

The Lunch Applications Program accommodates the processing of Applications for the USDA Free and Reduced-Price Meal Program. The rules allow for claiming of a benefits for the first 30 school days based on the child's benefit level from the previous school year. This allows for the completion and submission of a new application for the current school year. The rules and the program also accommodate the granting of a Temporary Free Meal benefit based on prescribed circumstances. Families that do not complete an application or those who qualify for an extension of a Temporary Free Meal benefit by the designated due date will be changed to a Paid status.

The Lunch Application program allows the Food Service Department to:

- Print letters for those students whose carryover period is about to expire
- Print letters for those students whose Temporary Free Meal benefit is about to expire
- Print a list for those students whose Temporary Free Meal benefit is about to expire and whose status will change to Paid
- Print a list for those students whose carryover period is about to expire and whose status will change to Paid
- Update the Student Master records of these students to Paid.

To accomplish these tasks, the Lunch Application program administrator will execute certain operations that are explained here. These options are selected from the same menu.

From the Master Menu select LA (LUNCH APPLICATION MENU), then select 03 (UPDATE TEMPORARY STATUS MENU). The UPDATE TEMPORARY STATUS MENU displays:

UPDATE TEMPORARY STATUS MENU

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<< EXPIRATION LETTERS >>                << UPDATE FILES >>
02 = ROLLED OVER STATUSES EXPIRING        14 = APPLICATION STATUS UPDATE
03 = TEMPORARY APPLICATION EXPIRING       15 = NON-APPLICATION STATUS UPDATE

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07 = F/R/P ACCTS W/O AN APPLICATION

<ESC> = RETURN TO PREVIOUS MENU

ENTER MENU OPTION-[ ]

**ROLLED OVER STATUS EXPIRATION LETTER**

THIS PROCESS SHOULD BE RAN AT THE END OF 20 (TWENTY) SCHOOL DAYS.

Selecting 02 (LA-03-02) prints advisory letters for those students who have a carryover benefit of Free or Reduced but have not turned in an application. You will be asked to enter:

- The date to print on the letter (LETTER RUN DATE). You may press [ENTER] for today's date
- The last day of the last school year (APPLICATION DATE LIMIT), applications prior to this date will be ignored. You may use 063009
- The date the student's temporary statuses will expire (100509 for most customers)
- Whether or not you want inactive students to be included

The number of students selected displays and you are asked if you wish to continue. Type Y and the letters will print.

## TEMPORARY STATUS EXPIRATION LETTER

THIS PROCESS SHOULD BE RAN AT LEAST WEEKLY WHEN YOU HAVE ISSUED TEMPORARY BENEFITS.

Selecting 03 (LA-03-03) prints an advisory letter to all those applications with Temporary Free Meal benefit within a date range. You will be asked to enter:

- The date to print on the letter (LETTER RUN DATE). You may press [ENTER] for today's date
- The starting and ending expiration date range

This program allows you to print the letters throughout the year as Temporary Free Meal benefit is approved.

## LIST STUDENTS WITH CARRYOVER STATUS EXPIRING

Selecting 07 (LA-03-07) lists the students whose carryover status will expire on a specified date.

SEP 21, 2009                      CURRENT NON-PROCESSED APPLICATIONS                      SCH442--26

ENTER DISTRICT NUMBER-[01]      Systems Design

ENTER CAMPUS TO PRINT:      \_\_\_\_\_      <ESC> to Exit  
Press <Enter> for All

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At the ENTER CAMPUS TO PRINT: prompt you may specify a specific Campus ID or press [ENTER] to select students from ALL campuses.

The system will then prompt:

ENTER RUN DATE--[09/21/2009]  
ENTER LAST SCHOOL YEAR END DATE-[\*\*\*\*\*      ]

You may enter 063009 or specify the last day of school. Applications on file with a date equal or prior to this date will not be counted as a current application.

The system may prompt Enter Password and if it does type CSDI.

The system will prompt:

DO YOU WISH TO INCLUDE PAID STUDENTS? (Y/N)...\*

You may type N to not include Paid students and then only students with a carryover status of Free or Reduced will be included in this report.



If you are expiring the rolled over statuses,  
for non-application students, you now need  
to do either menu item LA-03-15:  
15 = NON-APPLICATION STATUS UPDATE  
or menu item FS-01-15:  
15 = PROCESS STUDENT-NO CUR YR APPL

Press <Enter> to Continue

\*

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Press [ENTER] to exit.

CHECK THE REPORT and if the selected students seem appropriate, run the process the second time with the **U** option to actually expire the students.

#### **NON-APPLICATION EXPIRATION PROCESS (Last year's Direct Certified Students, etc.)**

THIS PROCESS SHOULD BE RAN AT THE END OF 30 (THIRTY) SCHOOL DAYS AFTER LA-03-14 HAS BEEN COMPLETED.

BEFORE running this report, you should run LA-03-07 F/R/P ACCTS W/O AN APPLICATION and confirm that the correct students will be expired. If there are any students included who should not be expired they MUST be corrected before proceeding.

Selecting 15 (LA-03-15) either prints or updates the status to Paid for those students without an application on file. This occurs when students are removed from a prior year application and left with a Free or Reduced status and not entered on to a new one or the student was direct certified, homeless, migrant or runaway the prior year and was not recertified. It also occurs when someone changes a Student Master record directly through maintenance.

You will be asked to enter:

- The campus number to process. Press [ENTER] for ALL campuses
- The run date to print on the report. You may press [ENTER] for today's date.
- The last day of the last school year (APPLICATION DATE LIMIT), applications prior to this date will be ignored
- The password (CSDI)
- Whether or not to actually update the students. Enter N to produce a report only

The N option produces a report only and does not update the records. **It is recommended that you run the report once with "N" to verify which students will be updated.**

The Y option updates all those students to a status of paid who are not attached to an approved application.

#### **NOTE: Run the update only after**

- 1) You have printed the report **and reviewed the report**
- 2) The End of Day programs have been completed. **Failure to do will cause your Accuclaim totals to be wrong.**

**NOTE: There is not an "UNDO" for this process.**

ENTER DISTRICT NUMBER-[01] SYSTEMS DESIGN FOOD SERVICE

ENTER CAMPUS TO PRINT: All

ENTER RUN DATE--[09/15/2008]

ENTER APPLICATION DATE LIMIT ... [07/01/2008]  
(LAST DAY OF SCHOOL LAST YEAR)

DO YOU WISH TO UPDATE STUDENT STATUS? (Y/N)...N  
Y = NON-CURRENT APPLICATIONS CHANGED TO PAID!  
N = PRINTOUT ONLY (Recommended on first run)

ALL OK?(YNC)-[\*]

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After entering Y at the ALL OK prompt, a summary displays of the students who were extracted in this process.

DO YOU WISH TO UPDATE STUDENT STATUS? (Y/N)...N  
Y = NON-CURRENT-- EXTRACT COMPLETED --O PAID!  
N = PRINTOUT ONLY (Recommended on first run)

20 STUDENTS EXTRACTED  
0 STUDENTS INACTIVE

DO YOU WISH TO CONTINUE? (Y/N)...\*

ALL OK?(YNC)-[Y]

Type Y to process the report.

CHECK THE REPORT and if the selected students seem appropriate, run the process the second time with the Y option to actually convert the students to Paid status.