

2018-2019

Transferring Records Procedures

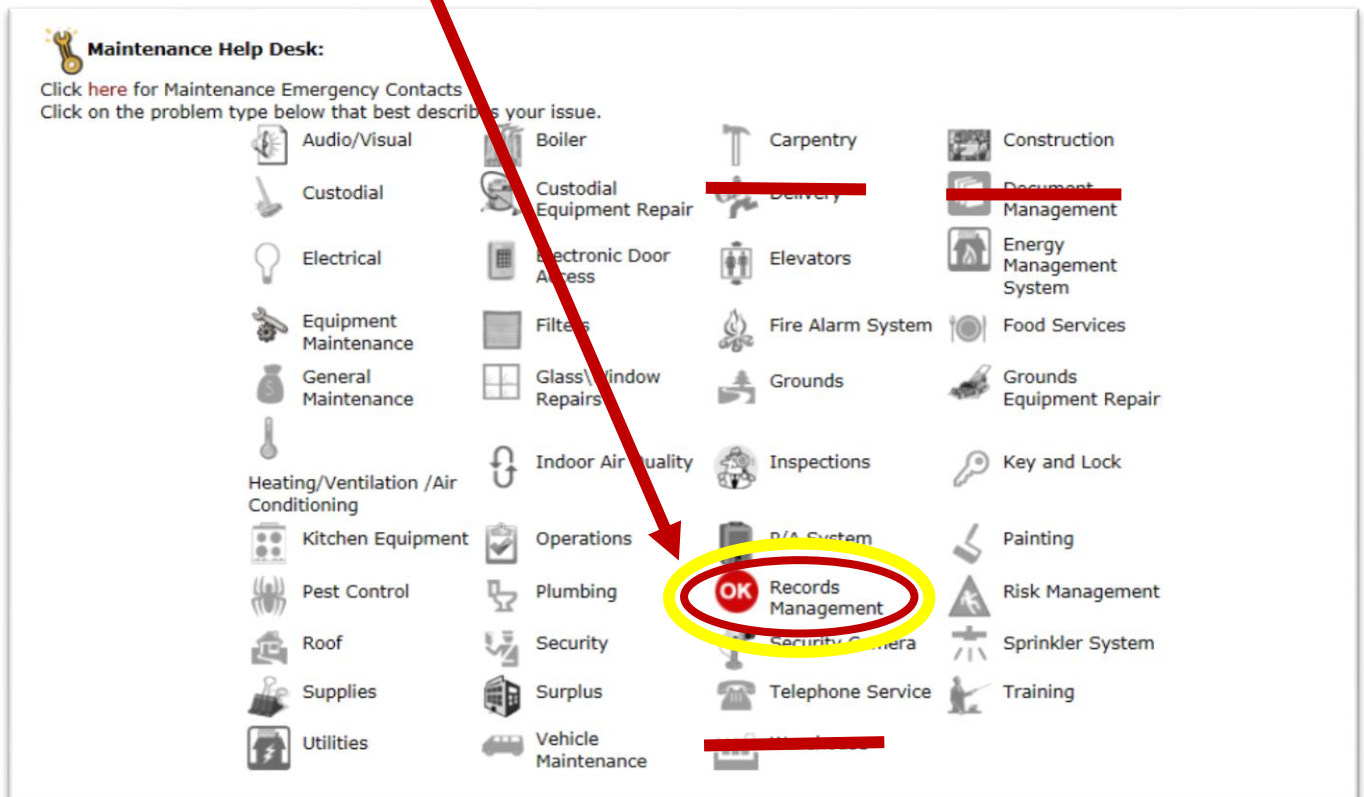
Free/Reduced-price School Meals Applications

Daily procedures for Transferring Free/Reduced-Price School Meals Applications

***Before the first day of school and after grace period:**

(August 1^{st.} – 17^{th.} & After October 1^{st.}, 2018)

- As applications are received forward them, to the School Meal Application Center (Food & Nutrition Services Facility).
- Continue to use the white Tyvek “School Meal Application Center (SMAC)” envelope. Contact Food & Nutrition Services if additional Tyvek envelopes are needed. (972) 600-6900.
- Campus staff will place applications in the white Tyvek envelope, seal, label (if not pre-labeled), and deliver to the Principal’s secretary.
- Records will be picked up from a designated and secure area near the Principal’s secretary work station.
- These records are NOT to be transferred via District inner-office mail.
- The secretary will sign the chain of custody document to acknowledge the transfer.
- The Principal’s secretary will by submit a work order request through School Dude; Problem type= Records Management.



- Once the work order is submitted, a Warehouse Courier will pick -up and deliver the envelope to School Meal Application Center.
- School Meal Application Center staff will sign the chain of custody document to acknowledge receipt.

***During the 30-day period to process applications:**

(August 20th, 2018 through October 1st, 2018)

- **DAILY** each campus shall gather meal applications and forward them to the School Meal Application Center (Food & Nutrition Services Facility).
- Each campus will receive 100 White Tyvek labeled to: "School Meal Application Center (SMAC)" envelopes.
- Campus staff will place applications in the SMAC envelope, seal, label (if not pre-labeled), and deliver to the Principal's secretary.
- Records will be picked up from a designated, secure, area near the Principal's secretary work station.
- The secretary will sign the chain of custody document to acknowledge the transfer. **(Secretary may designate a backup to sign during the 30-day period)**
- Warehouse staff will deliver the envelope to School Meal Application Center.
- School Meal Application Center staff will sign the chain of custody document to acknowledge receipt.
- If needed, the School Meal Application Center will send back applications that need to be sent back home to be corrected through the mail and the chain of custody will need to be signed as well.

Applications returned to campuses after the grace period (October 1st, 2018):

It may be necessary for the School Meal Application Center to return applications back to campus to be sent home with the student for corrections. Procedures are:

- The School Meal Application Center will submit a service request through School Dude; for the PRIORITY use REC (Records).
- Records will pick them up from a designated, secure, area.
- School Meal Application Center will sign the chain of custody document to acknowledge the transfer.
- Warehouse staff will deliver the envelope to the campus Principal's secretary.
- The secretary will sign the chain of custody document to acknowledge receipt and forward the documents to the appropriate staff member to have the applications returned to the student for completion.

If you have any questions, please contact Food & Nutrition Services School Meal Application Center at (972) 600-6900