

**GRAND COULEE DAM SCHOOL DISTRICT  
FOOD SERVICE PROCEDURES**

Meal Counting and Claiming Procedure

POS Sales

Jr./Sr. High students get their lunch tray, make their choice of entrée and salad bar items, then enter their food service number on a pin pad, open in the Skyward Food Service application, where staff members are monitoring the number input and ensuring each meal is reimbursable.

K-1<sup>st</sup> grade elementary students have a lunch card, which they give to the computer attendant to post to Skyward, or enter their number on a pin pad. They then proceed to the tray, milk, salad bar, then entrée items where a lunch service staff member ensures the students have a reimbursable meal. 2<sup>nd</sup>-6<sup>th</sup> grade students input their pin number then follow the above process.

Second Meal and Ala Carte Sales

A student is only allowed one reimbursable type meal per session (Breakfast and/or Lunch) Second meals are A La Carte items and available to Jr./Sr. High students and adults but they must have adequate funds in their account or funds with them to make the purchase.

If you would like a dietary accommodation for your student's allergy and/or disability at school, Food Services/OSPI **REQUIRES** that the enclosed form is completed by you and your child's health care provider and returned to the school office within **45 days of the above date**

*If the district is made aware that a meal modification is needed, the district will begin providing a reasonable modification to keep the child safe, and request the family provide a medical statement signed by a State Recognized Medical Authority to support the meal modification*

Adoption Date: 9.2010

Revised Date: 12.17; 6.23