

Subject: **NON-RESIDENT MEAL SERVICE**

PURPOSE

The purpose of this procedure is to ensure proper accountability of meals served to non-resident students.

PROCEDURE

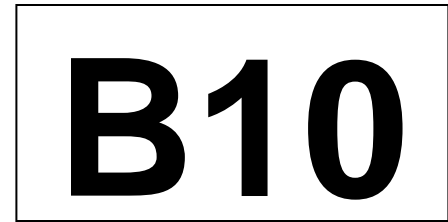
Non-Resident meal service will encompass any and all programs where meals are served to students that **are not** included in the base school's DSIS file. Student meals may be accounted for one of two ways:

1. Students may enter their student identification number on the keypad. If FasTrak is in meal session at the student's home school (where the student is enrolled), the meal will be included with that school's claim. If FasTrak is not on, use the [Power Failure Form](#) to account for the meals. After meal service, contact the Help Desk for assistance to enter the meals.
2. If the home school does not have a POS system, then student meals served are entered under Non-Resident Accounts in the base school's POS system.

If students do not go through the POS system at breakfast and/or Offer versus Serve is not in effect, all meals must contain 3 items (grain/bread or meat/meat alternate, juice/fruit/vegetable, and milk [offered in a minimum of two fat contents]) and one of those items must be a juice/fruit. The serving size for each item for grades Pre-K and K - 12 is as follows:

Meal Component Serving Sizes for Breakfast	
Pre-K	K - 12
Grain/Bread or Meat/Meat Alternate = 1 ounce Fruit/Vegetable = ½ cup Milk = 8 ounces	Grain/Bread or Meat/Meat Alternate = 2 ounce Fruit/Vegetable = 1 cup Milk = 8 ounces

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If students do not go through the POS system at lunch and/or Offer versus Serve is not in effect, meals must contain all five (5) components (grain/bread, meat/meat alternate, juice/fruit, vegetable, milk [offered in a minimum of two fat contents]). The serving size for each meal component for grades Pre-K - 8 and grades 9 - 12 is as follows:

Meal Component Serving Sizes for Lunch	
Grades Pre-K - 8	Grades 9 - 12
Grain/Bread = 1 ounce Meat/Meat Alternate = 2 ounce Vegetable = ¾ cup Fruit = ½ cup Milk = 8 ounces	Grain/Bread = 2 ounce Meat/Meat Alternate = 2 ounce Vegetable = 1 cup Fruit = 1 cup Milk = 8 ounces

These programs should be assigned to a base school according to proximity and the prospective base school's ability to produce additional meals. The region food service supervisor and program director should determine the means of transporting food from the base school to the program site. Programs serving less than 75 meals may be responsible for transporting meals. These meals must be handled in a sanitary manner using thermal transport and holding equipment.

Local Health Regulations

Sites that are not Miami-Dade County Public School property must also comply with all local and state health and safety regulations (Refer to Section H of the Food and Nutrition Procedure Manual).

Equipment Purchases

Any holding equipment provided and/or purchased by Miami-Dade County Public Schools (M-DCPS) Department of Food and Nutrition for a site must be maintained by responsible personnel at the site (Refer to [Food and Nutrition Procedure F-6 Equipment Maintenance](#)). Electrical improvements on sites that are not M-DCPS property must also comply with all local and state health and safety regulations.

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Service and Offerings

In accordance with the Florida Department of Agriculture and Consumer Services regulations, the District's School Board [Wellness Policy](#) and the Board's contractual agreement for the maximum amount of federal cash reimbursements, donated commodities and state reimbursement, all schools are to limit food and beverages available to students on the school campus before, during and one hour after school hours to:

- Reimbursable Breakfast
- Reimbursable Lunch
- Individually - priced items that meet the nutrition standards of the United States Department of Agriculture
- Reimbursable Snack
- Reimbursable After School Meals

Coordination of Base School and Satellite Operations

If student meals are prepared at the base school and consumed at an alternate location, the number of meals to be prepared and counts for milk types must be communicated to the base school at a time mutually agreed upon between the food service manager/satellite assistant and the program director.

Accountability of Meals Served

- A. Each student must have his/her individual food service account with the respective eligibility. A current classroom worksheet/student roster is made available daily to the program director where a point-of-sale system is not used.
- B. An accurate roster for the site being fed is essential, therefore obtain a complete enrollment list and compare it to the current roster (Non-Residents in POS). Students appearing on the enrollment list but not on the roster should be added to the roster. Students appearing on the roster but not on the enrollment list should be removed from the roster. The student's status in DSIS must be obtained before opening or closing the account.
- C. Point of Service: When using a roster, designated school personnel must check off the student's name on the roster as each one receives a meal. At no time will the staff use memory to mark the POS roster. If a POS register is available, the student shall input their student ID/account number on the keypad. Whether using a roster or a POS register, a second identifier is required.

The required second identifier may be one of the following:

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- The student's name stated by either the designated school personnel checking off the roster or the student.
 - The student's photo on the student's school identification.
 - The student's photo as it appears on the POS register.
- D. Classroom worksheets/student rosters must be signed and dated by school personnel distributing meals and returned to the food service manager/satellite assistant after meal service, along with the attendance bulletin.
- E. The student roster/classroom worksheet and attendance bulletin must be kept on file with the school's daily records.
- F. If the roster is received by the food service manager/satellite assistant before the End of Day, procedure is as follows:
1. The food service manager/satellite assistant or designee must verify the names checked off on the roster against the attendance bulletin. If a student appears as absent and is checked off as having received a meal, contact the attendance clerk to confirm that the student was absent and not tardy. Make a notation on the roster indicating the information obtained and adjust accordingly. Obtain a revised attendance bulletin, if applicable.
 2. Cashier enters itemized information into POS system under each individual student's account.
 3. Food service manager/satellite assistant or designee must verify that information input by cashier is accurate. Roster and Meal Report ([Attachment A](#)) data from POS Report Center must be compared. If any discrepancies are found, adjustments must be made to the individual student's account before the End of Day procedure.
- H. If the roster is received by the food service manager/satellite assistant after the End of Day, procedure is as follows:
1. The food service manager/satellite assistant or designee must verify names checked off on roster against attendance bulletin. If a student appears as absent and is checked off as having received a meal, contact the attendance clerk to confirm that the student was absent and not tardy. Make a notation on the roster indicating the information obtained and adjust accordingly. Obtain a revised attendance bulletin, if applicable.

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2. The food service manager/satellite assistant or designee must count how many student meals were served.
3. The meals served must be entered as an electronic Cash Register Correction Report using the serving date and non-resident eligibility codes listed below:

<u>Code</u>	<u>Eligibility</u>
5	Non-resident free

- I. See instructions ([Attachment B](#)) for using the Net POS program for accountability of serving meals in the classroom to resident or non-resident students.

For Action By: Principals, Program Directors, Food Service Managers and Satellite Assistants

Refer Questions to: Department of Food and Nutrition

Revised: January 2005, July 2006, July 2008, July 2009, July 2014, July 2016, July 2022, July 2023
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