

FOOD SERVICE COLLECTION PROCEDURES

The school food service collection procedures are based upon the offer versus serve process as approved by the Board of Education.

Schools will utilize the point of sale collections following the CAFS (Computer Assisted Food Service) computer program - again as designated by The Board of Education. Students will either use key pads or input devices using magnetic cards to input student data into the CAFS system. Cashiers, using computer terminals, will view each tray or item(s) that the student has chosen and determine, following federal and state guidelines, if a reimbursable meal has been chosen. If so that appropriate input will be made. If not, the student will be charged for the individual item(s) and that appropriate input(s) will be made. For adults or visitors, cashier(s) will insure that the appropriate input is made to insure that no reimbursement is requested.

The CAFS system allows easy pre-payment by parents/students for meals. Each manager will accept these pre-payments and appropriately record them in the computer.

The CAFS system allows for processing of student charges. Appropriate Board policies will be followed for such charges.

The CAFS system allows easy processing of free/reduced students. Cashiers and other school personnel will not make any overt designation of the free/reduced students as they process through the point of sale/computer terminal.

Following the CAFS guidelines, cashiers will count their cash drawers at the appropriate times. At least two persons will be involved in these counts to prevent any appearance of improper counting.

Counts of cash will be recorded on approved forms. Deposits will be made within three working days as required by state guidelines.