

Summer Meal Accountability Procedures for Breakfast and Lunch

Do WAN connection before opening FASTrak (even if you did it yesterday).

Students Must Go thru Serving Line. You must use CASH REGISTER to ring up meals.

In the morning:

1. Open FASTrak
2. Go to Meal Session, select Breakfast and press ok
3. Turn on register and put in cashier password
4. As each student/camper approaches cashier Press 4 and press PIN# (screen will display Any Free Eligibility 11)
5. Itemize the meal (enter all items on the student tray) & confirm meal contains all required components reimbursable meal
6. Press Subtotal
7. Press Total
8. Press Next
9. Repeat steps #4-8 for each student/camper going thru line for breakfast

At Lunch Time:

1. Go to Meal Session, select Lunch and press ok
2. Turn on register and put in cashier password
3. As each student/camper approaches cashier Press 4 and press PIN# (screen will display Any Free Eligibility 11)
4. Itemize the meal (enter all items on the student tray) & confirm meal contains all required components reimbursable meal
5. Press Subtotal
6. Press Total
7. Press Next
8. Repeat steps #4-7 for each student/camper going thru line for lunch

Alternate Meal Accountability – Daily Meal Count Record Sheets

- Daily Meal Count Record Sheets (breakfast and lunch) are to be used to account for: meals served in classrooms to Early Head Start/United Way students, if site does not have cash register or staff to operate register, field trips or in case of power failure. These sheets are used to input the total number of meals served in the Graphic POS.
- Managers are to provide a copy of the Daily Meal Count Record Sheet to the teacher/designated school personnel of each classroom where meals are served.
- Please instruct the teacher/designated school personnel to account for each student by marking with a diagonal line as each child receives a meal on the Daily Meal Count Record Sheet.
- Teacher/designated school personnel must submit the completed Daily Meal Count Record Sheets (including their name, signature, and date) to the manager once meals are served (before Day End procedure).
- Managers must maintain Daily Meal Count Record Sheets with daily paperwork once counts are entered in the Graphic POS.

Input Meals in Graphic POS as follows:

1. Open FASTrak
2. Go to Meal Session, select Breakfast and press ok
3. Open Graphic POS
4. Press 4 and press PIN# (screen will display Any Free Eligibility 11)
5. Enter the total amount of Breakfast distributed
6. Press Breakfast Key (top left)
7. Press Bulk
8. Press Subtotal
9. Press Total
10. Press Next
11. Close the Graphic POS
12. Go to Meal Session, select Lunch and press ok
13. Open Graphic POS
14. Press 4 and press PIN# (screen will display Any Free Eligibility 11)
15. Enter the total amount of Lunch meals distributed
16. Press Lunch Key (2nd key on first column)
17. Press Bulk
18. Press Subtotal
19. Press Total
20. Press Next
21. Close the Graphic POS