

## Memorandum

**TO:** Site Coordinators

**FROM:** Nathan Sorensen, Manager Nutrition Services

**DATE:** August 11, 2008

**SUBJECT:** **School Approved Eligibilities**

The decision has been made to discontinue the use of school approved eligibilities at elementary, middle, and high schools. This decision was based on our discussions surrounding the Free / Reduced application process and the Supervisors activities during the beginning of school year.

This is a change for site supervisors and the coordinators expressed their concerns for meeting student needs the first weeks of school. I do feel these changes are positive initiatives to create a warm and welcoming environment. This change allows site supervisors spend more time with staff, be engaged with students entering the cafeteria, and focus on breakfast and lunch service. There will be flexibility to allow exceptions. The following changes will be implemented for SY 2009.

### What are the changes?

- **Eligibility Codes for School Approved will be removed**
  - o Supervisor's will no longer approve applications
  - o Supervisor's will check applications for completeness only
  - o Send in Green bag's (High Schools will scan)
- **All Free / Reduced Applications will be processed at 1930 Como**
  - o SASE available with all applications
  - o 2-Day application processing
  - o Additional Temp Staff
  - o Daily Report
  - o High School Scanned Applications Verification Process 1<sup>st</sup>
  - o Green Bag Applications Scanned 1<sup>st</sup>
  - o US Mail Scanned 2nd
- **Change in Charge Policies**
  - o Elementary – 5 Charges (No Change)
    - Middle/Junior High – 3 Charges (Discontinue 2-days after bulk cut-off)
    - High School – 2 Charges (Discontinue 2-days after bulk cut-off)
  - o Paid and Reduce Price students will need to re-pay
  - o Free students accounts will be adjusted
- **Student Meal Accounts**
  - o Accounts will be created via Campus
  - o Students need their Student ID number to eat
  - o Secondary students enter student ID as cafeteria PIN

- Elementary would need to have their account created and a PIN number issued.
- New elementary students would use their student ID (obtain from office clerk) to record on paper roaster, until the account is created.
- Elementary supervisors will need to look-up eligibilities of new students to properly record daily transaction.
- **PCS PIN Numbers**
  - Transition to Student ID# with Photo Displayed on POS
  - Grades 7 – 12 Student ID# = PIN#
  - Pilot at Elementary
- **Examples**
  - Secondary Schools**
    - For Middle/Junior and High Schools students no longer have to ask about their PIN#. It's your student ID#, please go enjoy lunch.
    - A new student arrives and is hungry. Do you have a student ID #? Yes, please go enjoy lunch.
    - All I have is \$0.40 cents in change. Bring cash tomorrow and use the Netcash.
    - When a student brings an application to school, the supervisor reviews for completeness, and the student is allowed to eat. High schools scan applications and Middle/Junior send to 1930 Como.
    - Students that bring a completed application to school with a change in household income, is a foster child, homeless, or a refugee; can use their Student ID# to eat lunch and 1930 Como will process.
    - Truly new students that are brought down by the counselor, with no student ID#, can eat lunch and will be accounted for when the Student ID# is issued. Supervisor can give student an application with SASE.
    - New student does not have an account, but has their student ID#. Use the paper roaster to record student ID and name. For day end look-up eligibility and charge under any paid. Check the daily start-up report for account transfers.
  - Elementary Schools**
    - The student will need to check with supervisor and obtain PIN number.
    - If no account the student will need their student ID to eat.
    - Supervisor will maintain paper roaster.
    - Supervisor will work with office clerk to obtain list of new students.
    - Once account is created, the eligibility will be known and an adjustment will be made for previous day activity.
- **Implementation Task Force: Amy, Nancy, Dawn, and Kathy**
- **Communication (Nate and Coordinators)**
  - Opening Meeting
  - Fall Newsletter
  - Welcome Letter
  - Utilize Connect Ed
  - School carousel and signage