

Technology & Accountability

2023/2024 Opening of School Meeting

Eating Healthy Every Day!



SOUND & COMMUNICATION TECHNICIANS



**VICTOR
ALFONSO**



**RAFAEL
MUSTELIER**



**FIDEL
RODRIGUEZ**

FASTRAK TEAM “Help Desk”



**CARENA
DELANCY**



**CARIDAD
PANDO**

TRAKNOW TEAM



**MILAGROS
"Millie"
ALVAREZ FERRER**



**JOSE
ANTIGUA**

AFTER SCHOOL PROGRAMS TEAM



**MERCEDES
LEON**



**JOLEE
FERGUSON**



**DOLLY
MONTES DE OCA**

MEAL BENEFITS TEAM



**ALFREDO
GONZALEZ**



**RACHELLY
DIAZ**

OFFICE SUPPORT



**PATRICIA
ITURRIA**



**CARINA
SALAZAR**

SYSTEMS PROGRAMMER



**PEDRO
FLEITAS**



Community Eligibility Provision (CEP)



- Breakfast and lunch continues to be free for all M-DCPS students for SY 2023/2024.
- No Free and Reduced Meal Applications.
- Income Survey Form is available at nutrition.dadeschools.net and on the Parent Portal. This can be used for other benefits.

Meal Accountability

Meal accountability at the Point of Service is required for ALL students.

Keypads must be used and student id #'s are required.
4 card is not permitted during the regular school year.

Student ID #'s must be scanned or entered in keypads.

Will remain cashless, no cash or checks can be collected.

PayPAMS is available for students to purchase ALC or second meals.

Meal Accountability at Breakfast & Lunch

Itemize	The cashier must itemize the meal (enter all items on the student tray) and confirm the meal is reimbursable following Offer vs Serve guidelines.
Second Identifier	Second Identifier must be used . Student's name must be stated by the student or cashier.
Eligibility	All students will have eligibility 1, unless are non-residents which will have eligibility 5.

Alternate Meal Accountability: Classroom Worksheets/Balance Reports

Classroom Worksheets/Balance Reports must be used when students cannot go through serving line:

- Meals served in the classroom (EHS/HS, ESY)
- Meals served at GRAB AND GO CARTS
- Site does not have cash register ie: outreach centers
- In case of power failure or equipment not working

Daily Meal Count Record Sheets Cannot be Used.

Miami-Dade County Public Schools
Department of Food and Nutrition
Seamless Summer Option
Daily Meal Count Record

Sponsor Number # 13	Sponsor Name Miami-Dade County Public Schools		
Site Number	Site Name		
Date	Day of Week (circle one) M T W TH F	Meal Type (circle one) Use a separate copy for EACH meal service. Breakfast Lunch	
# Meals Received/Prepared	+	#Meals Leftover from Previous Day	= Total Meals Available

Meals Served to Children (Number with a diagonal line through each child receives a meal)

1	2	3	4	5	6	7	8	9	10	11	12	13	14
15	16	17	18	19	20	21	22	23	24	25	26	27	28
29	30	31	32	33	34	35	36	37	38	39	40	41	42
43	44	45	46	47	48	49	50	51	52	53	54	55	56
57	58	59	60	61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80	81	82	83	84
85	86	87	88	89	90	91	92	93	94	95	96	97	98
99	100	101	102	103	104	105	106	107	108	109	110	111	112
113	114	115	116	117	118	119	120	121	122	123	124	125	126
127	128	129	130	131	132	133	134	135	136	137	138	139	140
141	142	143	144	145	146	147	148	149	150	151	152	153	154
155	156	157	158	159	160	161	162	163	164	165	166	167	168
169	170	171	172	173	174	175	176	177	178	179	180	181	182
183	184	185	186	187	188	189	190	191	192	193	194	195	196
197	198	199	200	201	202	203	204	205	206	207	208	209	210
211	212	213	214	215	216	217	218	219	220	221	222	223	224
225	226	227	228	229	230	231	232	233	234	235	236	237	238
239	240	241	242	243	244	245	246	247	248	249	250	251	252
253	254	255	256	257	258	259	260	261	262	263	264	265	266
267	268	269	270	271	272	273	274	275	276	277	278	279	280

Total Meals Served to Children (Sum of diagonal lines above)

Disallowed Meals (damaged, incomplete, other non-eligible meals)

Total leftover meals
(Total Meals Available – Total Meals Served to Students – Disallowed Meals)

Reason for low participation today (if applicable): _____

Site Supervisor Printed Name _____

By signing below, I certify that the above information is accurate and complete.

Site Supervisor Signature _____ Date _____

MEAL ACCOUNTABILITY: Non-Residents

- Non-resident students are those at sites without a cash register or an individual FASTrak.
- 2 new non-resident sites for SY 2023/2024:
 - #7777 New Education Opportunities is non-resident of Liberty City El.
 - #7073 Academy of Advanced Academics is non-resident of Paul Bell Md.
- If the non-resident students go through the serving line, student ID # is required (Eligibility 5).
- If the non-resident students do not go through the serving line, a Classroom Worksheet/Balance Report must be used.
- If you are not familiar with the non-resident procedure, contact the Help Desk for assistance.

Adult & Employee Meals

- Faculty or other school staff wanting to purchase meals or a la carte items must contact Pedro Fleitas to set up an account in PayPAMS. He will open the account for them. DO NOT OPEN ACCOUNT yourself.
- If they previously set up an account in PayPAMS, they do not have to set up another account.
- EXCEPTION: If they were at a different location, they must contact Pedro Fleitas to change the location.
- Effective August 2023, meal prices for adults: \$3.00 for breakfast and \$5.00 for lunch.
- Employee meals must be rung up using their employee number and be itemized.



POS Procedure

- POS Opening of School Procedure must be done early on August 14th.
- Check the total number of students in your balance report and confirm with the front office that the number of students enrolled at your location are similar. If there is a large discrepancy, call the Help Desk.
- To have the most up to date Classroom Work Sheets or cards, do not print them until August 16th.
- This year it is especially important that you do a WAN Connection every day so that you can receive menus, student changes, and PayPAMS payments.
- Reminder: Every time you open FAStrak you must do a DAY END and enter the actual number of labor hours for that day.
- Cash Register Basics Guide is available in the Manager's Bookbag as a resource.



After School Meals/Snacks

An email with specific information for each program along with the procedure will be sent to all schools.

- Review the procedure with the after school staff to ensure compliance.
- Complete the Acknowledgment of Procedure for After School Meals/Snacks Reimbursable Program linked at the bottom of page four and submit to your Region Supervisor.
- Prior to the start of the program you are to review the information listed below with your principal and after school staff to confirm accuracy.



After School Meals/Snacks

- DO NOT provide meals for a program if you do not receive an email from me.
 - The list of schools with after school programs will be available in the Manager's Bookbag.
 - If you have any questions regarding after school programs, contact Mercedes Leon or Jolee Ferguson.
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Technology

- ❑ **Check your POS Equipment:** Call the Help Desk for repairs asap!
- ❑ **Toners/Drums:** If need, contact Pedro Fleitas
- ❑ **Social Media:** Share pictures with Pedro of your staff, appealing meals/serving lines, and/or special events
- ❑ **Website:** View updated procedures, Manager's Bookbag, Documents & Forms and other resources.



**FREE breakfast and FREE lunch
offered to ALL
M-DCPS students every day!**



The Department of
Food & Nutrition
Welcomes You
Back to School!

Eating Healthy Every Day!





[Opening of School Meetings Click Here](#)



[Income Survey Click Here](#)



[Click Here](#)

Non-Discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- 1. Mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW Washington, D.C. 20250-9410; or
- 2. Fax:**
(833) 256-1665 or (202) 690-7442; or
- 3. Email:**
Program.Intake@usda.gov

This institution is an equal opportunity provider.

[Non-Discrimination Statement - Spanish](#)
[Non-Discrimination Statement - Creole](#)



Thank You!

On behalf of the
Technology & Accountability Team
We wish you a great
2023/2024 school year!

Eating Healthy Every Day!

