



Food Services Division (FSD)

Collection Procedures

CEP-Sites

CMS – POS

Nourishing Children to Achieve Excellence

Universal Meals

In School Year (SY) 2022–23, California became the first state to implement a statewide Universal Meals Program for all school children. *Education Code (EC) 49501.5* requires public school districts, county offices of education, and charter schools serving students in grades TK–12 to provide two meals free of charge (breakfast and lunch) during each school day to students requesting a meal, regardless of their free or reduced-price meal eligibility. LAUSD Food Services serves meals in accordance with the California Universal Meals Mandate.

CEP District

LAUSD Food Services participates in the Community Eligibility Provision (CEP) Program and serves lunch and breakfast at no charge to all enrolled students.

I. Times of Meal Service

Breakfast is served at designated times in the morning at each school site. Lunch is served between 10:00 a.m. and 2:00 p.m.

II. Determination of a Reimbursable Meal

Definition of Terms for the School Meal Program

	Description
Food Component	One of the food groups that comprise reimbursable meals
Food Item	A specific food offered within the food components.
Milk	A required food item for breakfast and lunch programs. A variety of fat content must be offered daily for each program

School Breakfast Program and National School Lunch Program

All schools use Food Based Menu Planning.

- **School Breakfast Program:** To meet L.A.U.S.D. OVS program requirements, students must be offered: a minimum of 4 food items (elementary and secondary).

Number of Food Items Offered	Students Must Take	Decline No More Than
4	3	1

- **National School Lunch Program:** To meet L.A.U.S.D. OVS program requirements, students must be offered: a minimum of 5 food components (elementary and secondary).

Number of Food Components Offered	Students Must Take	Decline No More Than
5	3	2

- **National School Lunch Program, Afterschool Snacks:** To meet program requirements, students must take all the food items prepared. Afterschool Snacks does not follow offer versus serve.

III. Receiving Payment for Meals from Students

Due to Universal Meals no copayment is to be collected for reimbursable meals.

IV. Medium of Exchange

Elementary students come through the meal service lines by classroom and state their names while at the POS. Secondary students use the pin pad selecting “9” and “ENTER” to activate the meal count. This exchange helps with accurate meal counts, gives the POS cashier time to identify a reimbursable meal, and prevents students from receiving more than one reimbursable meal.

V. Meal Counting Method

Electronic Method

1. POS Cashiers at elementary sites will identify each student and ensure they take a reimbursable meal before claiming the meal using the “No ID Student” button. Secondary sites cashiers ensure students take a reimbursable meal before the student uses the pin pad to claim their meal.
2. The “Auto Sale” function is utilized at all sites. Turn Auto Sale on before selecting the No Student ID button, this will result in a meal being automatically applied. Turn Auto Sale on by selecting the button on the tender screen.
3. Students must select a minimum of 1 fruit or vegetable component as part of the 3 components required to make a lunch reimbursable meal.
4. If a meal taken does not contain the minimum required components for a reimbursable meal, students are encouraged to add another component(s) to make the meal reimbursable. Cafeterias will have a basket of whole fruit at each POS to assist students in completing the meal selection.
5. Students Rosters are no longer required at the POS. Rosters however will continue to be printed monthly and filed and maintained in folder #13 (a) under Benefit Issuance Documents.
6. Non-Student Meal Sales
 - Daily Food Allowance for Food Services Employees - in CMS, Food Services employees may use the “No ID Employee” button to account for meals on the POS. If an employee has an account in CMS, they may also use their account to select and record their meal. Follow SOP Daily Meal Allowance for information on recording employee meals.
 - Paying Adults/Employees – Non-cafeteria employees are considered paying customers and will be charged the appropriate meal cost as defined by the system.
 - For paying adults without an account, use the “No ID Adult” sale
 - For paying adults with a CMS account that are not Food Service Employees, refer

to POS Account Management for procedures.

VI. Backup System for Counting Meals

School sites may use a manual system if the primary meal counting and claiming system stops working. Meal count forms are used at the POS to tally the number of reimbursable meals served.

After the meal period, meal counts are manually consolidated, and recorded by date and meal type. When the system is back up and running, meal counts are entered in CMS. Hard copy records of the meal count forms must be kept on file to validate the meals served.

VII. Alternative Service Locations

Procedures for manual meal counts are detailed in the SOPs for BIC, Meals in the Classroom, Field Trips, Offsite Meal Service, State Preschool Program, Supper Program, Saturday Program Meals, Students with Special Needs, Charter Schools, EEC meal services and snack service. The meal count form/student rosters must be filed and stored for the required 3 years plus the current year.

VIII. Balance Point

The daily food production record is the balance point used to verify the number of meals served. The amount of food served must support the number of meals being claimed.

IX. Procedures for Dropped Meals and Second Meals

- **Dropped Meals:** When a student drops all or some of their meal, a replacement for the dropped food(s) is given to the student. Dropped meals are recorded as non-reimbursable on the non-reimbursable meal form. At the end of the meal period, the total number of dropped meals are recorded under the non-reimbursable meal column on the production worksheet. Only the first meal served to the student is claimed as a reimbursable meal.
- **Second Meals:** Students are not permitted to take a second meal. Items are sold individually as A la carte items.

X. Visitor Meals

1. **Adults:** The current price list provides pricing for adults wishing to purchase food and beverages from the school cafeteria.
2. **Children:** The prices charged for food and beverages served to children visiting LAUSD sites are as follows:
 - **Children Enrolled at an LAUSD School:** Children visiting a school (ie., 5th graders visiting middle school) who are not enrolled at that school but are LAUSD students may continue to receive meals based on the Universal Meals Program. Visiting students' meals will be claimed at the POS using the "No ID Student" button when accounting for a reimbursable meal. Visiting students' meals counts will be included at the site they are visiting. In the case where the total meals served exceeds the attendance factor, the food service manager will notify Café Fiscal

of the visiting LAUSD students.

- Children not Enrolled at an LAUSD School: All visiting children who are not currently enrolled as LAUSD students who receive breakfast or lunch will be charged student prices as documented in the current price list. These meals are recorded on the Student a la Carte form and entered in CMS as a la carte meals.
- Supper meals may be served to visiting students provided the school site is area-eligible and approved to serve the supper program. Visiting students' meals are recorded on the Supper Community Roster and entered in CMS Daily Meal Count.

XI. Edit Checks of Daily Meal Counts

CMS will automatically calculate the attendance factor. No enrollment entry for the main site is recorded at the school site. All enrollment data is stored centrally except for offsite, Saturday and EEC programs. CMS will give a validation warning if the school site goes over the edit check. Meal counts should not exceed the attendance adjusted eligible figures. Analyze the Edit Check Report for any errors. Make any corrections necessary if meals counts do exceed the attendance adjusted eligibility figures in any category. A documented explanation must be included to justify the higher meal count(s). Justification is recorded on the Production Worksheet comment section and transferred into CMS Production Record comment section.