
School Lunch Payment Procedure (FSD-P003)

Milford Public School District

1.0 SCOPE:

- 1.1 This procedure describes the process in which the Food Services Department collects payment for the school lunch program.

The on-line version of this procedure is official. All printed versions are uncontrolled copies.

2.0 RESPONSIBILITY:

- 2.1 Food Service Director

Authorized Signature on File

3.0 APPROVAL AUTHORITY:

- 3.1 Food Service Director

Signature

Date

4.0 DEFINITIONS:

- 4.1 FSD – Food Services Department
4.2 MPS – Milford Public School District

5.0 PROCEDURE: -

Pre-Payment of School Lunch at School Site

- 5.1 FSD has made available to parents the option to pre-pay for school lunch.
- 5.2 Parent submits cash or check to the school site for school lunch. The school site is responsible for applying the funds to the student account.
- 5.2.1 Parents can control how their child spends lunch money on the lunch account, by designating lunches only or account cash.
- 5.3 Parents can go to the MySchoolBucks.com web site to pre-pay by credit card.
- 5.3.1 Using a credit card, all money is designated as account cash only, and can be used for snacks or lunch.
- 5.3.2 The parent can check the child's account balance on-line at the site.

Prepayment Bonus Plan

- 5.4 Milford Public School District FSD has a Prepayment Bonus Plan for Elementary, Middle School, and High School.
- 5.4.1 See FSD-F008 Milford School Food Services Answers to your School Lunch Questions.
- 5.5 FSD verifies the Bank Deposit vs. Expected Cash.
- 5.6 FSD forwards a voucher to the City of Milford, Finance Office.

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6.0 ASSOCIATED DOCUMENTS:

- 6.1 FSD-F008 - Milford School Food Services Answers to your School Lunch Questions
- 6.2 City Cash Voucher – External document
- 6.3 Sales & Meal Count Brief – Winsnap POS
- 6.4 Prepayment Summary Report – Winsnap POS
- 6.5 Quick Books Report

7.0 RECORD RETENTION TABLE:

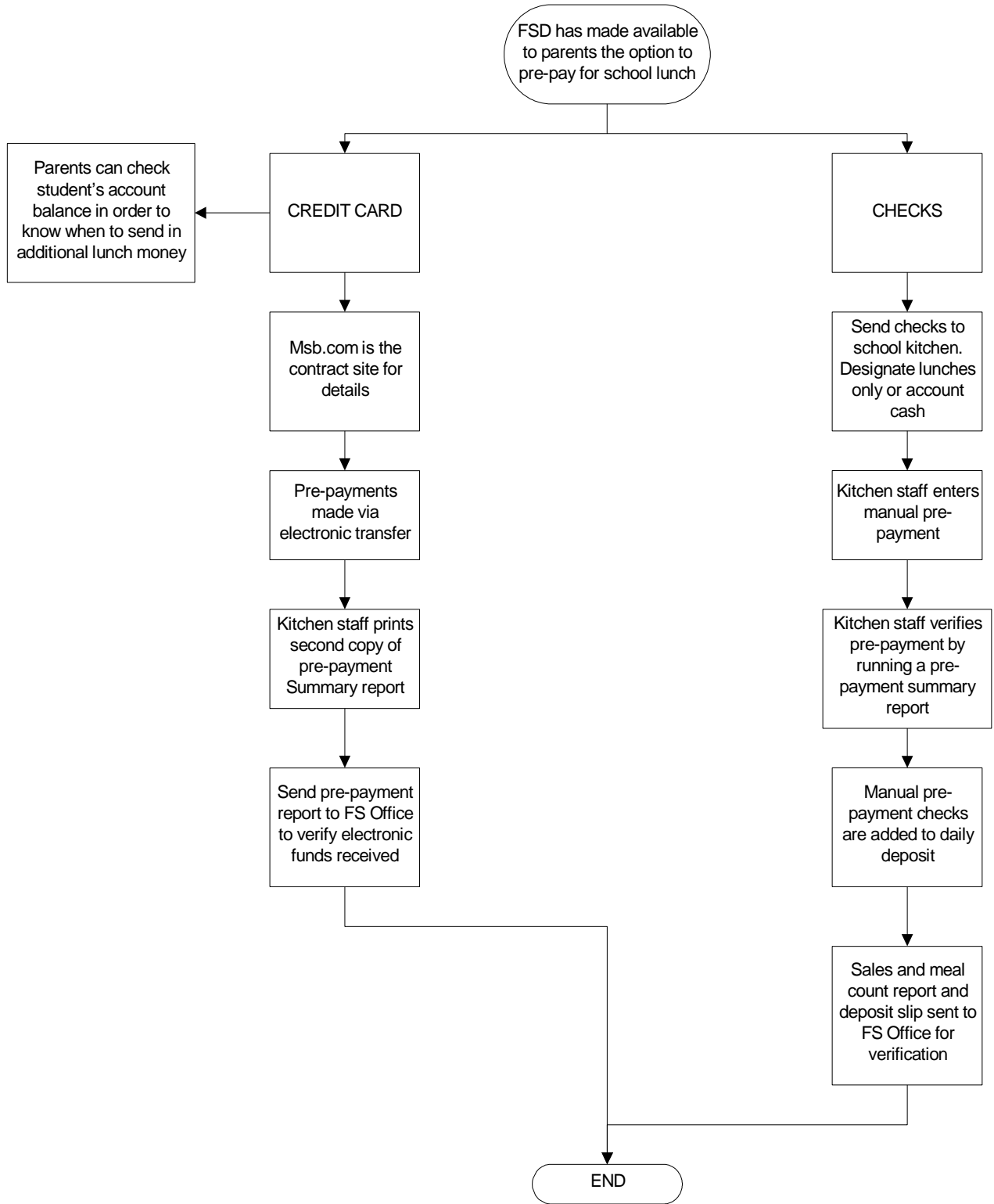
<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
6.1 FSD-F008 Payment Coupon Portion if ret.	FSD Files	3 years	Discard as desired	Locked Office
6.2 City Cash Voucher	FSD Files	3 years	Discard as desired	Locked Office
6.3 Sales and Meals Count	FSD Files	3 years	Discard as desired	Locked Office
6.4 Prepayment Summary Rpt.	FSD Files	3 years	Discard as desired	Locked Office
6.5 Quick Books Reports	FSD Files	99 years	n/a	Electronic

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
08/25/2003	A	Initial Release
11/20/2003	B	Add Flow Chart
11/01/2005	C	Add additional staff member to 2.0; add definitions to 4.0; add language to 5.0; add associated documents to 6.0; adjust retention table in 7.0
03/17/2016	D	adjust language in 2.0; 4.0; 5.0

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End of procedure