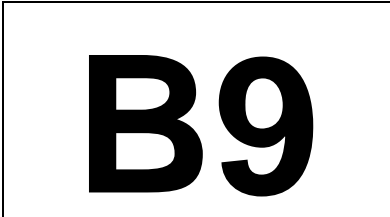


**FOOD AND NUTRITION  
PROCEDURES**  
Miami-Dade County Public Schools



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Subject: **RESIDENT MEAL SERVICE USING ROSTERS**

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**PURPOSE**

The purpose of this procedure is to ensure proper accountability of meals served without using an electronic point-of-sale (POS) system.

**PROCEDURE**

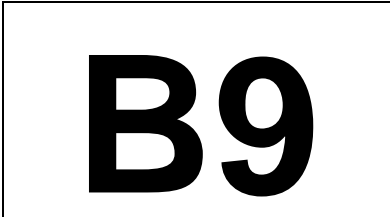
Resident meal service using rosters will encompass any and all programs where meals are served to students that are included in the school’s DSIS file, but the electronic POS system is not used for accountability. An example of this would be meals served in the classroom, CSI, clinic or front office.

If students do not go through the electronic POS system at breakfast and/or Offer versus Serve is not in effect, all meals must contain 3 items (grain/bread or meat/meat alternate, juice/fruit/vegetable and milk [offered in a minimum of two fat contents]). The serving size for each item for grades Pre-K and K - 12 is as follows:

<b>Meal Component Serving Sizes for Breakfast</b>	
<b>Pre-K</b>	<b>K –12</b>
Grain/Bread or Meat/Meat Alternate = 1 ounce Fruit/Vegetable = ½ cup Milk = 8 ounces	Grain/Bread or Meat/Meat Alternate = 2 ounce Fruit/Vegetable = 1 cup Milk = 8 ounces

If students do not go through the electronic POS system at lunch and/or Offer versus Serve is not in effect, meals must contain all five (5) components (grain/bread, meat/meat alternate, juice/fruit, vegetable and milk [offered in a minimum of two fat contents]). The serving size for each meal component for grades Pre-K-8 and grades 9-12 is as follows:

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Subject: **RESIDENT MEAL SERVICE USING ROSTERS**

<b>Meal Component Serving Sizes for Lunch</b>	
<b>Grades Pre-K-8</b>	<b>Grades 9-12</b>
Grain/Bread = 1 ounce Meat/Meat Alternate = 2 ounce Vegetable = ¾ cup Fruit = ½ cup Milk = 8 ounces	Grain/Bread = 2 ounce Meat/Meat Alternate = 2 ounce Vegetable = 1 cup Fruit = 1 cup Milk = 8 ounces

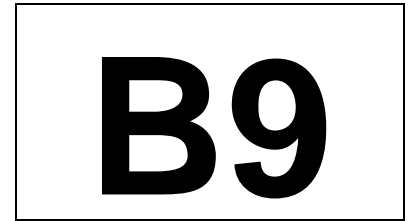
Accountability of Meals Served

- A. A current Classroom Worksheet/student roster is made available to each teacher where an electronic point of sale system is not used.
- B. A Food Service Meal Request form ([FM-3106](#)) should be completed for meals served to students in CSI, the clinic or the front office.
- C. Point of Sale: Designated school personnel must check off the student’s name on the roster as each one receives a meal. At no time will the staff use memory to mark the roster. A second identifier is also required.

The required second identifier may be one of the following:

- The student’s name stated by either the designated school personnel checking off the roster or the student.
  - The student’s photo on the student’s school identification.
- D. Classroom Worksheets/student rosters must be signed and dated by school personnel distributing meals and returned to the food service manager/satellite assistant after meal service. The food service manager/satellite assistant must receive the rosters before completing the end of day procedures.
  - E. The food service manager/satellite assistant verifies names checked off on roster against attendance bulletin. If a student appears as absent and is checked off as having received a meal, contact the attendance clerk to confirm that they were absent and not tardy. Make a notation on the roster indicating the information obtained and adjust accordingly. Obtain a revised attendance bulletin, if applicable.

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- F. Cashier enters itemized information into electronic POS system under each individual student's account.
- G. The food service manager/satellite assistant or designee verifies that information input by cashier is accurate. Roster and Meal Report ([Attachment](#)) data must be compared and adjustments made if any discrepancies are found.
- H. The Classroom Worksheet/student roster and attendance bulletin must be kept on file with the daily records.

*For Action By: Principals, Food Service Managers and Satellite Assistants*

*Refer Questions to: Department of Food and Nutrition*

*Revised: July 2004(6<sup>th</sup>), July 2006, July 2009, June 2011, July 2014, July 2016, September 2019, July 2022,  
July 2024*  
*Reviewed: July 2024*