

FOOD AND NUTRITION PROCEDURES

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Reviewed	January 2010
Effective	January 2010
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Miami-Dade County Public Schools

Subject: PREPAID MEALS FOR STUDENTS

For Action By: PRINCIPALS, FOOD SERVICE MANAGERS

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

PREPAYMENT POLICY

In an effort to prevent overt identification and to protect the anonymity of economically needy students, federal laws and regulations relating to the food service program mandate that prepaid meals be offered in all schools. Additionally, the use of a prepayment system offers the following advantages:

- A. Permits the Board to comply with federal requirements relating to free and reduced price meals
- B. Helps prevent the loss of money by students
- C. Allows payment for meals as a service to parents, students, and families
- D. Helps stabilize student participation in the food service program
- E. Tends to reduce theft of breakfast and lunch monies

PREPAYMENT PROCEDURE

Prepayment of meals is offered to all students, faculty and staff. Prepayment for a la carte items may be accepted in schools that request the software upgrade. Prepayments with checks are entered in the individual account on the computerized cash register system. Prepayment with cash may be entered at the cash register.

However, due to safety and security concerns, cashiers are not permitted to accept bills larger than \$20.00. **Bills larger than \$20.00, but no larger than \$100.00, may only be received by the food service manager or designee.** These large bills must be accounted for by noting the serial number on the bill and name of person providing bill (i.e., student or parent's name) in the comment section of the prepayment screen in the student's account. Print a receipt to file with your daily paperwork and if requested by the customer, print an additional receipt for the customer.

The parents/guardians of students of Miami-Dade County Public Schools can pay on-line via the internet or by telephone for their child's meals with a credit or debit card. This can be done by going on-line to www.PayPams.com. Parents/guardians without internet access can still make payments and monitor their child's account balance via a toll free number, 1-888-994-5100.

The parents/guardians will create a lunch account on-line for the child and will be able to access the following:

- A) View the child's account balance.
- B) Pay for the child's meals from the convenience of home.
- C) Schedule automatic payments based on account balance.
- D) Receive low balance e-mail reminders.
- E) View a report of daily spending and cafeteria purchases.

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PREPAID MEALS FOR STUDENTS (continued)

REFUND OF PREPAID MONEY

Prior to the end of the school year, students should be encouraged to pay on a daily basis so prepaid balances can be used up.

Refunds up to \$25.00, per student can be made from the petty cash fund **if funds are available**. Copies of the Pre-Payment Refund Receipt [FM-5870](#) and the student's account activity screen supporting the refund request should be forwarded to Food Service Accounting when submitting records for petty cash expenses.

UPON REQUEST FOR REFUND, IN THE PCS REVENUE MAIN MENU:

CLICK ON THE "MONEY ICON"

ENTER THE STUDENT'S KEY PAD NUMBER

OR TYPE LETTERS OF STUDENT LAST NAME

CLICK ON "Q"

CLICK ON THE WORD "ADJUSTMENT"

TYPE IN THE REFUND AMOUNT USING THE "MINUS" (-) KEY FIRST

CLICK "OK"

PRINT COPY OF TRANSACTION

COMPLETE PRE-PAYMENT REFUND RECEIPT [FM-5870](#)

COMPLETE PETTY CASH INVOICE AND RECAP [FM-0948](#)

DO NOT USE THE "REFUND" SCREEN LOCATED IN THE MONEY SECTION OF THE PCS REVENUE MAIN MENU. USE OF REFUND SCREEN WILL CAUSE YOUR DAILY DEPOSIT TO BE INCORRECT.

For refunds greater than \$25.00, a MSA purchase requisition must be generated by the principal's office for a refund of prepaid money. Instead of a vendor number, the name and address of the parent or guardian should be given in the "Comments" section. Refer to F&N Procedure E-15 for further details.

Funding Codes for the requisition are:

FUND	0410	BUYER	R
OBJECT	4450	CATEGORY	099
FUNCTION	4151	ITEM	41
PROGRAM	5200	APPROVAL	SCHOOL PRINCIPAL, PARHAMP

A copy of the student's account activity screen must be attached to the "accounts payable" copy of the purchase order when it arrives. This should then be sent to Accounts Payable 9999 - Room 602.

For satellite food service programs, the above refund procedures must be done through the base school.