# FOOD AND NUTRITION PROCEDURES

**Miami-Dade County Public Schools**

## E2

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Subject:     **OPERATING PROCEDURES FOR FASTRAK POINT OF SALE SYSTEM**

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## PURPOSE

The purpose of this procedure is to outline the various steps to operate the FasTrak Point of Sale (POS) system.

### Introduction

The FasTrak POS system is an approved accounting system which standardizes operational procedures, provides an audit trail of meal counts and records meals claimed for reimbursement. All students will utilize their student identification number for breakfast, lunch and a la carte items.  This will track meal eligibility status, payments, and itemized meal components.

### Service

The Department of Food and Nutrition operates a Help Desk to provide food service managers/satellite assistants with assistance in the operation of the POS system. Its functions are the following:

A.   Provide technical and operational assistance with the FasTrak register system.

B.   Determine needs for maintenance or repair.

C.   Provide POS and food ordering training.

## PROCEDURE

## Operating the FasTrak POS System

### Every Afternoon

A.   The POS system will immediately go into Wide Area Network (WAN) Connection after completing Day End.  If necessary to exit the WAN connection, prior to leaving for the day:

   1.   Click on the "WAN" icon

   2.   Click on the "Start Upload" icon

   3.   A black screen will appear with text

   4.   After a few minutes, a screen will appear with the words "Start Download"

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**DO NOT CLICK on "Start Download", you should minimize this screen.**

B.   Open FasTrak to prepare the overlay for the next day.  Make sure leftovers are included or any menu substitutions.  Print one overlay for each register.

<u>Every Morning</u>

A.   When signing on to the computer if it says download is complete, do the following:

1.   Click "OK"

2.   Click on the "WAN" icon

3.   Click on "Start Upload"

4.   A black screen will appear with text

5.   After a few minutes, "Start Download" will appear on the screen

6.   Click "Start Download"

7.   Click "OK"

8.   Then open Scmp32 (FasTrak) to start breakfast.

B.   If a WAN Connection ERROR occurs, do the following:

1.   Click cancel WAN ERROR

2.   Go to Start, click Power, click Restart

3.   After computer restarts, click WAN Connection

4.   Click on "Start Download"

5.   If the WAN Connection ERROR still appears, call the Help Desk.

6.   After you click on "Start Download" a black screen will appear with text.  The last part of the text will say override yes/no/all, you must type the letter "A" next to the text and

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then the download will continue.

7.  If a black screen says wait for 30 seconds, call the Help Desk.

8.  Then open Scmp32 (FasTrak) to start breakfast.

    a.  The username, which is your first name will automatically appear, however if instead you see "DISTADMIN", you need to remove "DISTADMIN" and type your first name. Type the 1st letter of your name as your password.

    b.  Click on Meal Session & Select Breakfast.

    c.  If the overlay was not prepared the prior afternoon, then check overlay to make sure all menu items (including leftovers and substitutions) have been entered and print one for each register.

    d.  Cashier signs on with his/her assigned password.

    e.  Each sale is entered separately and itemized as each student or adult goes thru the POS. Students in all grades must enter or scan their student identification number on the keypad at the end of the serving line. It is also required that the student's name be stated by either an M-DCPS staff member or by the student. The second identifier is required by the Department of Agriculture and Consumer Services. Adult (not food service employees) meals are entered using their account number (9 plus employee ID number).

    f.  Students in all grades must enter or scan their student identification number onto the keypad.
        The exceptions are:

        i.   During the initial months of each school year, cashiers may enter the student identification number for students in grades PK-2 after the child has been identified.

        ii.  In special situations (e.g., ESE Students) an adult designee may assist the student in entering his/her student identification number.

    g.  At no time will the staff use memory to enter the student identification number on

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the keypad/register. A second identifier is also required even when assistance is provided entering student identification numbers

The required second identifier may be one of the following:

- The student's name stated by either an M-DCPS staff member or by the student.

- The student's photo as it appears on the POS.

- The student's photo on the student's school identification.

9. Enter employee meals. All food service employee meals must be entered using the employee's id number and meals must be itemized.

10. After breakfast but prior to the start of lunch service, sites with after school meal programs will follow the procedure to enter the after school meals/snacks. After the meals/snacks are entered, the personal computer (PC) should be changed to "Lunch" mode to begin serving lunch.

11. It is required by the Department of Agriculture and Consumer Services <u>that a student database/balance report must be run **EVERY** Friday or at least once a week</u>. Only the current week's database/balance report must remain on file **unless** it is needed for accountability due to power outage/equipment failure.

   A database/balance report must also be run on the last workday of each month and is to remain on file. Therefore, the following must remain on file:

   - Current week's database/balance report

   - Database/balance reports used for accountability (e.g. power outage /equipment failure), if any

   - Monthly database/balance reports run on the last day of the month

Power Outage/Equipment Failure

A. If there is a power outage/equipment failure during breakfast or lunch, the cashier must record the student's identification numbers on the power outage/equipment failure form (Attachment A) or by using the student database/balance report as a checklist.

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B.  The most recent student database/balance report run or the Power Outage/Equipment Failure form must be kept on file with the daily records as supporting documentation. When the system is down or there is no electricity, the student database/balance report will be the only way to verify student account numbers.

C.  At the end of day, if the power has been restored/equipment repaired each student's identification number must be entered in the electronic POS or in the graphic POS. If all students received the same components, it is not necessary to itemize each meal.  The Express Meal key may be utilized to enter the meals.

D.  If power/equipment is not restored/repaired enter meals via electronic CRCR.  In the comment section of the electronic CRCR, indicate "Power outage or equipment failure all day".

Entering Special Programs:

A.  After breakfast service, enter After School Care Programs as per individual program email instructions.

B.  Prepare the overlay for the next day, including any leftovers or substitutions being used.

End of Day

A.  Money screen will appear. Do not enter any information, just click next, next (depends on how many POS at school site) until the Labor Hour screen appears.

B.  Enter labor hours for all staff daily, including on Teacher Planning Days.

End of Day Reports

Electronically saved End of Day Reports consists of the following:

A.  Financial Report

B.  Financial Report – Meal Count

C.  Itemization By Line Report

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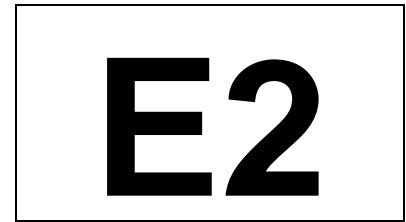
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D.  Adjustment Report

E.  Financial Report – Revenue

F.  Financial Report – Registers

G.  Special Event Log

Eligibility Code and Descriptions of Active Eligibilities in the FasTrak System

1   **FREE** – All students attending CEP sites or if at a non-CEP site a student that is approved for free meals by a new 2024-2025 application (or through direct certification or through their migrant, homeless or runaway status).

2   **REDUCED** - A student at a non-CEP site that is approved for reduced price meals by a new 2024-2025 application.

3   **PAID ELEMENTARY**– A student at a non-CEP site without a free or reduced meal status.

5   **NON-RESIDENT FREE** - Any student approved for free meals that eats from a school other than the school in which the student is enrolled.

9   **PREVIOUS FREE** - Students attending a non-CEP site approved for free meals by a 2023-2024 application. Remember, students have approximately 30 days to eat based on last year's meal eligibility.  As the Department of Food and Nutrition approves the new 2024-2025 applications, in most cases, the 9's will become 1's.

10  **PREVIOUS REDUCED** - Students attending a non-CEP site approved for reduced meals by a 2023-2024 application. Remember, reduced price students have approximately 30 days to eat based on last year's meal eligibility. As the Department of Food and Nutrition approves the new 2024-2025 applications, in most cases, the 10's will become 2's.

15  **EMPLOYEES** - Food service employees.

16  **ADULTS** - Any adults, school administrators, teachers, custodial, security, etc. (other than food service employees) that may eat in your school cafeteria.

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Non-Resident Students

Non-Resident is any student that eats at or may be fed from a school other than the school in which the student is enrolled, therefore, not part of the DSIS file where the student is eating.

Processing Non-Resident Students in Schools with Electronic POS

All students not part of the school's DSIS system will have a meal account in the school which the student is eating with non-resident eligibility. Students enter student identification numbers when passing through the electronic POS.

A. If non-resident students do not go through an electronic POS, but rather eat at another location, the food service manager/satellite assistant must run a classroom worksheet /database list for non-resident students and send a copy for each meal service.

B. The site director or designee must check off each student who receives a meal and sign the classroom worksheet/database list after the meals have been served.

C. The classroom worksheet/database is then returned to the base school manager to enter the students who ate and account for the meals before doing the Day End Procedure.

D. Each student will be entered individually in the POS system.

Students will have non-resident eligibilities 5.

Student Non-Reimbursable Meals

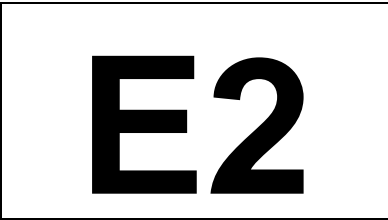The Non-Reimbursable Meal POS key is used to enter meals for students **ONLY WHEN:**

A. A student used another student's meal identification number in error

   OR

B. A spilled meal is being replaced.

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The Student Non-Reimbursable Meal recipe # <u>must</u> be placed on the menu overlay as a fixed a la carte key item.

| Recipe # | Description |
|---|---|
| 8885 | Non-Reimbursable Meal - Elem. Breakfast |
| 8886 | Non-Reimbursable Meal - Elem. Lunch |
| 8887 | Non-Reimbursable Meal - Sec. Breakfast |
| 8888 | Non-Reimbursable Meal - Sec. Lunch |

For K-8 schools: once student enters their student id number the cashier must identify their grade level and use appropriate key (elementary or secondary).

A. When entering a non-reimbursable meal, the student will utilize their student identification number and the cashier will enter the meal under the Non-Reimbursable Meal key Students are to receive the same meal items they received prior to spill. **DO NOT ITEMIZE THIS MEAL.**

B. The following supporting documentation is needed to justify a Non-Reimbursable Meal:

   a. Event Log - Print the portion of the Event Log showing the day's activity for the student who received the non-reimbursable meal.  Indicate if the student account was used in error or if a meal was spilled.

   b. Student/Account information screen - print a copy of the ScMP32 student/account information screen showing the student's meal eligibility with the student's identification number.  Keep with daily records.
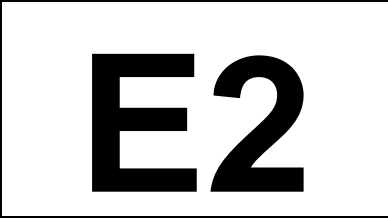
<u>Student Second Meal (Breakfast and Lunch)</u>

Instructions for entering student second meals (i.e. when a student wants to buy a second breakfast or lunch) are noted below:

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A.  Student Second Meals (Breakfast and Lunch) recipe # must be placed on the menu overlay as a fixed a la carte item.

| Recipe # | Description |
|---|---|
| 8881 | Student Additional Meal - Elementary Breakfast |
| 8882 | Student Additional Meal - Elementary Lunch |
| 8883 | Student Additional Meal - Secondary Breakfast |
| 8884 | Student Additional Meal - Secondary Lunch |

For K-8 schools: once student enters their student id number the cashier must identify their grade level and use appropriate key (elementary or secondary).

The price for a second meal served to a student is:

*   Student Additional Meal - Elementary Lunch $2.25

*   Student Additional Meal - Secondary Lunch  $2.50

When entering an additional meal, the student will utilize their student identification number and the cashier will enter the meal under the Additional Meal-Breakfast/Lunch key. **DO NOT ITEMIZE THIS MEAL. Student must have money on their [PayPams](#) account to purchase second meal.**

The student price for an additional breakfast will be $2.00.

*For Action By: Principals, Food Service Managers, Satellite Assistants and Cashiers*
*Refer Questions to: Department of Food and Nutrition – Help Desk*

*Revised: July 2006, July 2008, July 2009, July 2010, June 201, July 2014, July 2015, October 2020, August 2022, July 2023, December 2023*
*Reviewed: July 2024*