

MEADOWS UNION ELEMENTARY SCHOOL DISTRICT (MUESD)

BOARD POLICY 7000

MUESD FOOD & NUTRITION SERVICES PROCEDURES

PURPOSE: TO ESTABLISH COLLECTION PROCEDURES

The Governing Board recognizes that the District is responsible for complying with applicable state and federal laws and regulations governing educational nutrition services programs. The District acknowledges that in order to qualify for reimbursement under the Child and Adult Care Food Program (CACFP), the At-Risk Meal Program must operate in accordance with Title 7, *Code of Federal Regulations* (7 CFR), Section 226.17a.

MUESD Daily Task

- Serve meals and snacks that meet the CACFP Meal Pattern.
- Keep a daily record of attendance/sign-in sheet.
- Maintain daily meal counts for eligible participants served a meal and/or snack.
- Maintain a monthly summary of meal counts for At-Risk sites.

MUESD Monthly Task

- Post menus that meet the meal pattern in a location where parents/guardians can view them.
- Maintain personnel activity reports (PARS) for any staff whose time is not charged 100% to the food program.
- Ensure plans are in place to update vending contracts prior to expiration dates.
- Conduct edit checks and maintain documentation to show that prior to the submission of claim information, all sites are approved to claim no more than 2 meals and 1 snack or 2 snacks and 1 meal, per eligible child per day, and that the total number of meals claimed does not exceed total attendance for the month.
- Complete Claim for Reimbursement electronically via the Child Nutrition Information and Payments System (CNIPS) with 60 days of the last day of the month for when children were served a reimbursable meal/snack.

MUESD Annually Task

- Conduct all required CACFP staff training and document with an agenda, sign-in sheet, and date.
- Ensure at least one person involved in the administration of the CACFP completes the Nutrition Services Division Annual Mandatory training.
- Maintain all records for at least the current federal fiscal year and three prior years, or longer if there are prior unresolved audit and/or administrative review issues.
- Complete the Annual Update in the CNIPS by the end of August (Approved-Application Packet).
- Follow the required procurement procedures and obtain vending contracts, as applicable.
- Ensure that no more than 15 percent of reimbursement is spent on administrative costs.

MUESD Sites Monitoring Review Report Task

- Conduct three (3) site review reports per year.
- Conduct two (2) of the three reviews unannounced.
- Ensure that no more than six months elapse between visits to each of the sites.
- Review all new sites during the first four weeks of operation.
- Ensure that at least one of the unannounced visits includes a meal observation.
- Conduct five-day reconciliation during each monitoring visit comparing attendance to meal counts.
- Review averaging.

PROCEDURES:

CACFP – At-Risk Meals

- Approval Process:** Sites interested in participating in the CACFP Supper and/or Snack Program must submit a written letter of intent to the FNS Department for pre-approval. If Food and Nutrition Services (FNS) determines that the request meets program eligibility requirements (as established by the CACFP), then FNS will forward the request to CACFP for site approval.
- Service Dates and Times:** Supper and/or Snacks must be served after regular school hours. When regular school is not in session, supper and/or snacks maybe served earlier in the day. When supper and snack orders need to be cancelled for any reason, the Cafeteria Manager must receive at minimum three (3) days advance notice from the Program Coordinator. This includes minimum day schedules, parent conferences, etc.
- Supper and Snack Orders:** The FNS Cafeteria Manager shall submit food orders under the Supper Site for their program sites.
- Reimbursable Supper and/or Snacks:** For Supper Offer versus Serve Option will be followed when the entrée (grain/bread and meat/meat alternate) are packaged together. Therefore, if a student takes the entrée they will have chosen two (2) components. Students MUST select three (3) of the five (5) food components in order for their meal to be reimbursable. A student is NOT required to select a fruit/vegetable. For snack, students must take the entire meal. There are NO exceptions to this rule.
- Point of Service:** Students line up in one central location for supper or snack service. Menu items are placed on a serving table in the Meal Production Room (MPR) or in the serving area. Student must pick up the menu food items and at the end of the line, the FNS Assistant uses a clicker/POS computer system to count the number of students who took a reimbursable supper and/or snack.
- CACFP At-Risk Afterschool Meal Counts:** Once all students are served, the FNS Assistant must immediately record the total meal count on the CACFP At-Risk Afterschool Meal Counts Form. If more students are served than in actual attendance (according to the Program Coordinator's attendance records), the individual program will be billed for any discrepancies. Attendance does NOT equal the meal count. It may, on occasion be the same number, but it is to never be substituted for the meal count.
- Unused Suppers and Snacks:** Un-served suppers (that did not leave temperature control)

and snack items may be stored in the cooler at the end of meal service and returned to MUESD. The Cafeteria Manager will count and verify un-served items the following business day and document on the Meal Production Records (MPR).

- H. **Enrollment Documentation/Attendance Records:** FNS Cafeteria Manager will collect afterschool program attendance records from the FNS Assistant, whom collected the attendance records from the Program Coordinator. The Cafeteria Manager will ensure that meal counts claimed do not exceed attendance submitted. If, for any reason, meal counts exceed attendance, the Cafeteria Manager must adjust meal counts to match the number of students claimed for attendance. Individual programs will be billed for discrepancies per CACFP-Supper and Snack Program.
- I. **Record Retention/Submittal of Monthly Paperwork:**
The Cafeteria Manager must submit the following documentation by the 5th calendar day of the following month:
 - 1. Menu Production Record (MPR).
 - 2. CACFP At-Risk Afterschool Meal Counts - Photocopy to be kept at site.
- J. **CACFP New Sites:**
 - 1. The Operations Manager will schedule a pre-approval site visit to train and document site readiness prior to the start date.
 - 2. Another audit will be completed within the first four weeks of the program's start date.

CACFP Household Contacts System

During any CACFP audit when a Cafeteria Manager or Program Coordinator documents an unusual discrepancy between the total numbers of children in attendance versus the total number of claimed meals during the 5 day reconciliation period, then the reviewer will contact the Chief Business Official with their findings. The Chief Business Official will obtain household phone numbers and make contact with the parents (the family) to verify accuracy of meal counts based on their child's attendance and enrollment during the specific dates when attendance and meal counts need to be checked by the department as required by CACFP Second Interim Rule requirements.

Legal Reference:

Title 7, *Code of Federal Regulations* (7 CFR), Section 226.17a.

Date Policy Adopted By The Board: