

## **Payment system for all Ballard County School cafeterias:**

- Each student has a meal account number and uses that number every time they eat.
- Ballard County Schools uses Heartland/Mosaic payment systems as a POS.
- The student may make deposits of any amount in the account. If students bring a check, the entire amount will be deposited into the account. No cash will be given to students from their account unless we talk to the parents. Students will sign a receipt for any cash received (for example, when they move).
- All students eat free.
- There is no overt identification of free or reduced students.
- The FSD codes of the students based are off direct certification downloads performed monthly or extending benefits. As a student changes categories, or is added, the food service director makes the changes in the POS.
- POS prints a daily count of all meals served at the end of the meal.
- Charges – zero charge policy.
- Student accounts may be prepaid using our on-line payment system My School Bucks at [www.myschoolbucks.com](http://www.myschoolbucks.com) or see our webpage for a link. Money may be preloaded into the student account for a charge of \$2.

## **Recognizing a reimbursable meal**

Only 1 reimbursable lunch or breakfast per student is allowed each day.

The federal government reimburses money to schools for student lunches, which qualify as reimbursable meals. A reimbursable meal must offer all of these 5 food items (under food-based menu planning):

### Lunch

1. Meat/meat alternate
2. Breads and grains
3. Fruit
4. Vegetable
5. Milk

### Breakfast

1. Meat
2. Bread (2 meats, 2 breads)
3. Fruit or 100% fruit juice
4. Milk

Ballard County Schools has chosen the "offer vs. serve" option in the elementary, middle and high schools, which means that a student may refuse any one or two lunch items, or one breakfast item and remain a reimbursable meal.

The student must select at least 3 of the 5 food items offered for the lunch to be reimbursable, or 3 of 4 items offered for breakfast to be reimbursable.

One of the items at each meal must be either a fruit or a vegetable under the Healthy Hunger Free Kids Act of 2010 (HHFKA).

It's very important that the cashier discuss the meal being served with the manager so he/she will know how to evaluate each tray as it comes to him/her to determine if the tray contains the correct number of food items and meets the standard.

Cashiers may not tell students which of the food items to take. They may encourage the student to select another one or two items of their choice if they do not have enough food items on their tray for a reimbursable meal.

\*The cashier and register should be placed so the cashier is the last person to see the tray in the serving line so he/she can evaluate the meal.

## **Second meals or partial meals**

If a student eats a second lunch or breakfast, the meal is counted as a miscellaneous lunch or breakfast, and always will be at full price.

If a meal is not a reimbursable meal, the student must pay ala carte prices for the items they select (they cannot get the food free or at a reduced price).

Meal charge policy: **passed by BOE 7/9/07, Order #5054**

No ala carte items may be charged.

Adults: There is a zero-charge limit on all adults.

Visitors: Visiting adults will pay adult prices. Visiting students or minors will be entered under "no-id" in Lunchbox and name will be listed in computer for notation purposes. All visiting students will receive a CEP meal.

## **Ala carte sales**

Any ala carte sale should be properly recorded by type on the register. No students may charge ala carte items. (See above charge policy.)

## **Adult meals**

All adults who eat must pay for their meals - except foodservice employees, whose entire salary is paid from foodservice. Adult meals should be rung up on the proper adult key.

Adults may have a foodservice account and make deposits into that account, or they may pay cash as they eat.

## **Meal prices**

Meal prices are in this manual and a copy should be kept at the register for reference.

## **Meal cards**

Preschool students are assigned meal cards and those are taken at the register upon meal exchange.

## **Student Eligibility**

Every student in the Ballard County school district receives free breakfast and lunch under the Community Eligibility Option.

ISP is established via April 1 data that is entered into the CNIPS online system. The ISP is generated and that is the data used through the school year for reporting.

All students eligible under direct certification such as homeless, migrant, runaway, federal Headstart/Evenstart, SNAP, and Medicaid are entered in the POS by the food service director. All lists are

maintained and kept on file in the FSD office. New lists are printed, dated, and signed as updated by the state agency, DPP Leslie Davis, and PS/SPED Terri Gentry.

## **New students**

All new students will be entered as a visiting student (see above policy) until an ID is assigned in Mosaic. New and withdrawn student numbers will change in the POS after the nightly upload from IC. This procedure is scheduled to happen nightly at 8 p.m. All no-show students are removed from POS after the first full week of school.

## **Back up procedures in case of computer outage**

Each cashier is to use the hand tally form provided in their policy and procedure notebook. When the power returns, meals will be entered into the computer. If power does not come back on that day, the computer can be backdated to ring up the meals on the actual day they were served.

## **Edit checks**

Managers run an edit check at the end of each day through Mosaic. If more students have been entered than allowed, or if the number is over the attendance percentage for that day, managers will contact FSD and pursue the matter. It's possible that on a popular food-item day there can be over the average attendance factor number eating.

At the end of each month a consolidated meal count report is run by the director from Mosaic titled D3. This report is used for the purpose of filing all meals on the monthly claiming system in CNIPS for reimbursement.

## **Monitor reviews**

On-site monitor reviews are done at each site every year before Feb. 1 for NSLP, and 3 times per year for CACFP programs.

## **Grab & Go**

Breakfast: Ballard County Schools serves breakfast in several locations throughout the schools. Tally sheets are used to track numbers of meals served for breakfast and entered in Mosaic POS System as a total per site.

## **Lunch**

Collection Procedures:

Lunch: Numbered key punch pads or verbal identifiers are used to track meals served to students at Ballard County Elementary, Ballard County Middle, and Ballard Memorial High schools. Students either enter their student ID number via a numbered keypad or verbally identify their name or student ID number to the cashier at the point of sale. All Ballard County Preschool students are assigned a card with their identification number. All cards are given to the cashier by the teacher at each meal service.

## **School-provided sack lunch procedure**

Faculty/Staff must notify cafeteria manager of field trips 2 weeks in advance.

The following information must be provided: Number of meals needed, date and time of departure, and time of return. All outings requiring a meal should be confirmed with the cafeteria manager 2 days prior to the trip.

Using a homeroom roster, a faculty/staff member will be responsible for checking off the name of each child who receives a meal. Each child must receive all meal components. The roster must be returned to the cafeteria upon return from trip. Cafeteria staff then will check this list against the absentee list for the day to ensure all students were present. The cafeteria staff cannot claim meals as reimbursable until the completed list has been confirmed and entered in POS. Please empty, clean, and return coolers. You will be provided non-discrimination and privacy act statements, plus an "And Justice for All" poster. These must be displayed around the service area. Please return these with your reports.

## **Cashier: Handling cash and precaution**

To begin the day:

Cashiers should turn on computers and set to proper meal serving, then get key, money tray, and start-up change from manager, who has kept the start-up money locked up in a secure place. Cashiers should verify the amount in their bag before they put it in their cash drawer.

Check with the manager regarding the menu for the day. Be sure to know which items are required for the meal to be a reimbursable meal and which extra items may be purchased that day and how much they cost.

### **Cash safeguards:**

1. Always count back the amount due the customer, beginning with the charge and counting up to the amount the customer gave you.
2. When a customer gives you a bill, leave it lying in sight until change has been given to the customer. This prevents them from saying they gave you a larger bill. If their bill is lying there in sight, you can show them the bill they gave you.
3. After each transaction is complete, put the change or bills in the drawer in the proper place, with like denominations and bills facing the same direction. This will keep you from mixing bills and counting out a \$5 as a \$1.
4. Never leave the cash drawer open and unattended. If you must leave the register, close it, and lock the cash drawer; turn the key to "off" or "lock" position and notify someone that you must leave the register.
5. Cashiers should never put any money from registers or customers in their pockets or purse. They should never take money from the register except to give change or to get change from another cashier - then they must then use the following procedure:  
*If a cashier needs change from another cashier, she must pay the other cashier the exact amount that she takes. Both cashiers should make the exchange to ensure that the same amounts are exchanged. Do not make change from someone else's register without another cashier as a witness to the exchange.*
6. Never let any unauthorized person operate the cash register. The only authorized people who should use the registers are the cashiers; in certain instances, the manager or food service director may have to ring up a sale. That person should know all register and collection procedures and policies.
7. The person operating the register should be a different person from the person depositing the money.
8. Never leave money in the register overnight or after serving time. Cashiers should turn money over to the manager immediately after reconciling and counting money.
9. Students should not "visit" with cashiers as they work.
10. No students ever should be allowed to handle money or help count money.

## **To end the day: Cash reconciliation procedure**

After all students have been served at the end of the serving time, the cashier shall:

1. Count the amount of cash in their drawer and record on POS. Start-up money should be included in the total declared.
2. Cashier shall write down on post-it note the amount of cash and the amount of checks from the drawer.

3. All the money from the register should be turned over to the manager immediately following the cashier's counting. The money then should be recounted by a second person, who should be either the manager or his/her designee. If the two count amounts are different, both should count the money again. The second party also should verify the amount of start-up change.

Both parties will sign the printout, noting any money short or over.

\*If money is over or short \$4 or more, a written explanation shall be made on the reconciliation sheet.

4. The manager then will take the money to the Board of Education office, where a BOE employee will take deposits to the bank after 2 p.m.

## **Computer precautions**

1. Never allow anyone not employed by school foodservice or the technology department to touch/operate computer equipment.
2. Never set food or drinks close enough that they could possibly spill on the computers.
3. Remove the key and leave the cash drawer open at night so someone won't pry open the drawer to see if there is money in it.
4. Never plug anything else on the same outlet with the computer - it may cause it to wipe out the entire system.  
*\*\*\* Attach a note to the outlet to alert others not to plug anything else into the same outlet. \*\*\*\*\**
5. If possible, lock up computers at night, and during holidays and over summer months.
6. Report any malfunction of the equipment to the food service manager or director immediately.

The manager shall go over all of the items in this manual with the cashiers prior to the first day of serving.

## **Contact information**

- For computer problems: Call Food Service Director Sara Hedges at 270-665-8400, ext. 2530, or email [Sara.hedges@ballard.kyschools.us](mailto:Sara.hedges@ballard.kyschools.us).
- For software problems (with Mosaic/Heartland program): Call 1-800-256-8224 and press the key indicated for support.  
For hardware problems (computer) you may call Reta Renfrow at ext. 2010 or Mike Howle at ext. 2415. Be prepared to describe the type of machine you are using and the nature of the problem.