



**Standard Operating Procedure
Los Angeles Unified School District
Food Services Division**



SOP#:		Author:	Julie Lee	Date:	2/24/09
Major Process	Meal Applications				
Process	Counting and Claiming				
Sub Process	State Preschool				

I. Process/Scope Overview:

The purpose of this process is to provide counting and claiming procedures for serving meals to children enrolled in a State preschool (includes Los Angeles Unified Pre-School) programs.

II. Policies:

- A. All children enrolled and in attendance at a state preschool shall be provided a breakfast or lunch meal from the base school site.
- B. The meals provided will follow the Early Education Center menus.
- C. All meals served to children at a state preschool shall be recorded using a checklist or meal roster and the meals claimed within the Daily Entry screen for the State preschool program.
- D. The current counting and claiming method for the parent site applies to the children enrolled in the State preschool.
- E. Children enrolled at a State preschool located at a pricing parent site, must complete a meal application to determine eligibility.
- F. Meals served to State preschool students are claimed according to their eligibility.
- G. No co-payment is collected regardless of eligibility.

III. Procedures:

- A. EZ Steps menu plan quantities and CMS production records must be created for the State preschool.
- B. CMS production records must be completed daily for all State preschool programs.
- C. Food Services Managers must send a copy of the State preschool roster to the Meal Compliance unit by school mail or by fax 213 241-8464. The Meal Compliance unit will record the eligibility of students on the roster and return the list to the manager.
- D. Prior to the start of service, the Food Services Manager must train the teacher/aide and food service staff in the proper Point of Service (POS) procedures
- E. The Food Services Manager records the meals served to State preschool students by using a check list or meal roster.
- F. Meals are picked up by the State preschool staff or delivered to the room by the Food Services staff for service.
- G. A check-off list must be provided and used for every meal service.
- H. Meals served are counted by eligibility.
- I. Meal counts are recorded within the CMS Daily Entry screen for the State preschool.
- J. The checklist/meal rosters must be filed with the current filing.
- K. Managers must make notes in the comment section of the State preschool CMS banking/deposit tab recording the number of reduced and full price children served at the State preschool and the amount of money short for each.

- IV. Responsible Individuals/Department:
 - A. Faculty overseeing the State preschool children
 - B. School Administration
 - C. Food Services Manager

- V. Frequency/Timing:
 - A. Continuous enrollment can occur throughout the school year.

- VI. Record Keeping Requirements:
 - A. Rosters, meal tickets, or CAFS system reports must be kept for three years in the Food Services Manager's office.
 - B. Production Records are kept for 3 years plus the current school year.

- VII. Monitoring:
 - A. February 1st Checklist
 - B. Record Keeping and Meal Service Checklist is performed at least once during a school year and covers proper counting and claiming of state preschool meals.

- VIII. Related Training and Recommended Classes:
 - A. Annual Managers' Workshop
 - B. Meal Application Training
 - C. Counting and Claiming Procedures

- IX. Related documents/Reference Material:
 - A. Production Records
 - B. Check List or Meal Roster


- X. Key Support Contacts:
 - A. Principal
 - B. Faculty
 - C. Food Services Manager
 - D. Area Food Services Supervisor

- XI. Key Words (for Indexing):
 - A. State Pre-School
 - B. Counting and Claiming
 - C. Meal Applications

I. Revision History

Action	Date	Name
A. Created	02/24/09	Julie Lee
Submitted for LAUSD Review	mm/dd/yy	
Added Comments From	05/06/09	Stephanie Gillenberg
Added Comments From	06/29/09	S. Gillenberg
Added Comments From	11/10/09	E. Gibson, L. Benavidez
Added Comments From	1/8/10	L. Benavidez, S. Gillenberg
Added Comments From	9/7/11	S. Gillenberg

II. LAUSD Approval

Authorized by: 
(Name/Title)

Date: 9/7/11

Authorized by: _____
(Name/Title)

Date: _____