

# FOOD AND NUTRITION PROCEDURES

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## Miami-Dade County Public Schools

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Subject: RESIDENT NON-POINT OF SALE MEAL SERVICE

For Action By: PRINCIPALS AND FOOD SERVICE MANAGERS

Refer Questions to: FOOD SERVICE ADMINISTRATORS  
DEPARTMENT OF FOOD AND NUTRITION

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Resident non-point of sale meal service will encompass any and all programs where meals are served to students that are included in the school's ISIS file but are served meals not using the point-of-sale (POS) system. An example of this would be meals served in the classroom. The meal must consist of all components; four (4) at breakfast and five (5) at lunch. **Milk must be offered to students in a minimum of two fat contents.**

### Accountability of Meals Served

1. A current classroom worksheet/student roster is made available to each teacher where a point of sale system is not used.
2. Point of Service: Students must be identified by name and designated school personnel must check off the student's name on the roster as each one receives their meal.
3. Any cash collected for reduced, paid and a la carte items must be recorded next to the individuals' names on the rosters.
4. Classroom worksheets/student rosters must be signed and dated by school personnel distributing meals, and returned to the Food Service Manager after meal service. The Manager must receive the rosters before completing the end of day procedures.
5. Manager verifies names checked off on roster against attendance bulletin. If a student appears as absent and is checked off as having received a meal, contact the attendance clerk to confirm that they were absent and not tardy. Make a notation on the roster indicating the information obtained and adjust accordingly. Obtain a revised attendance bulletin, if applicable.
6. Cashier enters itemized information into POS system under each individual student's account.
7. Food Service Manager or designee verifies that information input by cashier is accurate. **Roster and Meal Report ([Attachment](#)) data must be compared and adjustments made if any discrepancies are found.**
8. The student roster/classroom worksheet and attendance bulletin must be kept on file with the daily records.