

CEP SCHOOL SITES

How to account for meals when the POS is DOWN

Quick Reference Guide

1. Have a "MiSiS Meal Program Roster" available at each P.O.S.
2. As students come through the line, cashiers will locate their name on the roster.
3. Write the date and a "B" for breakfast or "L" for lunch next to the student's name (example: 8/19 L).
4. Enter the meals served on the manager computer. Open the till and select the correct date/meal period.
5. Enter total meals served as a "free" eligibility using the "Quantity Sale" button.
6. If the manager computer is down, enter sales when communications resume.
7. File the Misis Meal Program Roster according to the "Record Retention" guidelines.

Alternative Counting Systems for CEP (AFSS Approval Needed)

1. Have "CEP Meal Grid Sheet" or clicker available at each POS.
2. Managers must obtain approval from the Area Food Service Supervisor (AFSS) to use this alternative counting method.
3. The grid sheet is marked after a reimbursable meal has been selected by a student.
4. AFSS will review the proper procedure for counting meals using a "CEP Meal Grid Sheet" or clicker
5. Enter total meals served as a "free" eligibility using the "Quantity Sale" button.
6. If the manager computer is down, enter sales when communications resume.
7. File the "CEP Grid Sheet" according to the "Record Retention" guidelines.

****DO NOT ENTER MEAL COUNTS INTO DAILY ENTRY ****