



SFA - Meal Charging
Written for 2017-18 School Year
Shelley Miller – Food Service Director

- 1) Training Requirements
 - These procedures are reviewed annually, and new food service are trained.
- 2) Consequences for Noncompliance of Procedures
 - As the food service program receives federal funds, any noncompliance is treated seriously; employees may be disciplined for noncompliance
- 3) Monitoring Plans
 - The Food Service Director monitors her employees for compliance on a weekly basis
- 4) Who is Expected to Do What
 - The Food Service staff set up a meal account for each student
 - Students can pay for their meals at the time of purchase or add money to their account at the point of sale via cash, check or money order, or they can prepay or add money to their account on-line via credit card
 - Students are allowed to charge meals beyond the funds they have in their account; students are not denied a meal
 - Parents or guardians are encouraged to review their student's meal account at www.mymealtime.com – for assistance they can call Food Service at 517.266.4549
 - K-8 students receive free meals through the Community Eligibility Program, which is a grant that provides free breakfast and lunch to all students in eligible buildings
 - For Adrian High School, where students pay for their meals, cashiers will notify students of a negative balance and reimbursable meals will continue to be charged to the student account at the standard rates
 - For accounts that the District considers Bad Debt, please reference the SFA – Bad Debt Procedure
- 5) Internal Controls
 - All monthly reports are given by the Food Service Director to the Business Office, where financial accounts are reconciled and verified, to ensure accuracy for meal reimbursement
 - At Year End, the Food Service Director reviews the open accounts and any adjustments are done in coordination with the Accountant in the Business Office
- 6) Segregation of Duties
 - All daily deposits are filled out by the Food Service Department, and picked up by the bank courier
 - The Food Service Director reconciles the reports from each location

7) Authorization of Transactions

- The Food Service Director reviews all open accounts on a regular basis for each of the sites

8) Reconciliations

- Monthly reconciliations occur between the Business Office and Food Service

9) Safeguard of Assets

- Money is deposited daily and taken to the bank by the courier
- Online payments are deposited directly into our bank account

10) Requirement for Supporting Documents

- Supporting documents include daily meal totals as well as monthly claims for reimbursement