

GRAND COULEE DAM SCHOOL DISTRICT  
FOOD SERVICE PROCEDURES 2017-18

**Meal Counting and Claiming Procedures**

**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 numbers then follow the above process.

**Low Balances**

Low balance notices are emailed and printed copies sent home.

**Negative Balances/Charge Meals**

Students are discouraged from having negative balances. A meal charge policy is in place (see attached). Elementary students without adequate funds in their account will be served a replacement meal, consisting of a cheese sandwich and milk, at no charge. They are encouraged to call home from the office, informing a parent of the amount owed and that they will be served a replacement meal. Students qualifying for free meals will be allowed to eat, but unable to charge an additional milk or ala carte entrée. Jr/Sr. High students are not provided a replacement meal. A replacement meal is not reimbursable and should only be used in an emergency with a limit of 10 per year, per student. Payments are accepted in the school offices. Jr/Sr. High students and adults may pay at the point of sale service and receive a receipt.

**Second Meals and Ala Carte Sales**

A student is only allowed one reimbursable type meal per session (breakfast and/or lunch). Second meals and a la carte items are 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.

**Earned meals, student and adult workers**

Student workers receive earned meals unless they qualify as "free" then their meal is reimbursed as a free meal. Staff members who work in the cafeteria area receive an earned meal.

**Grand Coulee Dam School District**

Adoption Date: **9.8.10**

Revised: **12.11.17**