This School Food Authority (SFA), Paramount Unified School District(PUSD) has the following meal counting & claiming procedures in place for an accurate program oversight.

PUSD operates under the Community Eligibility Provision (CEP) and California Universal Meals Program. All students may receive one breakfast and one lunch for free each school day regardless of their eligibility status because PUSD is participating in the CEP and California Universal Meals Program, we no longer collect money from students at meal service time as payment for reimbursable meals, nor are we collecting from students on any unpaid meal debts.

PUSD participates in the following food programs:
- School Breakfast Program
- National School Lunch Program
- Child and Adult Care Food Program At-risk Afterschool Supper
- Child and Adult Care Food Program At-risk Afterschool Snack
- Seamless Summer Option Program

Eligibility Methods
PUSD uses the following eligibility methods for student meal benefits across.

Community Eligibility Provision (CEP)	Collins EL, Gaines EL, Hollydale K-8th, Keppel EL, Lincoln EL, Los Cerritos EL, Mokler EL, Roosevelt EL, Wirtz EL, Zamboni MS, Paramount Park MS, Jefferson EL, Jackson MS, Tanner EL, Alondra MS, P.H. West, P.H.S., Community Day School, Buena Vista High School.

Eligibility Procedures
PUSD uses the following eligibility procedures for student meal benefits.

1. PUSD utilizes the state prototype public media release.

2. PUSD utilizes the state prototype letter to households for direct certification.

3. Direct Certification matching is completed monthly, and notification letters are made available to families.

4. Extended Eligibility: The Point-of-Sale system automatically extends eligibility to all siblings and other students living at the same household.

5. SFA Roles and Responsibilities:

a. Direct Certification Official	Frank Barraza-Supervisor of Nutrition Services
b. District Foster/Homeless Liaison	Julie White-Foster Youth/Homeless Education
c. District Migrant Liaison	Lisa Kirk-Pupil Services

Payment for Meals

1. Under the Community Eligibility Provision(CEP)/California Universal Meals Program, breakfast and lunch are available at no charge to all enrolled students, regardless of eligibility status. Because our SFA is participating in the CEP/California Universal Meals program, we no longer collect money from students at meal service time, nor are we collecting unpaid meal debts.

2. Meal charges are not allowed for a la carte items and/or second meals.

3. Meal payments are accepted in the meal service line, in the cafeteria office, and at the nutrition services office. Prepayment is advertised to parents in the school office, in the cafeteria, and via the website.

4. Adult meal prices are set according to the Adult Meal Pricing tool, annually. Payments can be made in the meal service line. Prepayment will be allowed.

5. Seconds or leftover portions are not offered to students.

6. Payment Sources:

Meal Type	Method of Payment (if applicable)
Students - First Meals	N/A – Community Eligibility Provision/CA Universal Meals.
Students - Second Meals	N/A-Not offered to students.
Students - A la carte	Students pay for a la carte in the lunch line or through pre-paid student account.
Adult Meals	Staff pay for meals in the lunch line or through a pre-paid account.
Adult - A la carte	Staff pay for a la carte in the lunch line or through pre-paid account.

Medium of Exchange Used

Medium of Exchange at Point of Service	Program	Primary Method(s) Used
	SBP	PIN/Student ID/Roster/Tally Sheet
	NSLP	PIN/Student ID/Roster/Tally Sheet
	NSLP Snack	PIN/Student ID/Roster/Tally Sheet
	CACFP At-Risk Supper/Snack	PIN/Student ID/Roster/Tally Sheet
	SSOP	Tally Sheet
Alternative Points of Service	Early Childhood Ed (ECE) Classroom	Roster/PIN/School ID/Tally Sheet

Medium of Exchange Procedure

1. The computerized point of service system used is **ETrition** (HARRIS School Solutions).

2. The PIN cannot be used twice because it is coded within the POS to prevent duplicate meals. If a PIN is entered twice during the meal service, an alert will pop up stating "meal previously served." The second meal will be deleted. The student's name and photo pop up on the computer screen when the student enters their PIN. This is done to prevent the medium of exchange from being utilized by an unauthorized person.
    For SSOP: Duplicate meals are prevented due to the flow of the students through the meal service line, which prevents them from going through the line twice. Signage and verbal cues from staff also prevent students from accessing duplicate meals.

3. The medium of exchange is a PIN/Student ID Number, which is distributed to all students by the cafeteria/school staff. All students are given a meal regardless of eligibility status.

4. If a student forgets their PIN/Student ID/name, cafeteria staff will perform a search to look up the student within the POS. If a PIN/Student ID has been stolen, or is suspected of misuse by an unauthorized person, then cafeteria staff will assign a new PIN/Student ID to the student.

5. The cashier collects the PIN/Student ID/name at the Point of Service. The student enters the PIN/Student ID # into a keypad linked to the POS computer system.

6. Cash is collected in the meal service line for a la carte sales and adult meals only.

7. Adults may use prepaid meal accounts to pay for meals.

Accuracy of Counts

1. The point of service for lunch and breakfast is at the end of the meal service line. Child nutrition staff are responsible for recording meal counts once a reimbursable meal has been selected.

    ○   Offer vs Serve is utilized in PUSD. For breakfast, at least 4 food items are offered, and students must select a minimum of 3 items, including ½ cup of fruit and/or vegetable. For lunch, at least 5 components are offered, and students must select a minimum of 3 components, including ½ cup of fruit and/or vegetable.

2. The person trained to monitor the point of service is responsible for counting the number of meals served. The point of service for breakfast and lunch is at the end of the meal service line. If any student takes a meal that does not meet reimbursable meal standards under offer versus serve, cafeteria staff will encourage the student select additional food items/components. If the student does not wish to add sufficient food items to comprise a reimbursable meal, the meal is not counted for reimbursement.

3. Cafeteria staff utilize the food item counts recorded on the menu production record as a balance point to the reimbursable meal count at the point of service. The amount of food served on the menu production record is compared with the number of meals counted at the point of service. The balance point functions as an indicator to help staff understand the accuracy of the point of service meal count. The balance point is never used as the reimbursable meal count.

4. The age grade groups for menu planning are Pre-K(CACFP), K-5, 6-8, 9-12 for lunch; and Pre-K(CACFP), K-5, 6-8, 9-12 for breakfast.

5. Adults may purchase a meal. A la carte sales are also available to students and adults. Adult meals and a la carte sales for students and adults are tracked through the POS. Adult meals and a la carte sales are not claimed for reimbursement.

6. Dropped, or otherwise damaged and unservable, meals are tracked through the POS and are not claimed for reimbursement.

7. Second meals are not offered in PUSD. Second lunches are never claimed for reimbursement and if they are served, they are paid for by the student.

8. Field trip meals are claimed for reimbursement. PUSD uses Laserfiche, an online Field Trip order form to order meals in advance for all school sites. Field trip meals are ordered and prepared prior to students leaving campus. A roster is sent along with meals. Teachers are advised to check off the roster as meals are served to obtain an accurate meal count at the time of service. The roster is returned to the cafeteria after the field trip along with any leftover meals. A balance point reconciliation based on leftover food items is completed to ensure the meal count does not exceed the number of meals served. Meals are then added to the daily meal count for the appropriate service date and claimed.

9. Visiting students from PUSD are offered reimbursable meals. Visiting students may also purchase a la carte items. Visiting student meals may be included in the claim for reimbursement by the visiting site if the student's home school is not claiming the meals. Meals are claimed in the total meal count for the day.

10. Backup System: If the electronic system fails, then paper rosters are utilized.

11. All the above answers apply to breakfast and lunch.

12. The CACFP At-Risk Supper and Snack after-school program operates under area eligibility where all supper and snacks are claimed as free. The daily attendance is also recorded, and an edit check is completed to ensure the meal count does not exceed attendance. The after-school program monitors the meal count. Reimbursable suppers and snacks are accounted by using a scanner. Each student's ID is scanned when students pick up their supper and snacks at their designated times. The nutrition department conducts regular on-site monitoring of this program.

Reports and Internal Controls
1. The totals for each meal service are recorded in the POS and automatically consolidated within the software. At the end of each month, a report is generated that compiles the counts for each service day and site. This information is then transferred to prepare the reimbursement claim.

2. An edit check is completed monthly using the local attendance factor. This is being done to ensure that meal counts do not exceed attendance-adjusted enrollment.

3. Cash deposits are prepared as follows: 2 Nutrition Services staff counts the daily cash deposits from all the school sites. Deposits are minimal due to CEP; all students eat for free. Warehouse Staff picks up deposits and delivers to the Fiscal Services Department and armored transport picks up the deposits and delivers to Wells Fargo Central Vault. Nutrition Services Accounting Technician reconciles the daily deposits to the bank statement. The statements and reconciliation sheets are reviewed by the Nutrition Services Director/Supervisor and signed by the Sr. Accounting Assistant.

4. Site monitoring is completed following these parameters completing the California Department of Education SNP 23 Form:

Monitoring by Program	Timeline/Deadline	Person/Role Responsible
NSLP (1 per site)	Before February 1.	Frank Barraza-Supervisor of Nutrition Services
SBP (1 for 50% of sites each year)- (100% of sites are monitored over two years)	Before February 1 for 50% of sites .	Frank Barraza-Supervisor of Nutrition Services
After-school Snack (2 per site)	Within the first 4 weeks of school, and again before the end of the school year.	Frank Barraza-Supervisor of Nutrition Services
CACFP At-Risk (3 per site)	The program year runs from October to September. No more than 6 months between reviews. At least one visit must be unannounced.	Frank Barraza-Supervisor of Nutrition Services
SSOP (1 per site)	One per summer with in first three weeks.	Frank Barraza-Supervisor of Nutrition Services

5. Other methods to ensure sites comply with regulations include yearly training, monthly staff meetings, site monitoring reviews, email communications, and collaboration with site administrators to support staff needs.

Seamless Summer Option Program Operations

Site Type(s)	Open (Community Site Parks) and/or Restricted Open (School Sites)
Enrichment/Academic Programs in Operation	Academic Summer School/Extended School Year ELOP
Waivers	Heat Waiver Non-Congregate Meals
Meal Count Practices Used	Tally Sheet (Community Site Parks) and POS System (School Sites)
Site Locations	Community Site Parks and/or School Sites

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Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW, Mail Stop 9410

Washington, D.C. 20250-9410.

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