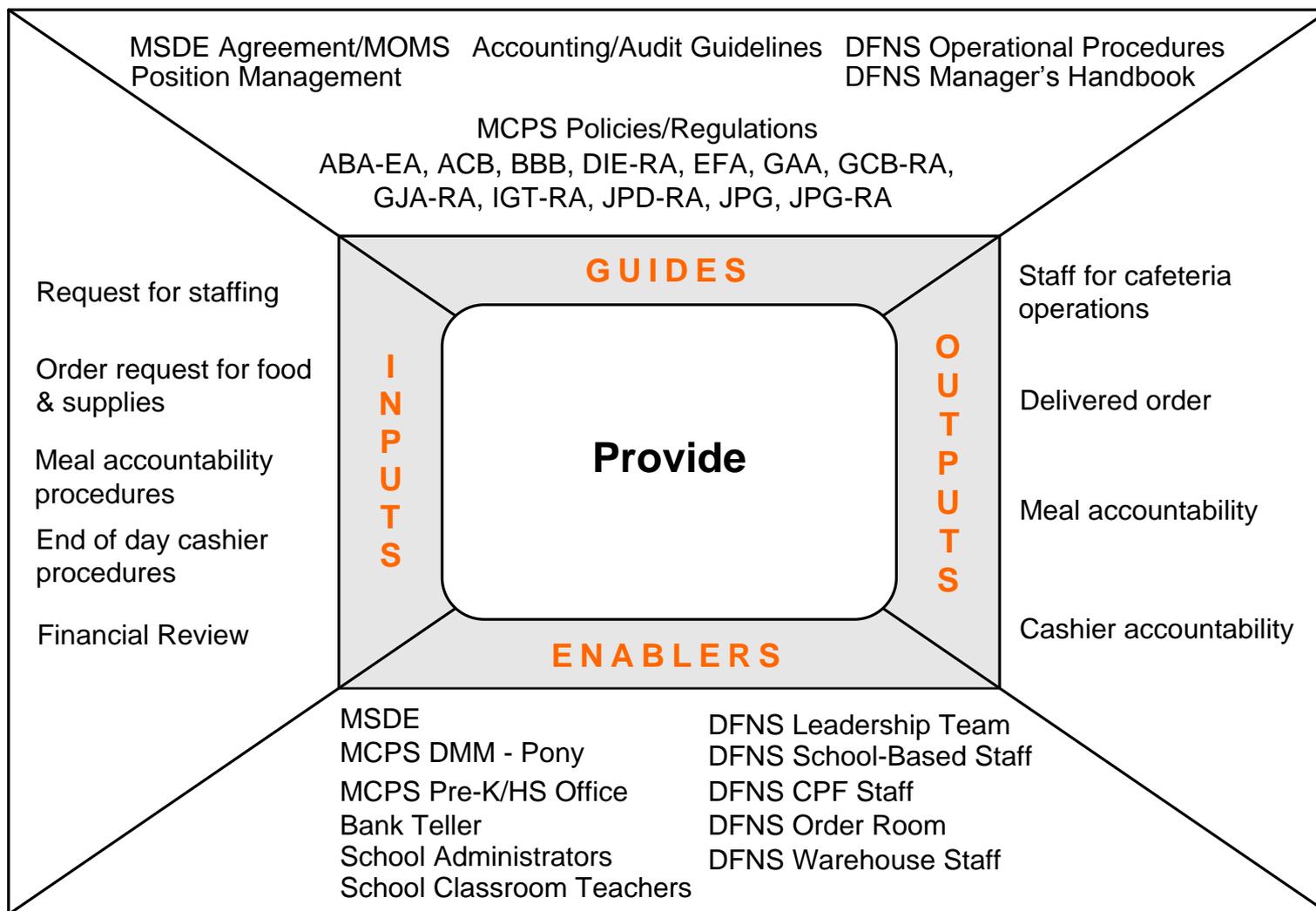


**Process Begins when**

Need for meals to be provided efficiently & economically

**Process complete when**

Meals served with accurate accountability



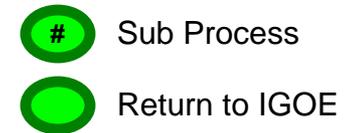
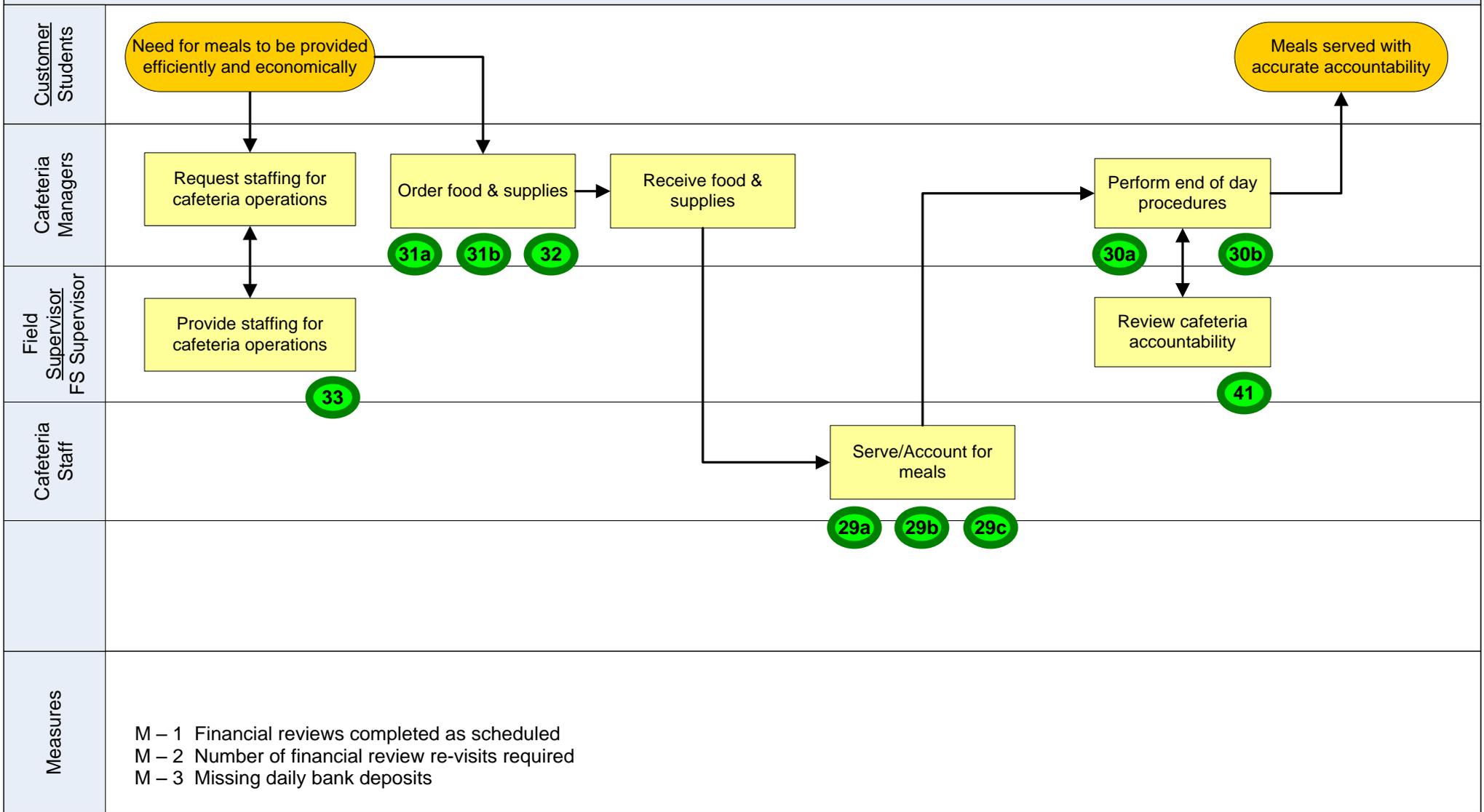
**Performance Measures**

- M – 1 Financial reviews completed as scheduled
- M – 2 Number of financial review re-visits required
- M – 3 Missing daily bank deposits

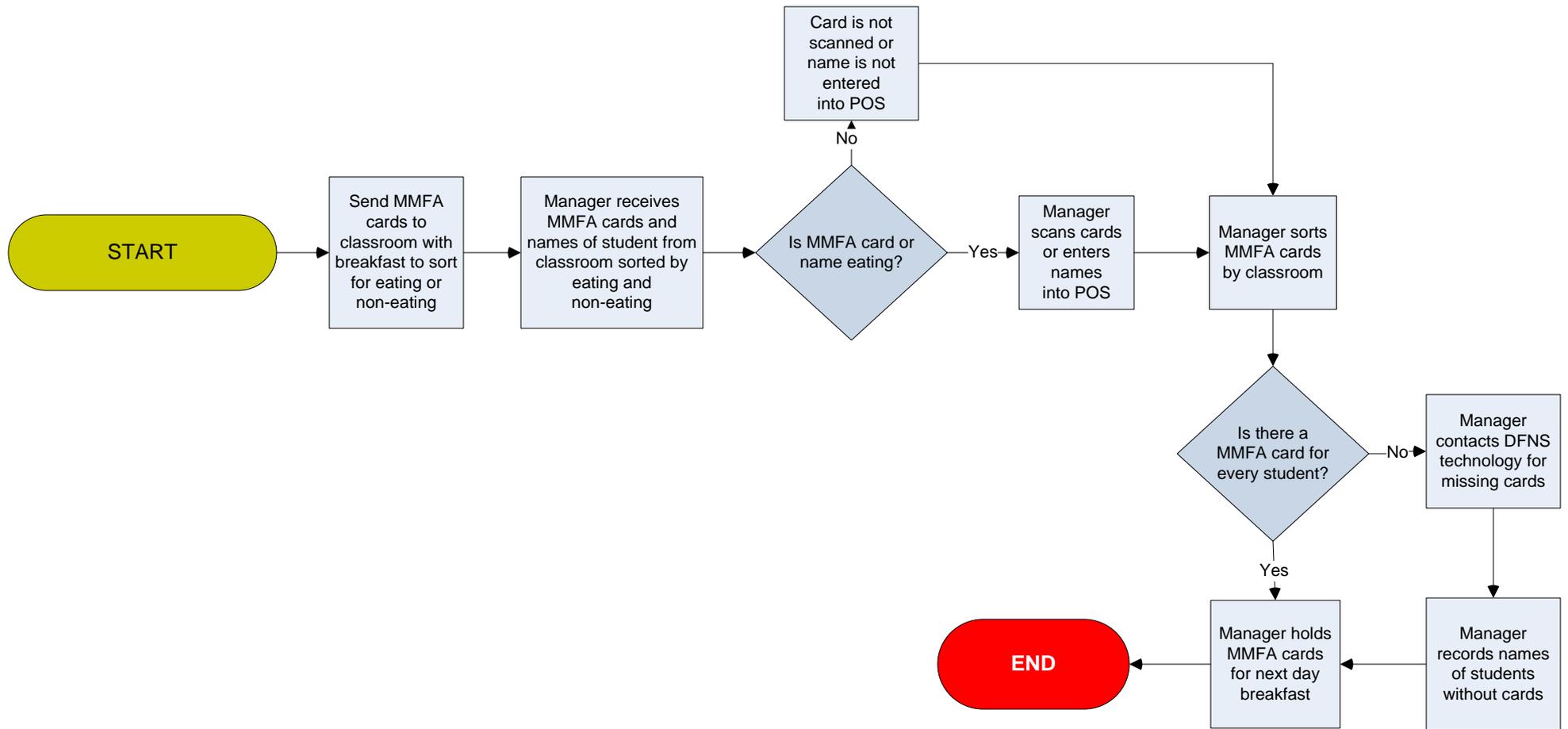


To Key Process

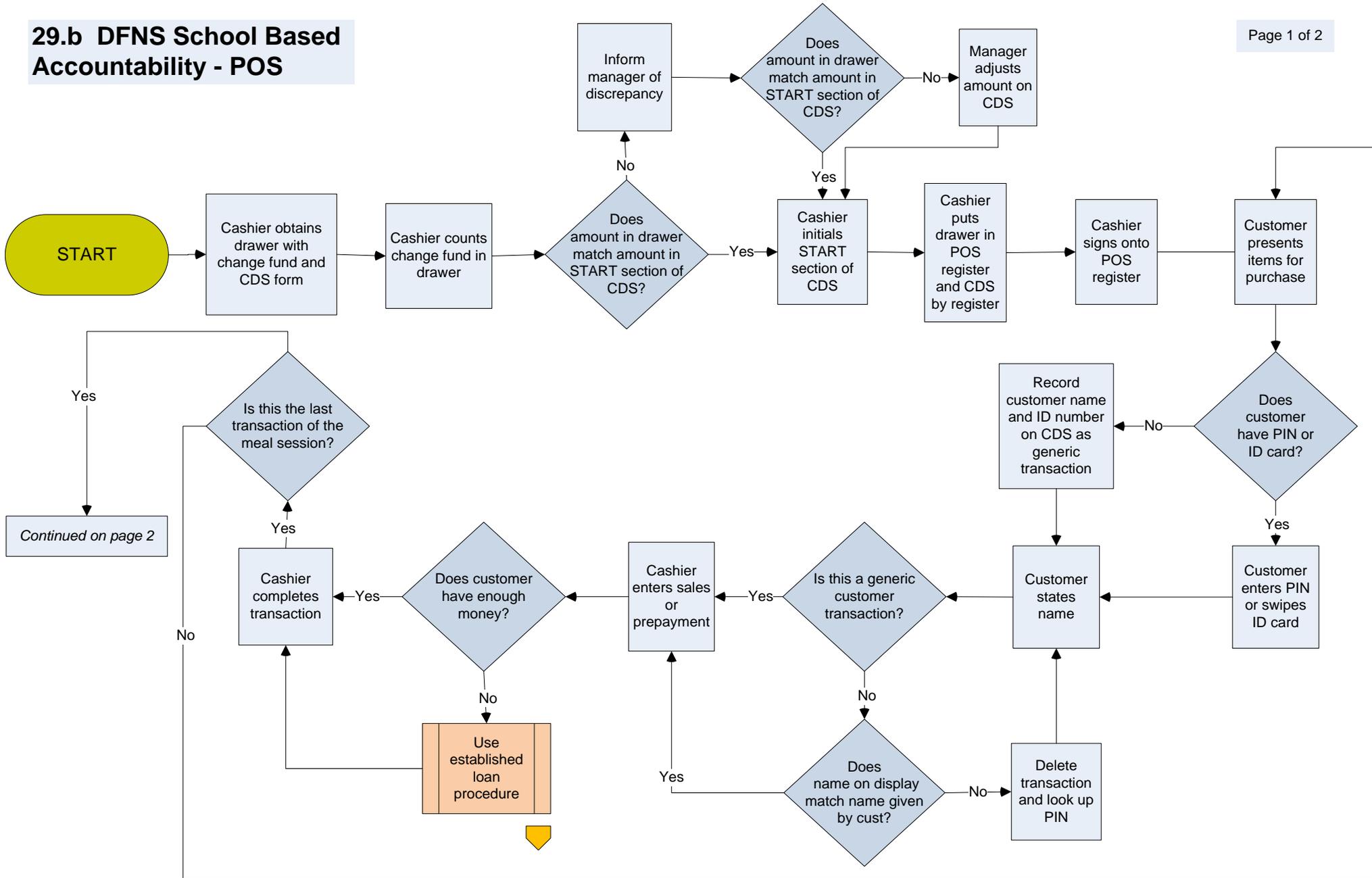
# Key Process: School Based Operations

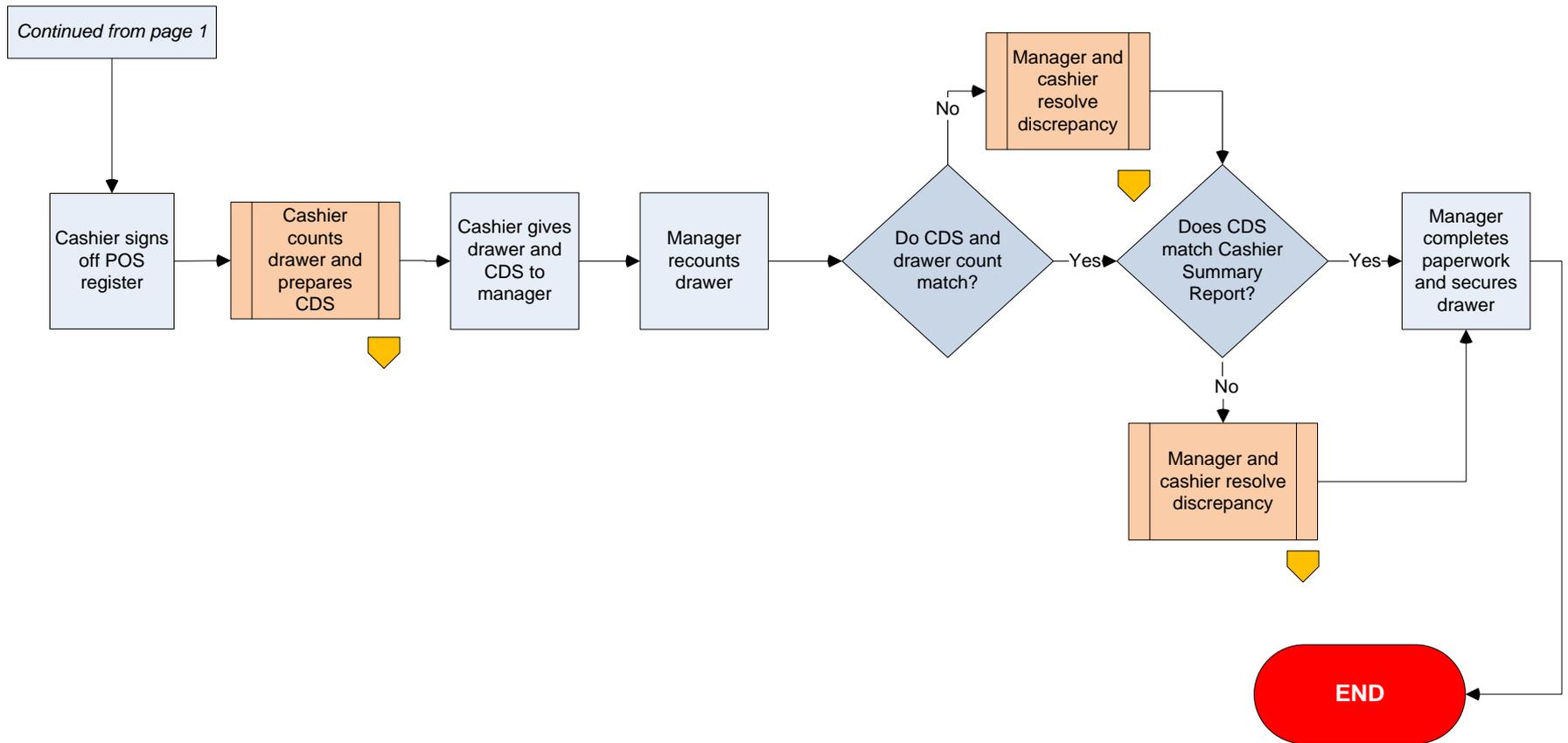


## 29.a DFNS School Based Accountability - MMFA

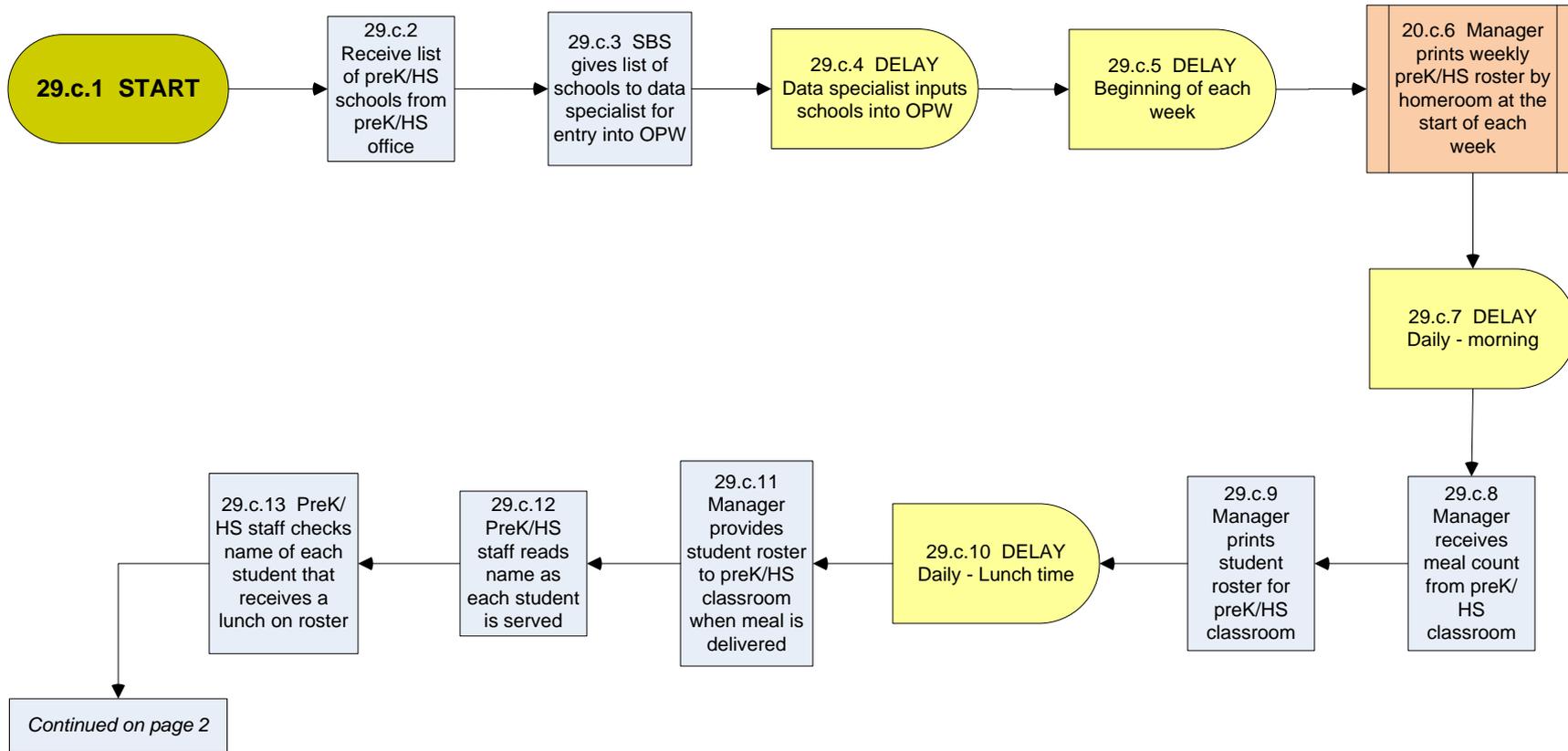


# 29.b DFNS School Based Accountability - POS





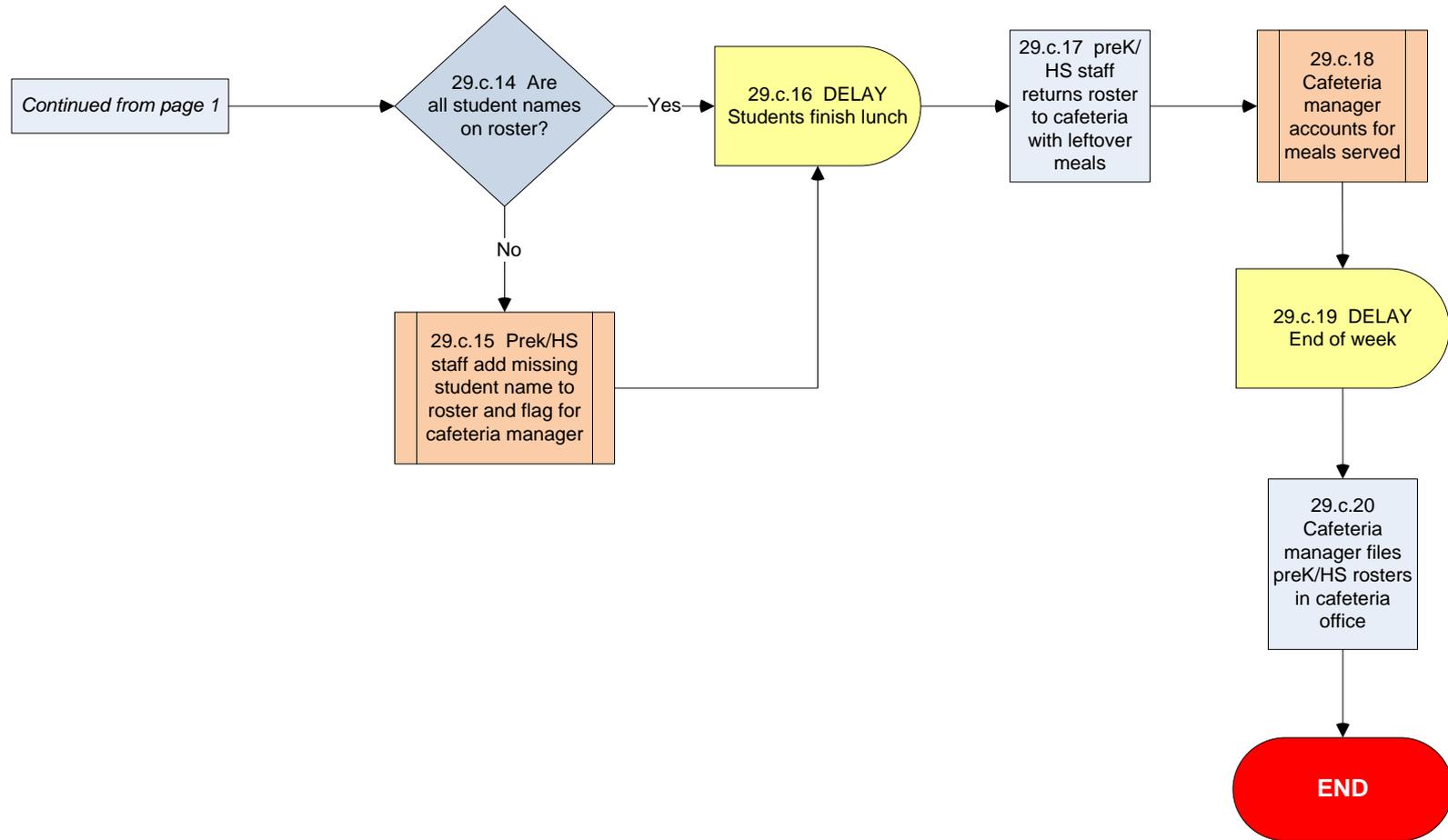
## 29.c DFNS School Based Accountability – PreK & HeadStart



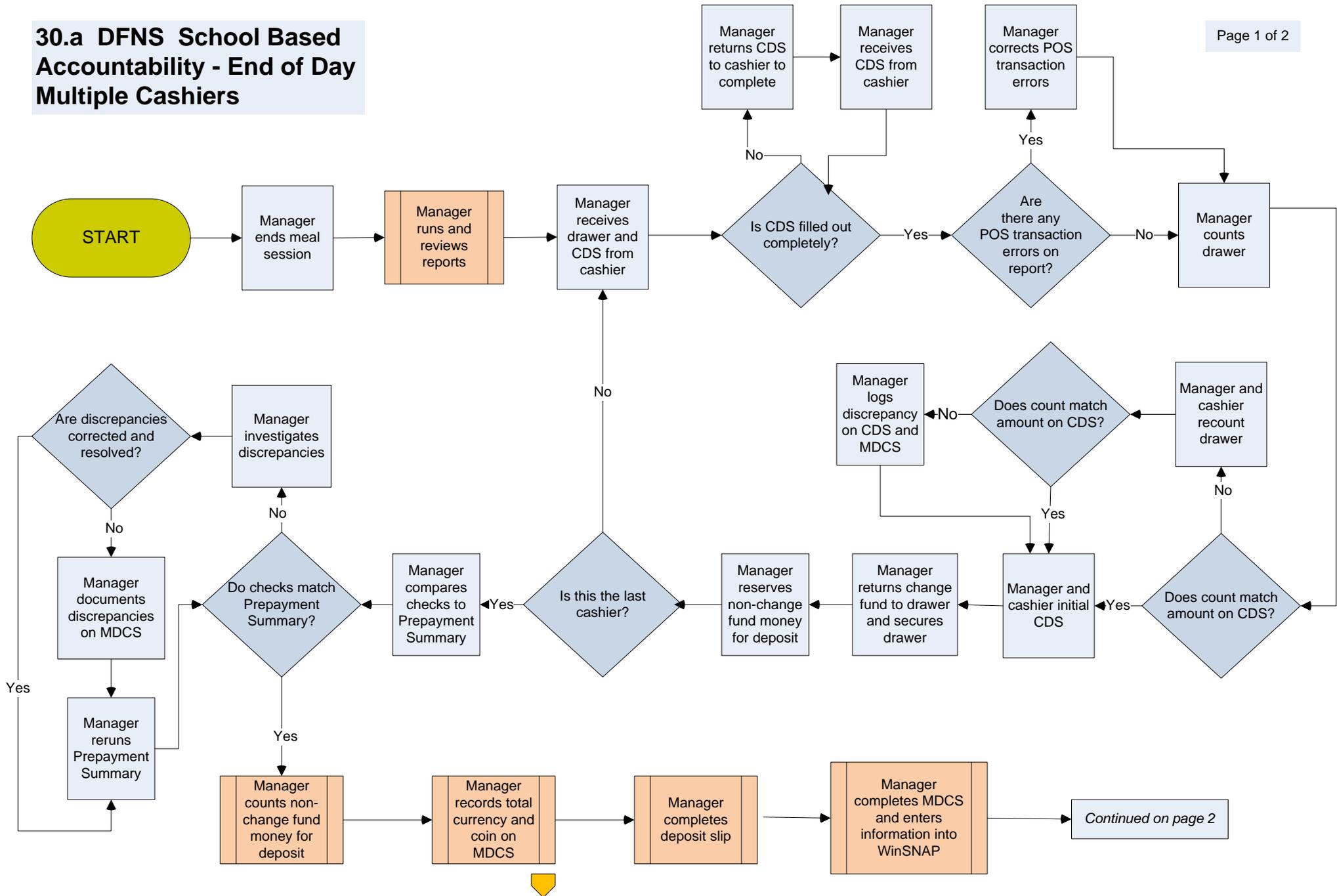
Legend  
 HS HeadStart  
 OPW Other Programs Wizard  
 preK Pre kindergarten  
 SBS school based supervisor

● Sub Process 29c Page 2  
 ● Return to Key Process

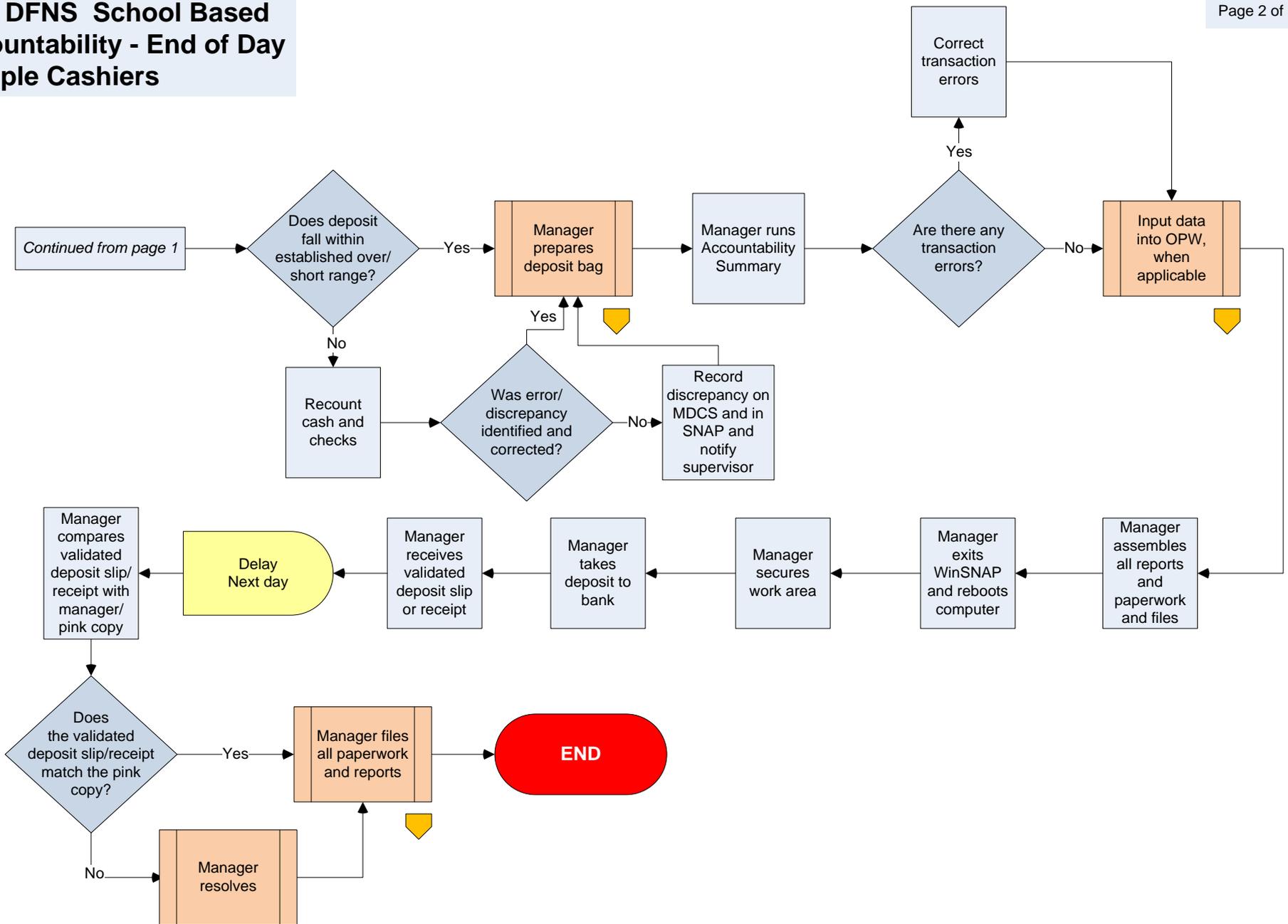
## 29.c DFNS School Based Accountability – PreK & HeadStart



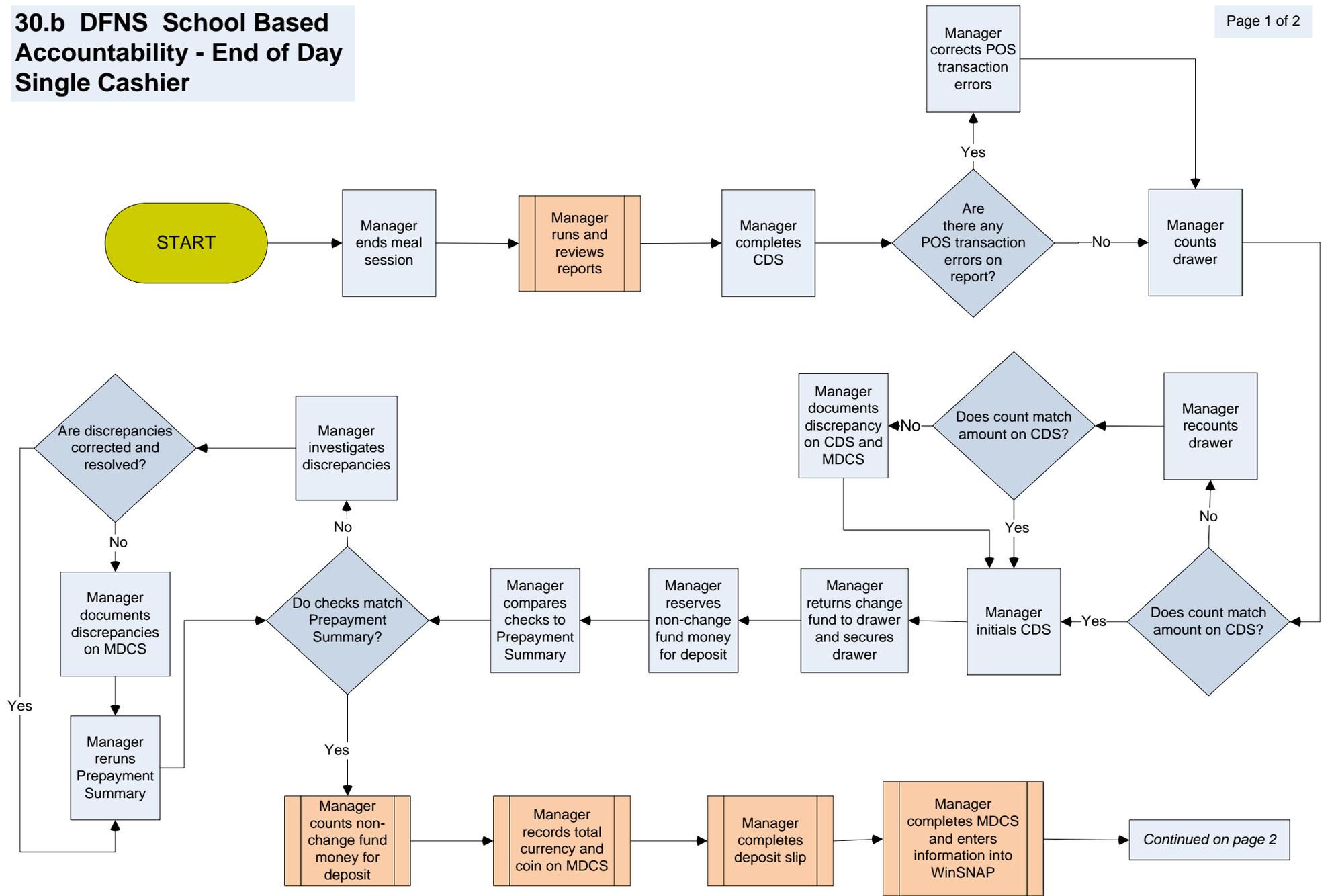
# 30.a DFNS School Based Accountability - End of Day Multiple Cashiers



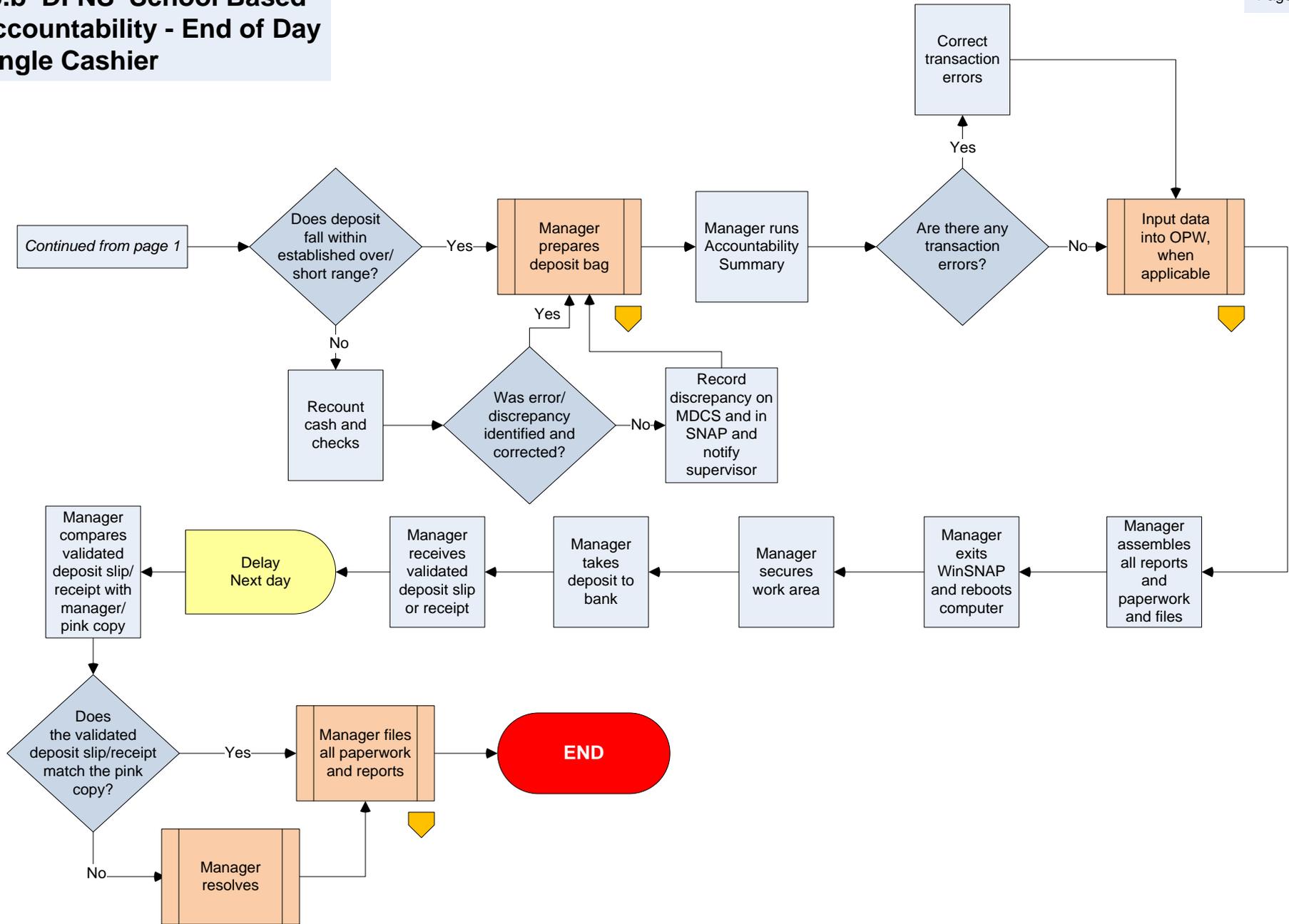
# 30.a DFNS School Based Accountability - End of Day Multiple Cashiers



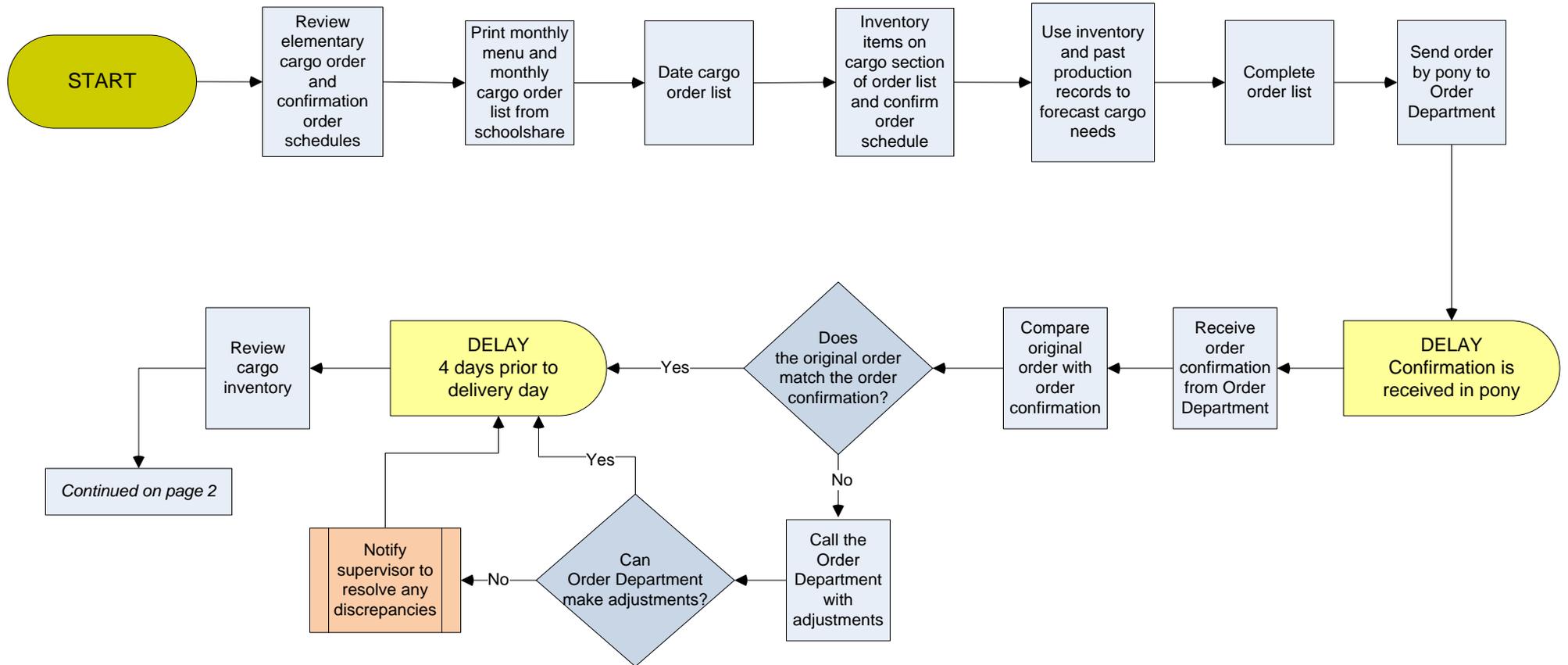
# 30.b DFNS School Based Accountability - End of Day Single Cashier



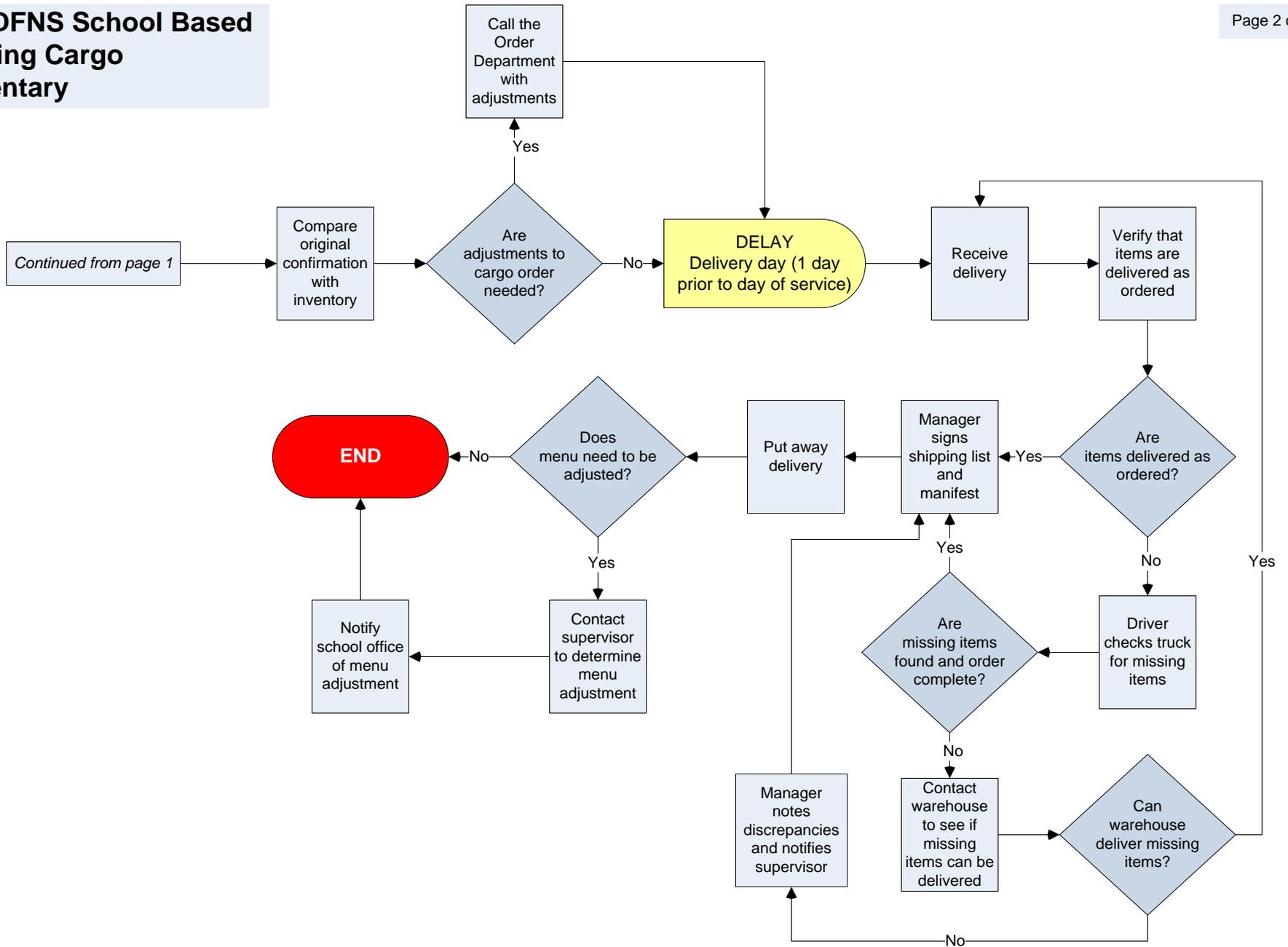
# 30.b DFNS School Based Accountability - End of Day Single Cashier



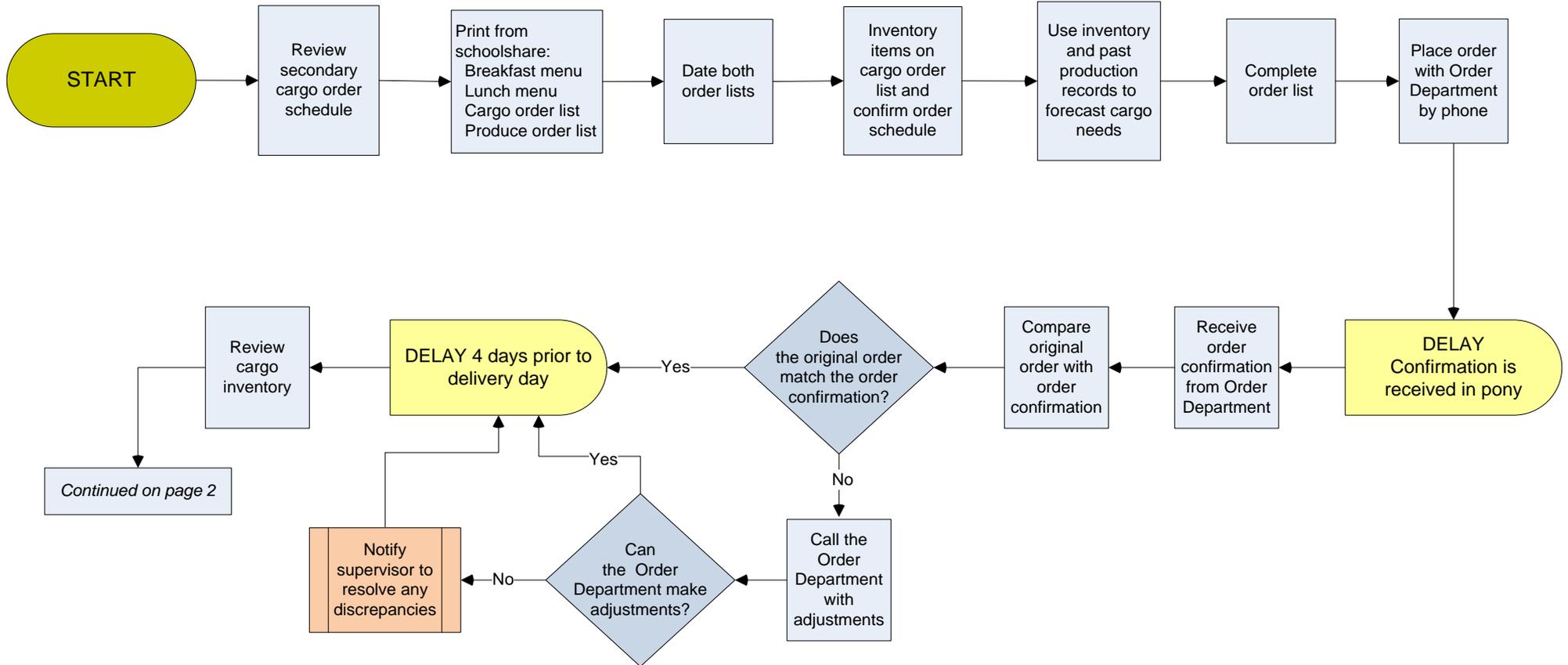
# 31.a DFNS School Based Ordering Cargo Elementary



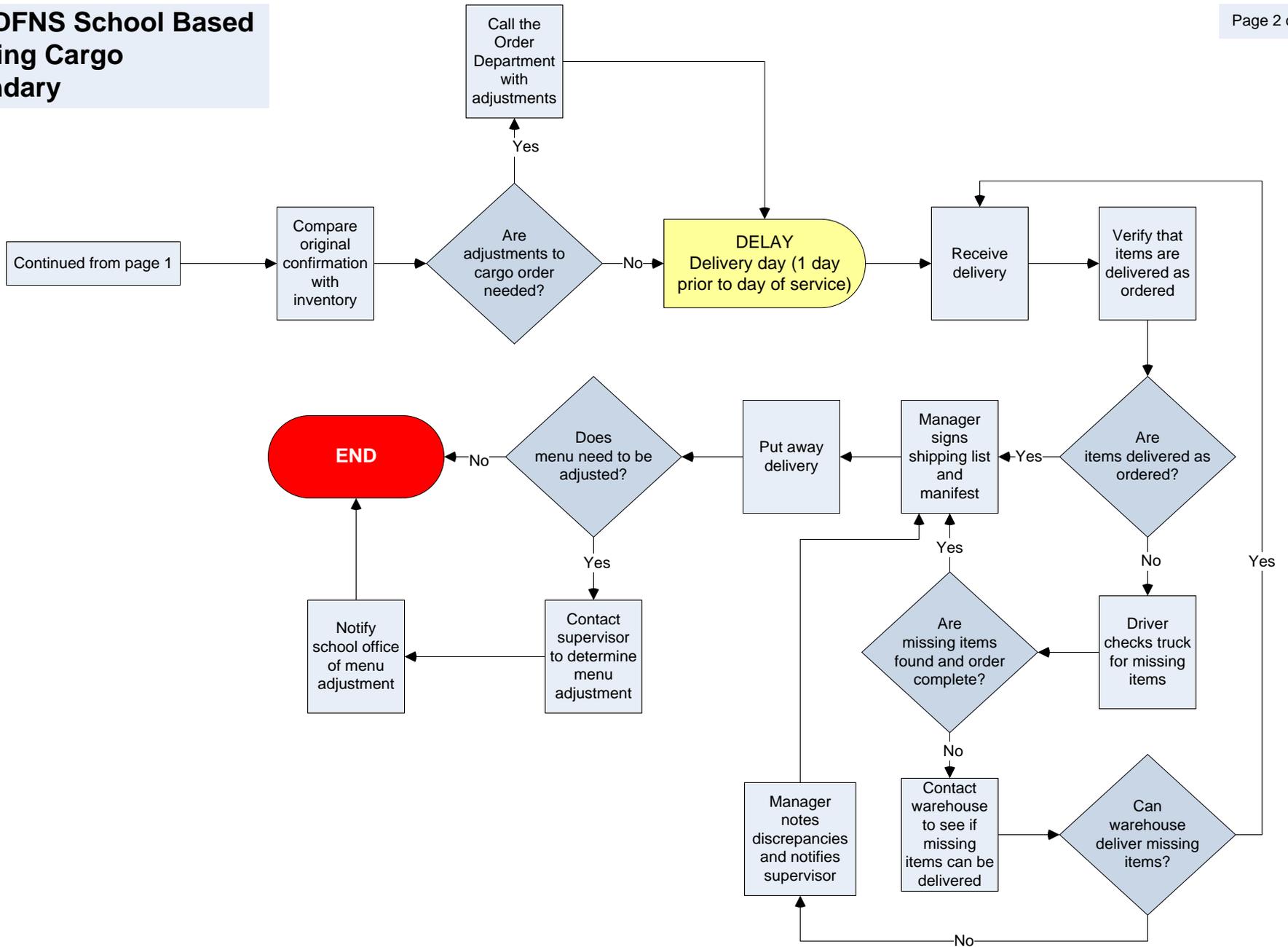
# 31.a DFNS School Based Ordering Cargo Elementary



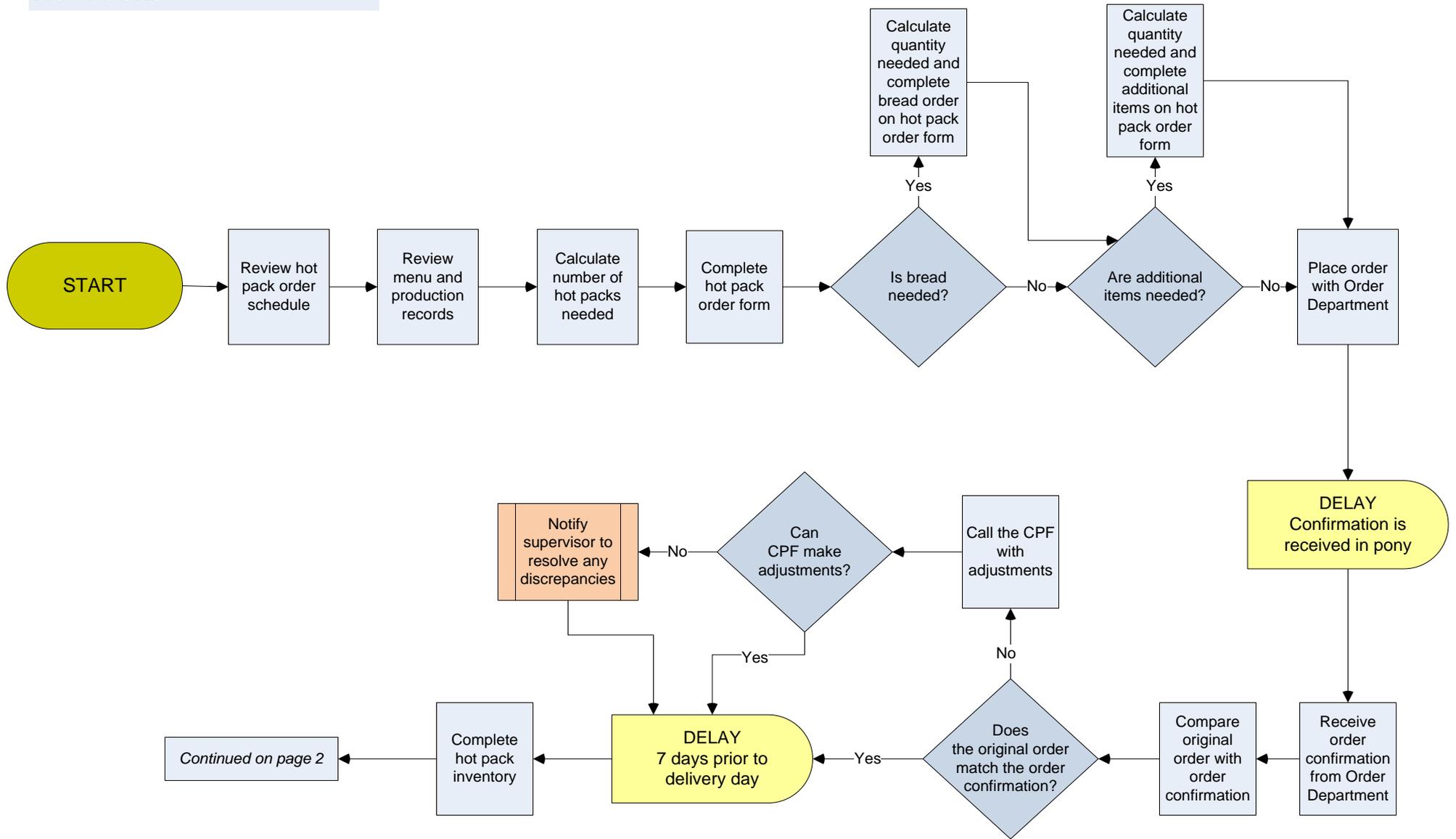
# 31.b DFNS School Based Ordering Cargo Secondary



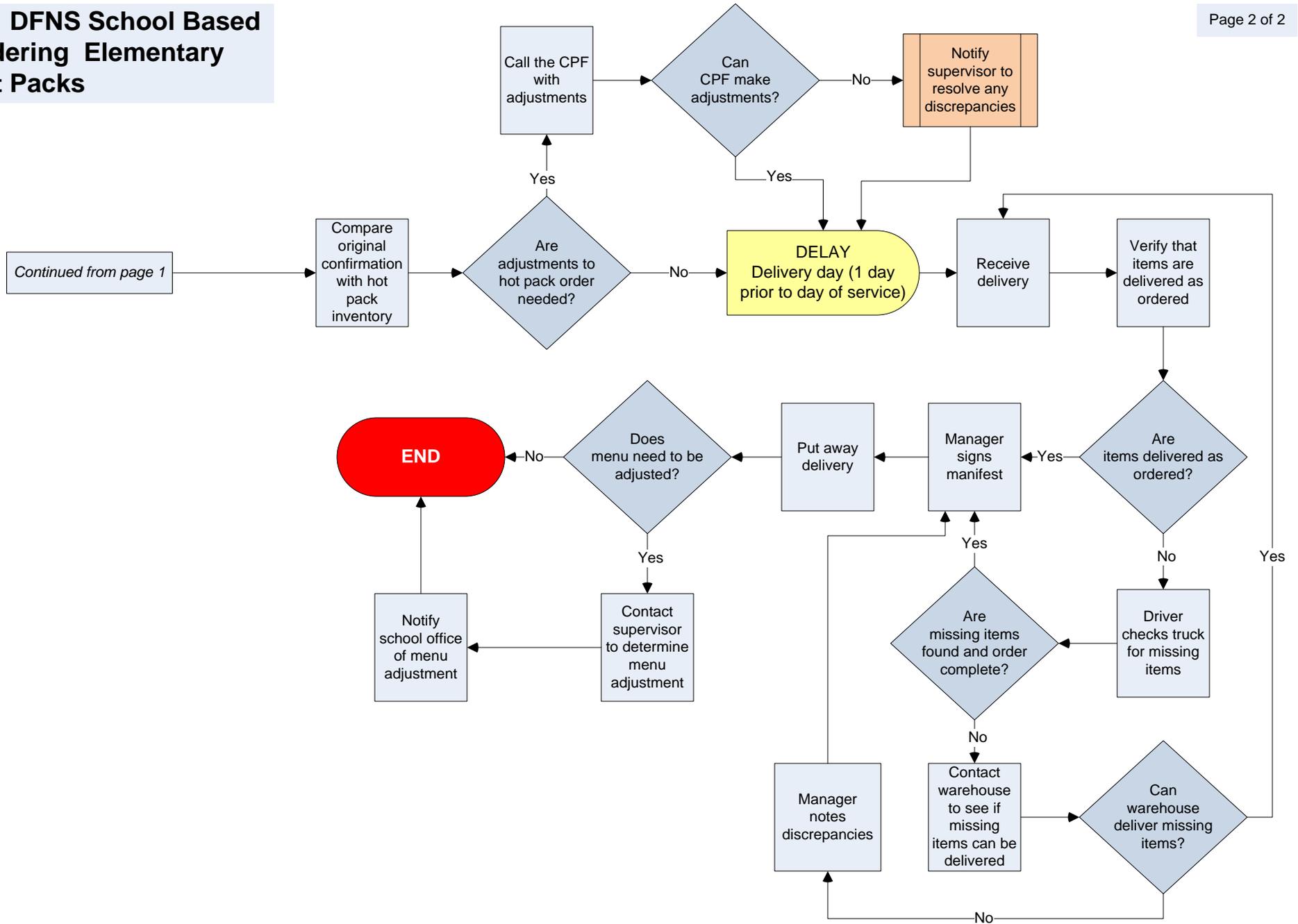
# 31.b DFNS School Based Ordering Cargo Secondary



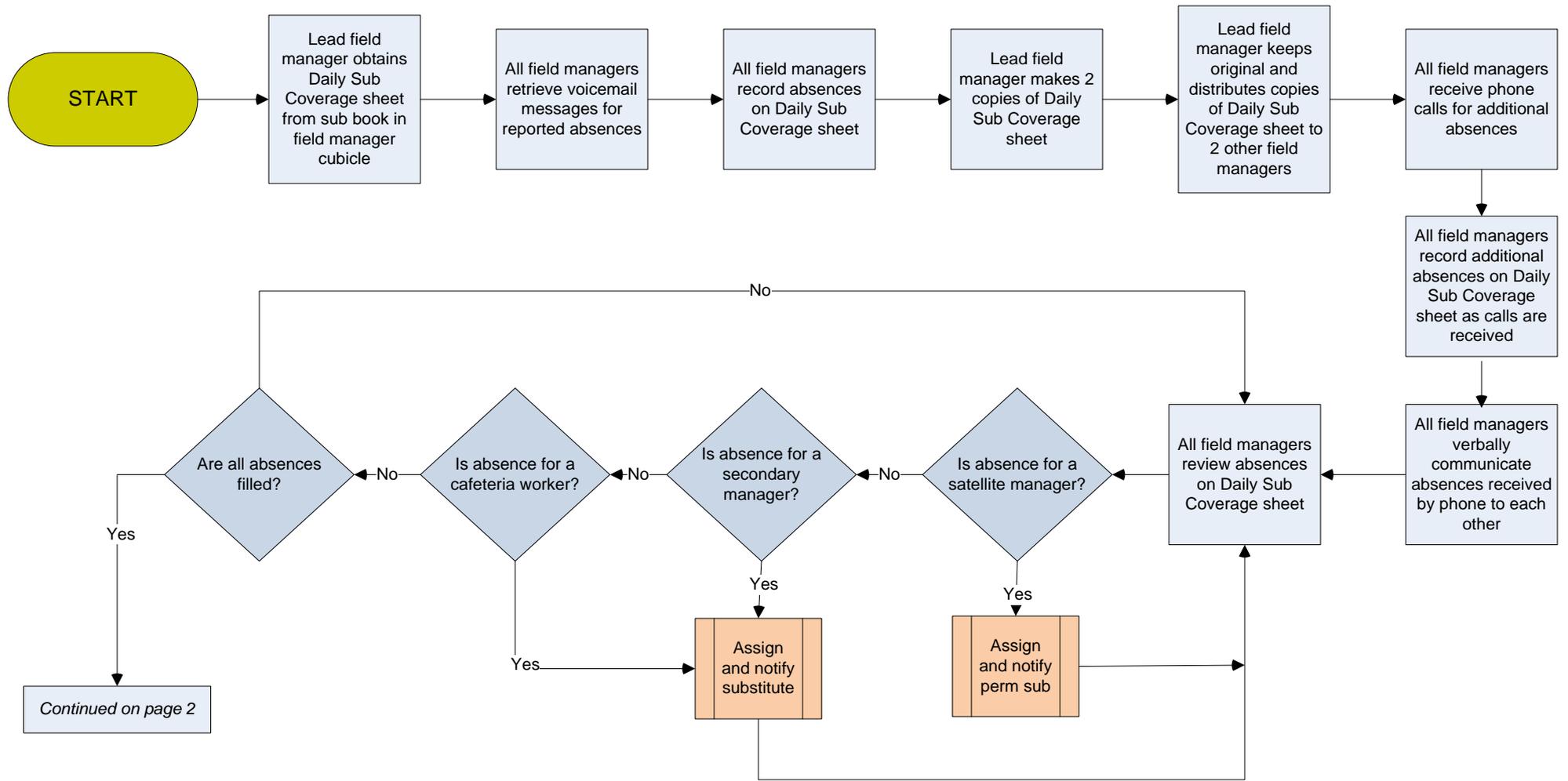
# 32. DFNS School Based Ordering Elementary Hot Packs



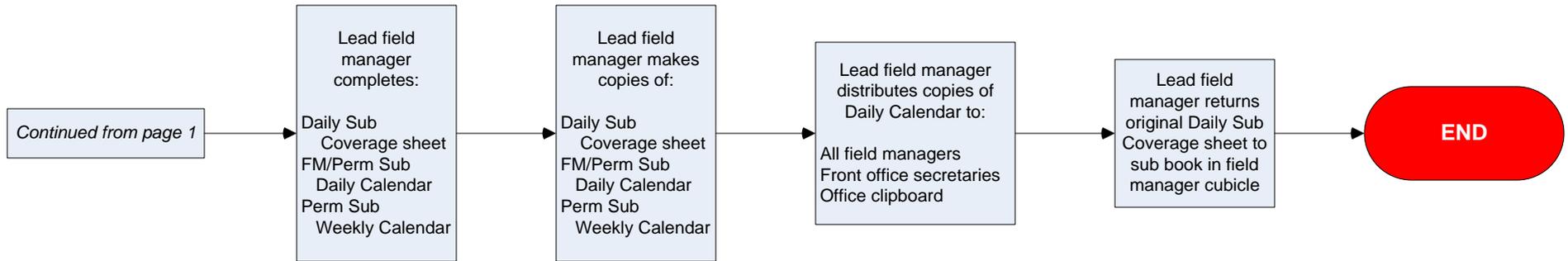
# 32. DFNS School Based Ordering Elementary Hot Packs



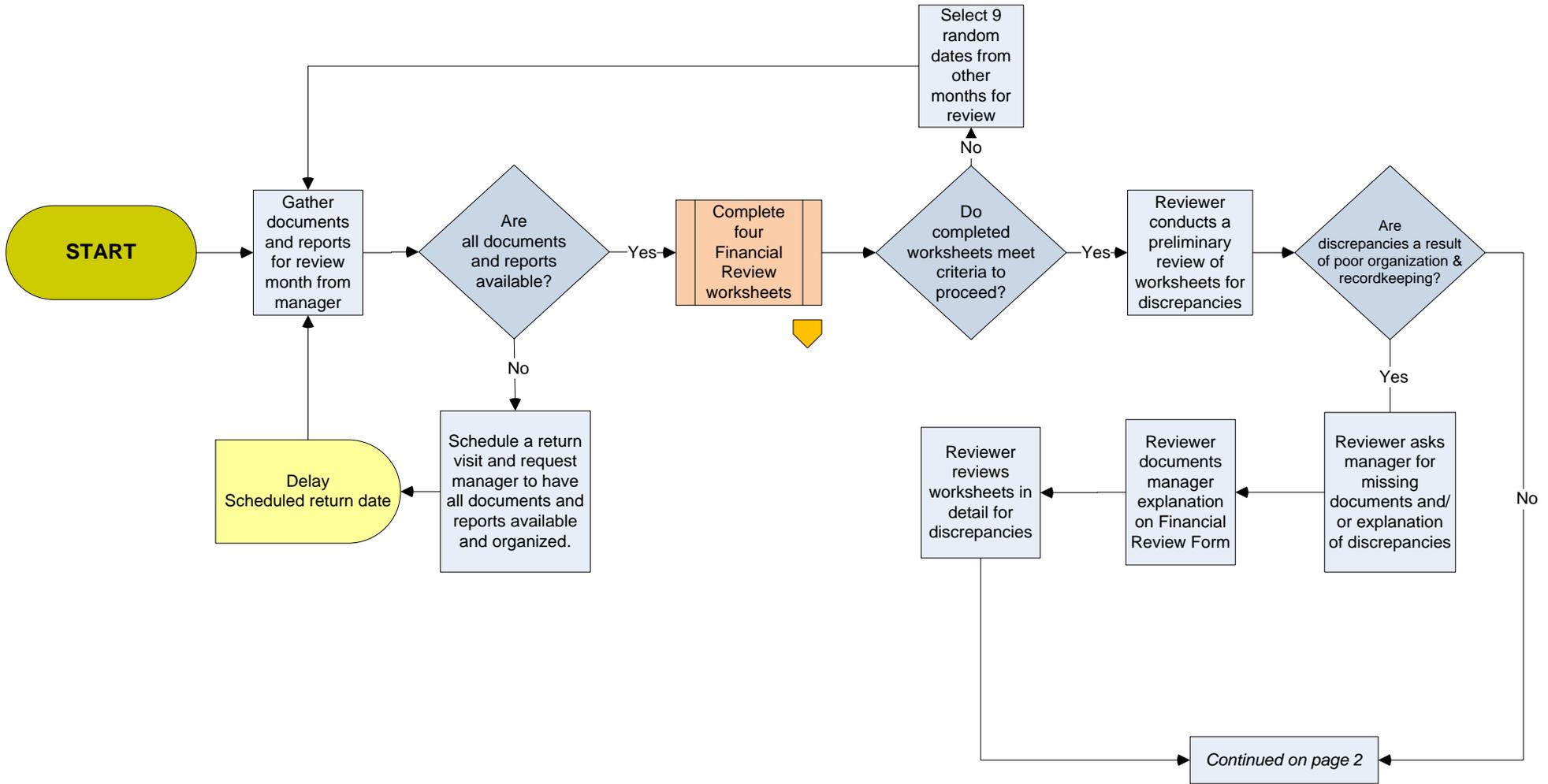
### 33. DFNS School Based Daily Substitute Assignment



### 33. DFNS School Based Daily Substitute Assignment

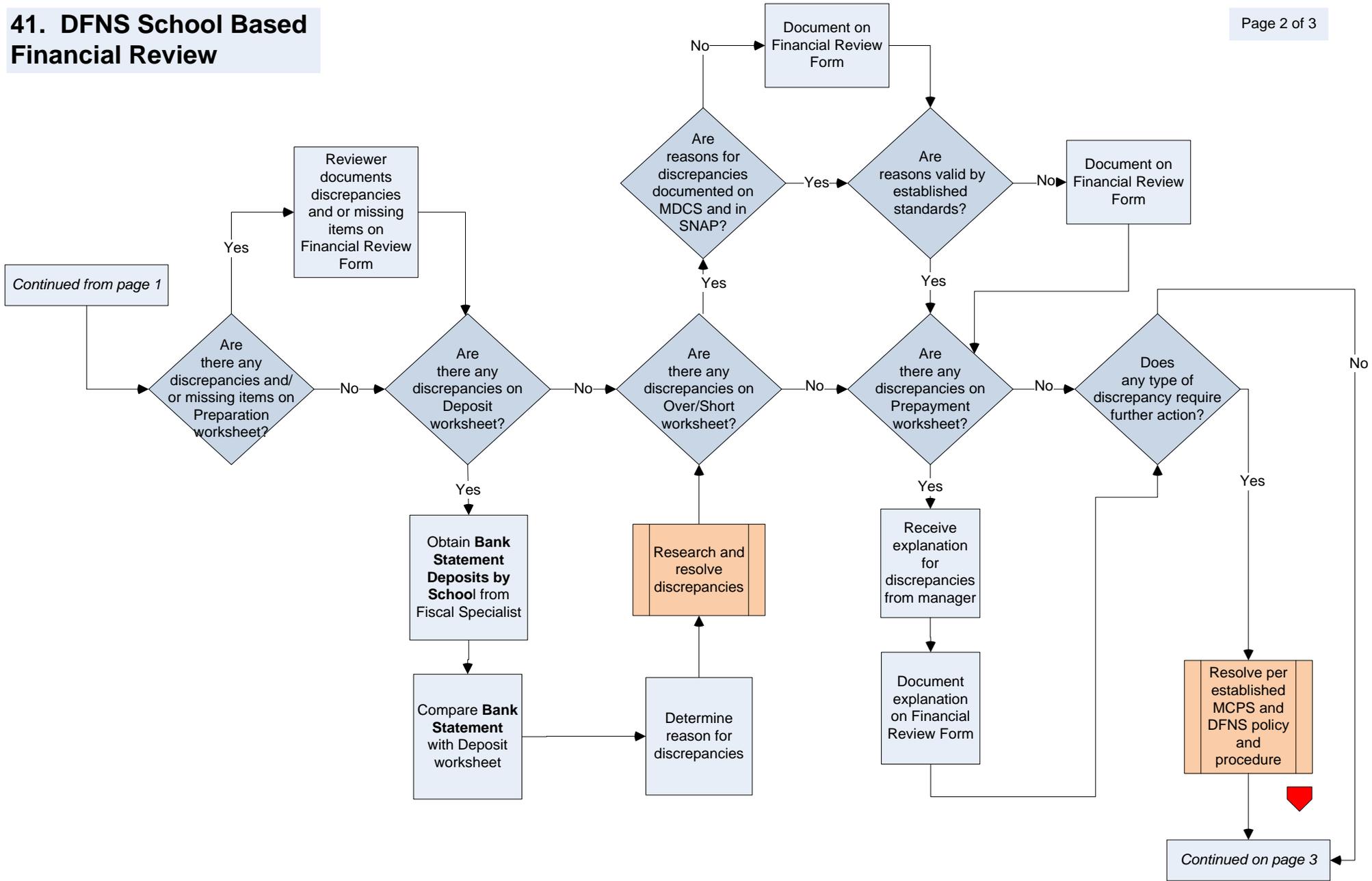


# 41. DFNS School Based Financial Review



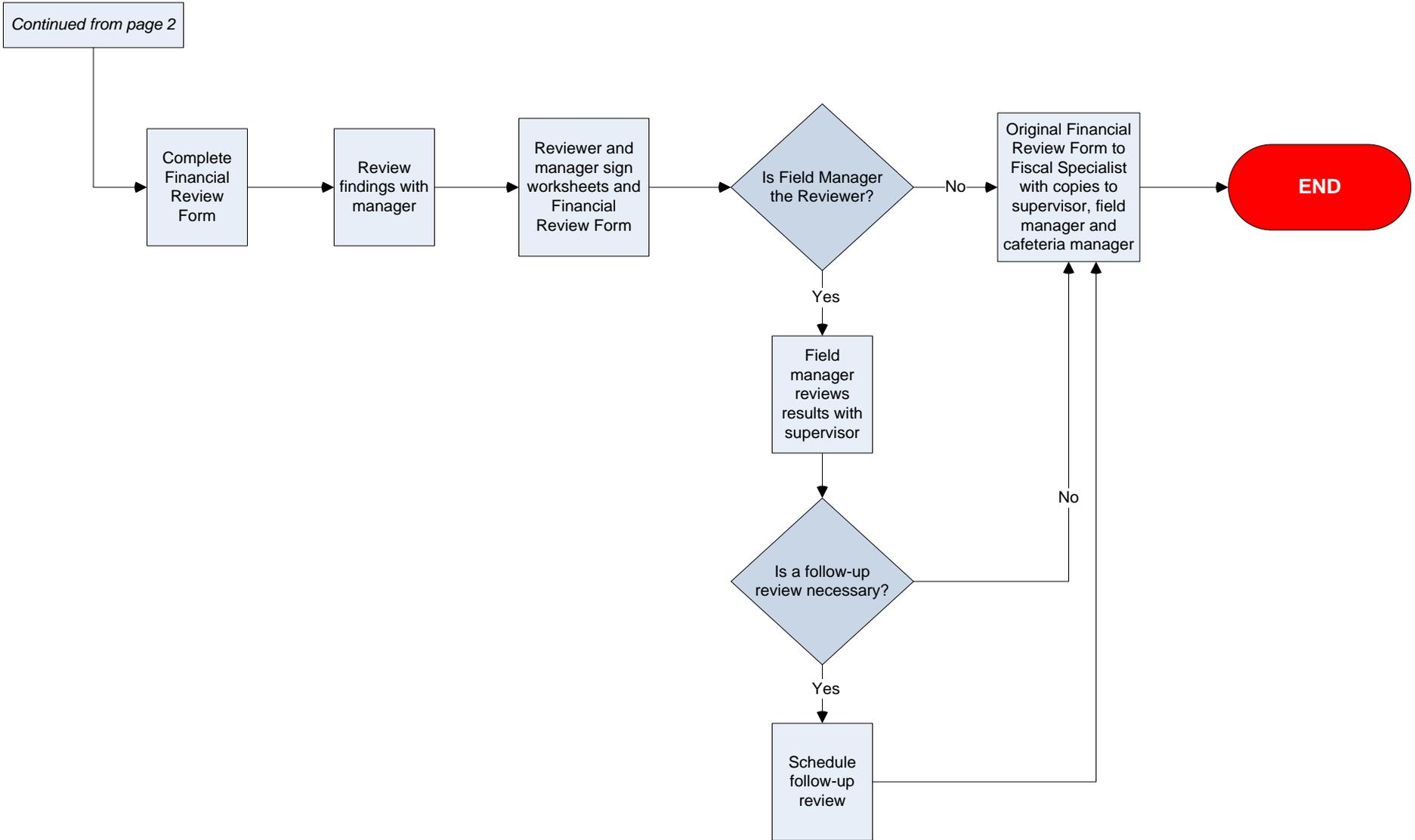
-  Sub Process 41 Page 2
-  Return to Key Process

# 41. DFNS School Based Financial Review



-  Sub Process 41 Page 3
-  Return to Key Process

# 41. DFNS School Based Financial Review



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Cashiers must follow the proper steps to complete transactions at the cash register when a student does not have sufficient funds in their WinSNAP account to cover the price of meals. These instructions replace all previous instructions.

### Important

- The lunch loan procedures apply to **elementary and middle schools** choosing this option to provide nourishment to students who arrive at school without lunch or without enough funds on their WinSNAP account to cover the price of meals (a la carte sales are not included).
- **High school students** do not have a loan procedure in place. A high school choosing this option would contact the cafeteria manager or food service supervisor for more information.
- This is the only loan procedure supported by the Division of Food and Nutrition Services. If a school decides not to use this option, the cafeteria manager will refer students without sufficient funds to the school administrative office.
- WinSNAP is activated to allow a student's account to go into a negative balance up to \$10.00. Money deposited on a student's account by the parent/adult will be applied to the negative balance.
- If the account reaches the \$10.00 negative balance limit, the student receives a cheese sandwich instead of a meal. The cashier uses the no lunch money key and properly completes the transaction at the cash register following the steps listed. The school is billed for the cost of the sandwich (\$0.25).
- The cafeteria manager submits a statement to the administrative office informing them of the number of sandwiches served to students and the total dollar amount owed to the cafeteria.
- Collection of the negative balances not repaid by money deposited to students' accounts is the responsibility of the school.
- The cafeteria manager provides the school administrative office with a report showing students with negative balances and a total dollar amount of all negative balances.





# Cash Handling

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August 2009

-  Return to Sub Process 29b
-  Return to Sub Process 30a Pg 1
-  Return to Sub Process 30a Pg 2
-  Return to Sub Process 30b Pg 1
-  Return to Sub Process 30b Pg 2
-  Return to Key Process

