by noting receipt in the following manner:

- Place an "X" in the **shaded** box for the Report of Meals Served
- Place an "X" in the **unshaded** box for the Cash Receipts Worksheet
- All Cash Receipts Worksheets indicating funds collected must be accompanied by a check. Circle the "X" mark in the **unshaded** box for a Cash Receipts Worksheet when accompanied by a check (payment).
- Indicate check number and dollar amount in the space between boxes.
- Maintain this document and all records pertaining to the report of meals served and cash collected on file for the current plus three prior years.