

## **School Nutrition Programs Standard Policies and Operating Procedures**

### **Visiting Student**

- From time to time students visit between school districts.
- Students have one of three payment types, paid, free or reduced.
- When the Superintendent or designee makes arrangements in advance, students may use their payment type from their home district when accessing school meals.
- Visiting students meal reimbursements may be claimed by the host district.

### **NSF Checks**

- NSF checks are run through the bank twice.
- NSF check amounts are deducted from the check holder's account.
- Families are contacted to notify them of NSF check.
- When appropriate a cash only block is put on the participant's account.

### **Handling Misuse of PIN Numbers**

- PIN numbers are given to students to access their account.
- Students are required to keep PIN numbers confidential.
- Students enter their PIN number as they go through the serving line. Their name and picture appear on the computer screen.
- Students may access one reimbursable meal per day. For account security, cashiers receive a prompt from the computer when additional meals are accessed.
- For security, the cashier verifies that the person accessing the account is the account holder.

### **Meal Charging Policy**

- Computer prompts the cashier when account balances are low.
- Participants may charge one meal.
- Participants who have charged one meal may receive three complimentary survival meals consisting of a cheese sandwich, fruit and milk.
- The computer will not allow cashiers to enter a fourth free meal onto an account.
- The lead person in the kitchen contacts the family to make them aware the account must have a deposit. Free and reduced applications are offered to families when appropriate.
- In the event there is no response from the family, the building principal can complete a free and reduced application on the student's behalf.

### **Collecting and Processing Meal Payments**

- School Food Service accounts are set up on a prepayment system.
- Accounts must have a positive balance in order to be used by participants.

#### **Deposits can be made by:**

1. Paypams (possible 3 day delay in deposit)
  2. Cash or checks may be brought to the classroom.
  3. Cash or checks may be brought to the office.
  4. Cash or checks may be brought to the kitchen.  
Cash or checks are accepted in envelopes with the child's name and pin number marked on the outside.
  5. Secondary students may make deposit in line, but it is not promoted.
- All money is entered into accounts by the cashier on the day it is received.

### **Counting and Depositing Meal Payments**

- Money is counted at the end of the day.
- The person collecting money does not count the money.
- In the event of multiple cashiers, cashiers count each other's money.
- Money is entered into accounts by the cashier the day it is received.
- Money is stored in a secure location.
- Money is deposited into the bank the next morning by the high school custodian.