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

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## II. LAUSD Approval

Authorized by: [Signature]  
(Name/Title)  
Date: 9/7/11

Authorized by: [Signature]  
(Name/Title)  
Date: _____