JMC Lunch Module New Food Service Users Food Services Best Practices

MIDWEST REGIONAL CONFERENCE
Des Moines
July30, 2018
Greg Gilman
Eric Doyle

Thank You for Attending Today
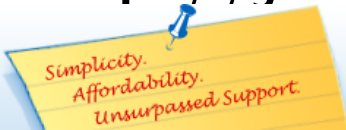
▸ Thank You for Choosing JMC!

▸ JMC is about Personal Service for You

▸ My goal today: provide you with the best, most up-to-date information about JMC lunch module changes

Special Guests from Iowa Department of Education

- Consultants
  - Deb Linderblood
  - Patti Harding

Before You Get Started

▸ New Food Service Users should view videos at: http://jmcinc.com/food_service

Overview

Go over items for Lunch Module in Start of Year Checklist

http://jmcinc.com/uploads/files/Starting%2018-19%20Checklist%20Next-Gen.pdf

Roll Account Balances Over from Prior Year

Lunch – Data Setup – Import Account Balances
   from Prior Year

Do this prior to the start of the school year

Initialize Family Lunch Contacts

▸ Lunch – Data Setup – Initialize Family Lunch Contacts
▸ Do this prior to the start of the school year
▸ Generates a family lunch contact for students who have designated at least one primary contact but no lunch contact

Adjust Lunch Contacts for Students

For any students who have lunch contacts that are different from their primary contacts.

Edit – Student Data (contacts)

Do this prior to the start of the school year

New Teacher & Administrator Lunch Accounts

➢Do this prior to the start of the school year
➢Edit – New Student Wizard
  ➢Grade Level "Adult"
➢Choose a price group from the pop-up menu
➢Uncheck their Attend, State Reporting, Rank, and Honor Roll flags/boxes in the General tab.
➢You can leave the Active flag/box checked or uncheck it. Since adults are in their own grade level, many schools will leave it checked so they can print labels, send emails, run reports, etc. for the adults entered in JMC. You can only see/edit adults by choosing the "Adult" grade level in the pop-up menu on the top right corner of the screen.

Import Lunch Status from Prior Year

- Lunch – Data Setup – Import Free and Reduced Status from Prior Year
- Do this prior to the start of the school year
- "Good" for 30 Days
- Follow up after 30 days with
  - Lunch – Reports – Missing Applications Check

Parent Applications for Meal Benefits

For all parents/guardians who applied for free or reduced status, determine free and reduced status in Lunch – Free/Reduced – Determine Free or Reduced Status.

Based on household size and income for one or two earners and then the eligibility result will be displayed.

The result status may be applied to the dependents of the contact specified for this determination.

Send out Eligibility Notification Letters
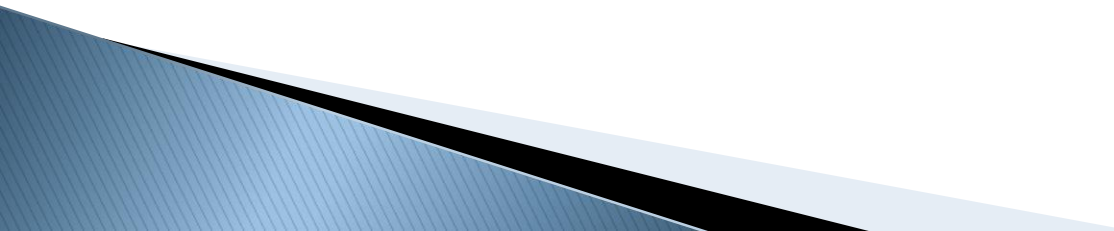
Import Direct Certification

- Lunch – Free/Reduced – Direct Certification Import
  - Follow the steps on the screen
  - Includes helps for downloading Direct Certification file from IDOE website
- Do this prior to the start of the school year
- Also do at various times throughout the year
- Follow up with Direct Certification Notification Letters
- PENDING – Migrant File from IDOE Direct Certification Downloads

The Details Behind Lunch Status

- http://jmcinc.com/uploads/files/NextGen_Lunch.pdf
  - Appendix D

Meal Eligibility Priority

- 1. Direct Certification by SNAP
- 2. Direct Certification by TANF
- 3. Direct Certification by Foster Status
- 4. Direct Certification by Migrant Status
- 5. Direct Certification by Other – Free Status
  6. Free Eligibility By Application
- 7. Direct Certification by Other – Reduced Price
- 8. Reduced Price Eligibility by Application

Point of Sale Options

- Web-based
  - Includes new clickable A La Cartes
  - Real time transactions
  - Strongly recommend good computers with wired internet connection
- Installed Application
  - "Last Year" for this app
  - Balances updated only at startup
  - Meals processed at end of serving period when you press submit button
  - No new features will be added going forward

Point of Sale (POS)

- Check with your technology professional to make sure each lunchroom computer will use the web-based Point of Sale (no installation necessary) or has the POS program installed.
- Please show the "Next-Gen Lunch Part Three – Point of Sale" instructional video to all new users of the POS.
- Enter usernames and passwords for all new professionals working with the POS in File – User Privileges.
- In the POS application, review POS preferences in File – Preferences.

Credit Card Payments / Deposits

- Credit Card Payments will be covered in the main ballroom as JMC's new credit card processing options will be discussed there

- Manual Deposits can be done on Lunch – Data – Edit Parent Lunch Data
  - Assumes family lunch accounts which almost all JMC clients use

Reports

Refer to PDF documentation for descriptions

Meals Served
A La Carte Items Served
A La Carte Items Detail
* Lunch Status
* Benefit Issuance List
Balance Sheet
Low Balance Notices
Summary

* commonly used in state reporting and receiving funding from state

More Reports

Last Payment Detail
  * Reimbursables
▸ * Claims Edit Check
▸ * Missing Application Check
▸ * Random 3% of Free/Reduced Accounts
▸ * Error Prone 3% of Free/Reduced Accounts
▸ Print Barcodes
▸ * Hawk-I Insurance Requests

* commonly used in state reporting and receiving funding from state

Questions?

- Feel free to contact us:
- JMC Technical Support
  - Talk with Us: 800-524-8182
  - Website: http://www.jmcinc.com
    - FOOD Service Professionals Link
  - Support Tickets: http://tickets.jmcinc.com/
  - Email: techsupport@jmcinc.com

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CURRENT BUILD DATE:
NextGen: 07/16/18

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Administrators
Teachers
State Reporting
Food Service Professionals
Health Professionals
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Iowa Schools:
We are certified for IA SRI state reporting.

Remote Technical Support

Latest News:

Iowa SRI Certified build 6/13/17. Schools using build 6/13/17 or later can now begin working with enrollment history and Drop/Add/Reenter processes for the 2017-2018 school year. Certification for the SIF agent will be finished shortly.

We are ready for the 2018-2019 school year and you can be too!

Order your JMC software for the 2018-2019 school year by clicking here to download the Getting Ready for 18-19 form.

Learn More About JMC

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I am Interested in Purchasing!

For over 30 years JMC has combined the elements of Simplicity, Affordability, and Support to offer the finest in Student Record Management Software. We understand that you face an ever-changing array of tasks so our software is continually evolving to accommodate clients' requests.

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