

Using Systems Design for Summer Feeding Program Back Office Setup:

To use Systems Design for Summer Feeding Program three items need to be setup in the master files (FS-01). The First item is to identify which campuses are going to participate in the program by selecting the campus in the School Master Record (**FS-01-03**) and selecting a 'Y' in field **09** as shown below:

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Systems Design
MAY 12, 2009          CAMPUS FILE MAINTENANCE          CHANGE          SCH002--28
CAMPUS ID: -----[0102]

01= CAMPUS DESC --[Hollywood and Vine Elementary  ]
02= MANAGER NAME--[Brad Pitt                      ]
03= PHONE NUMBER--[212-555-1212  ]          ** OFF CAMPUS PRICES **
04= CAMPUS TYPE  --[E]                      13= REDUC BREAK  --[ .30 ]
05= ATTEND PCTG  --[97]                      14= PAID  BREAK  --[ 1.25 ]
06= NSLP FLAG    --[Y]                      15= REDUC LUNCH  --[ .40 ]
07= SEVERE NEED  --[N]                      16= PAID  LUNCH  --[ 2.25 ]
08= ASSP FLAG    --[ ]
09= SFSP FLAG    --[Y]
10= PROVISION 2  --[ ]
11= LABOR HOURS  --[ 36.0]
12= CREDIT LIMIT -[Y] [ 5.00 ]          21= BALANCE NOTICE LIMIT --[N] [ .00 ]
                                         24= STATE ID  -----[ ]

ALL OK?(YNC)-[Y]

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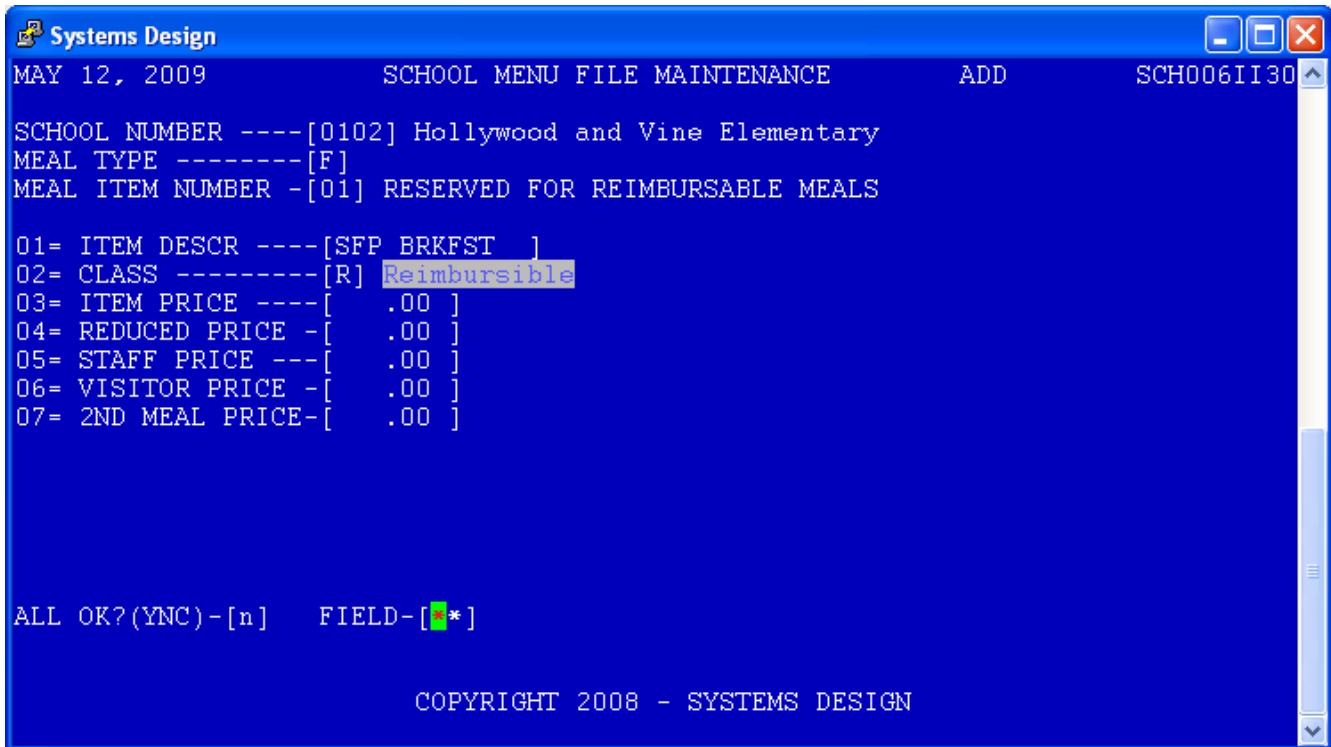
You need to repeat this step for each campus that is going to be a part of your Summer Feeding program. We also suggest that you take the time to fill out additional information in the school master record including the off campus prices (fields 13 through 16) which is the price a student from that campus (campus 102 in our example) would be charged if they ate at any other campus in the district.

You need to also check and see if you need to update the scheduled hours worked at that campus matches the number you have in field 11 (LABOR HOURS).

The next step is to setup a menu for each campus you selected earlier, for each meal you are planning to serve [First Meal(breakfast), Quick Meal (snack) ,Midday Meal (lunch)] or all. You will do this from the Menu Master File Record (**FS-01-02**) using the "A" option to ADD a new record since it may not already exist. You will also need to select "F" for Summer Feeding Program Breakfast, "Q" for SFP Snack, and "M" for SFP Lunch as prompted by the system and shown below. These codes are to distinguish between meals served under the Summer Feeding Program and meals that could possibly be served to students attending summer school and

6/1/2009

eating under the National School Lunch and Breakfast program. You will be prompted to answer the questions for meal item number, the price (press the enter key for zero price for student). If the system prompts "ACCOUNT ALREADY ON FILE" because the menu item already exists, you will need to press the escape key <ESC> twice. Then select 1 and "C" for change to review the menu item and pricing as seen in the example below.



A few things to keep in mind when setting these menu items (in Version 2.0 or better) is that the first 14 items are reserved for the reimbursable meal types (seen in field 02 CLASS) above. Any other items that the district wants to sell such as milk, ice cream, fruit need to be placed in MEAL ITEM NUMBER 15 and above.

The last item that may need to be set up is a Generic ID number for recording meals being served for the Summer Feeding Program. You may use the standard account ID "S" in the Meal input screen (FS-02-01) for student to record meals if you are running Version 2.0 or higher of Systems Design Point of sale software. If you want or need to set up an additional Student number or have an older version and have to claim meals under you can do this under the Quick Inputs and Create Menus (FS-01-22-02*). If you do not have this option on your system call Systems Design at 800-887-1828. You will notice that the student accounts setup in this program have a "G" as the status of the student for this process, because it will allow you to serve multiple meals under the same number and you will not get the "MEAL ALREADY SERVED" message each time you serve an additional meal to this Generic Account.

***If your district does not have version 2.0 or greater release contact Systems Design for a free upgrade.**

This is an example of the Quick Input screen (FS-01-22-02)*. You will notice that you are prompted to enter the School number (campus 0102 in this example) then input the three digit clerk number that you wish to set up the "S" student account for meal serving, the program will set up an account for Student, Adult, staff, and Visitor will all be created from this one step. Simply repeat the step for all schools and clerks you wish to set up as in the example below.

6/1/2009

You can check to make sure all your accounts are setup at your district by running a Select Status Report (**FS-04-08**) for all campuses and selecting the status "**G**". This will print a report listing all Generic Accounts available at your district.

You will be able to get a report of the meals servered under the the Accuclaim Reports found under **FS-04-21 option 2**.