

Food Services Division

Collection Procedures
Newton – Front of the House
CMS – Back of the House

“Nourishing Children to Achieve Excellence”

Universal Meals

In School Year (SY) 2025-2026, 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 (SBP) and National School Lunch Program (NSLP)

All schools use Food Based Menu Planning.

- School Breakfast Program:** To meet L.AUSD Offer Versus Serve (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 LAUSD Offer Versus Serve (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	1

- NSLP, Afterschool Snacks:** To meet program requirements, students must take all the food items offered. Afterschool Snacks do not follow offer versus serve

Number of Food Components Offered	Students Must Take	Decline No More Than
3	3	0

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 Point of Service (POS). Grace period August 14, 2025 – September 2, 2025, 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. Effective September 8, 2025: Secondary students will scan their student ID or student PIN to receive a 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 student identification. Secondary sites cashiers ensure students take a reimbursable meal before the student uses the PIN pad to claim their meal.
2. Students must select a minimum of 1 fruit or vegetable component as part of the 3 components required to make a reimbursable lunch meal.
3. If a meal taken does not contain the minimum required components for a reimbursable meal, students are encouraged to add a fruit or vegetable 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.
4. 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) Benefit Issuance Documents.
5. Non-Student Meal Sales
 - Daily Food Allowance for Food Services Employees in Newton Front of the House (FOH) - Managers must enter employee meals in Newton by using employee identification on the managers terminal.
 - 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 “Adult” sale button
 - For paying adults with a CMS account that are not Food Service employees, refer to POS Account Management 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 Newton. Hard copy cords of the meal count forms must be kept on file for 3 years plus the current school year 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 kept on file for 3 years plus the current year.

VIII. Balance Point

The *Food Production Worksheet* 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 "Student Identification" 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 reason for exceeding the attendance factor.
 - 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 Newton 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 *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 Back of the House (BOH) 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* comments section and transferred into the *Production Record* comment section.