

FOOD AND NUTRITION PROCEDURES

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Miami-Dade County Public Schools

Subject: NON-RESIDENT MEAL SERVICE

For Action By: PRINCIPALS, PROGRAM DIRECTORS AND FOOD SERVICE MANAGERS

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

Non-Resident off-campus meal service will encompass any and all programs where meals are served to students that are not included in the school's ISIS file. Student meals served are entered under Non-Resident Accounts in the base school's POS system.

These programs should be assigned to a base school according to proximity and the prospective base school's ability to produce additional meals. The Region Food Service Coordinator and Program Director should determine the means of transporting food from the base school to the program site. Programs serving less than seventy-five (75) meals may be responsible for delivery of meals. These meals must be handled in a sanitary manner using thermal transport and holding equipment.

A. LOCAL HEALTH REGULATIONS

Sites that are not Miami-Dade County Public School property must comply with all local and state health and safety regulations (Refer to Section H of the Food and Nutrition Procedure Manual).

B. EQUIPMENT PURCHASES

Any holding equipment provided and/or purchased by Miami-Dade County Public Schools (M-DCPS) Department of Food and Nutrition for a site must be maintained by responsible personnel at the site (Refer to Procedure F-6 of the Food and Nutrition Procedure Manual). Electrical improvements on sites that are not M-DCPS property must comply with all local and state health and safety regulations.

C. COMPETITIVE FOOD SALES

The competitive food rule requires that only the school food service program sell food and beverage items to students. The school food service program shall be the sole provider of food and beverage items from the beginning of the school day until one hour following the last lunch period, at which time other school organizations may begin to sell food and beverage items. (Refer to School Board Rule 6Gx13-3B-1.061--Snacks and Beverages Selling).

D. FREE AND REDUCED PRICE MEAL APPLICATIONS

Applications for free or reduced price meal benefits are collected at the site, reviewed for completeness, accuracy and legibility, and forwarded to the Department of Food and Nutrition for processing. Authorization lists will be generated by ITS and sent to the site.

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NON-RESIDENT MEAL SERVICE (continued)

E. COORDINATION OF BASE SCHOOL AND SATELLITE OPERATIONS

If student meals are prepared at the base school and consumed at an alternate location, the number of meals to be prepared and counts for milk types must be communicated to the base school at a time mutually agreed upon between the Food Service Manager and the Program Director. Milk must be offered to students in a minimum of two fat contents. Prepaid monies should be received by the Manager on the first day of the week before meals are delivered or picked up. Prepaid money is credited to each student's individual account in the POS system. For free/reduced price students and adults who do not prepay, money must be collected and returned back to the base, along with classroom worksheets/student meal lists.

F. ACCOUNTABILITY OF MEALS SERVED

5. Each student must have his/her individual food service computer account with the respective eligibility. A current classroom worksheet/student roster is made available daily to the Program Director where a point of sale system is not used.
2. An accurate roster for the site being fed is essential, therefore obtain a complete enrollment list and compare it to the current roster (Non-residents in POS). Students appearing on the enrollment list but not on the roster should be added to the roster. Students appearing on the roster but not on the enrollment list should be removed. The student's status in ISIS must be obtained before opening or closing their account.
3. 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.
4. Any cash collected for reduced, paid and a la carte items must be recorded next to the individuals' names on the rosters.
5. Classroom worksheets/student rosters must be signed and dated by school personnel distributing meals, and returned to the Food Service Manager after meal service along with the attendance bulletin.
6. The student roster/classroom worksheet and attendance bulletin must be kept on file with the school's daily records.

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NON-RESIDENT MEAL SERVICE (continued)

7. If the roster is received by the Food Service Manager/Satellite Assistant before End of Day procedure:
 - a. The Food Service Manager or designee must verify the names checked off on the roster against the 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.
 - b. Cashier enters itemized information into POS system under each individual student's account.
 - c. Food Service Manager or designee must verify that information input by cashier is accurate. **Roster and Meal Report ([Attachment](#)) printed from POS Report Center must be compared. If any discrepancies are found, adjustments must be made to the individual student's account before the End of Day procedure.**

8. If the roster will be received by the Food Service Manager/Satellite Assistant after End of Day procedure:
 - a. Food Service Manager or designee must verify 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.
 - b. Manager or designee must count how many student meals were served by eligibility (non-resident free, non-resident reduced, non-resident paid).
 - c. Each student's balance must be adjusted to reflect the meal(s) consumed, if applicable.
 - d. The meals served must be entered as an electronic CRCR using the serving date and non-resident eligibility codes below:

<u>Code</u>	<u>Eligibility</u>
5	Non-resident free
6	Non-resident reduced
7	Non-resident paid – elementary
8	Non-resident paid – secondary
20	*Non-resident previous free
21	*Non-resident previous reduced

*All students in the POS system with previous school year free and reduced price application information are entered with eligibility 20 or 21, until they have received approval for the current school year or until the mass denial date, whichever occurs first.