


Bridges Charter School 	Board Policy <h2 style="text-align: center;">Meal Counting and Claiming Procedures</h2>		
Policy Number: <h3 style="text-align: center;">BP 3551</h3>	Adopted: <h3 style="text-align: center;">12/9/19</h3>	Revised:	Replaced:

Eligibility

Bridges Charter School student eligibility is maintained in the Aequitas Solutions Q software system. Student eligibility is entered by the Child Nutrition Department Administrative Assistant (SNP Coordinator) as applications are processed and eligibility is approved, or denied. Direct Certification eligibility is derived from State and County information. Confidential information maintained in this software is available to a limited number of appropriate staff personnel.

Payment for Meals

Student meal accounts are maintained in the Aequitas Solutions Q software system. Parents are encouraged to prepay for meals and submit payments on-line or at the school office. On-line payments are verified by the SNP Coordinator and reconciled by Administrative Coordinator with support and oversight from Ventura County Schools Business Service Authority. Students may also purchase meals with cash or check in the front office before 8:30 each day and an appropriate entry is made in the Q system.

Negative Student Balances

Students and their parents/guardians shall be notified whenever their account has a low or negative balance. The School shall notify a parent or guardian of the negative balance of a pupil's school meal account no later than 10 days after the student's school meal account has reached a negative balance. The school shall exhaust all options and methods to directly certify the student for free or reduced-price meals. If the school is not able to directly certify the student, the school shall provide the parent or guardian with a paper copy of, or an electronic link to, an application with the notification and contact the parent or guardian to encourage application submission.

Point of Service Meal Counting at School Kitchens

Lunch Program Staff assess student meals for reimbursement requirements prior to entering the meal in the Q software system. The student states their name or student number or enters the number on a touch pad. The staff member enters the information and the meal is charged to the

student account. (A scanning barcode system is used for convenience.) Eligibility information is not on the screen to prevent overt identification. The staff member sees the student name and account balance on the screen. Student accounts for those who are eligible for free or reduced meals show a positive balance on the screen, not their eligibility status.

Kiosk stations with bar code scanners and student bar codes are used to key in meals to the computer into the Q system as students purchase them.

The school counts each reimbursable meal at the point of service with a "clicker". This number is cross-checked in the Q system after the end of each meal.

Meal Counting at Alternate Locations

Field Trips: The number of meals required is submitted to the school cafeteria manager prior to the field trip. Sack lunches are provided to all students who have requested them. The teacher submits a roster of students who received meals after the field trip. The SNP Coordinator enters each meal into the Q system for appropriate reimbursement.

Special Education Classrooms: When it is not physically feasible for students to purchase meals at the cafeteria window, it is permissible for teachers, or other staff, to pick up meal components and carry them to the classroom. Staff in the classroom determines that the students have taken adequate items or components to constitute a reimbursable meal and checks off the student name. The roster of students who received a reimbursable meal is returned to the office. The SNP Coordinator enters each meal into the Q system for appropriate reimbursement. Rosters are attached to the daily meal count summary, returned to the office and filed daily.

Dropped Meals

If a student inadvertently drops his/her meal, the student will be allowed to return to the salad bar which has unlimited visits.

Meal Count Accuracy Check

Edit checks and meal records are reconciled daily by the Child Nutrition Administrative Assistant (SNP Coordinator). Cash/Checks collected in the office are counted and records are reconciled before deposit.

School Administrative Coordinator, SNP Coordinator and the Administration check school production records regularly to determine validity of reimbursable meals and that all offer vs. serve components are provided in the required quantities. Reviews are performed frequently to ensure compliance with all regulations.