JMC Lunch Module New Food Service Users Food Services Best Practices

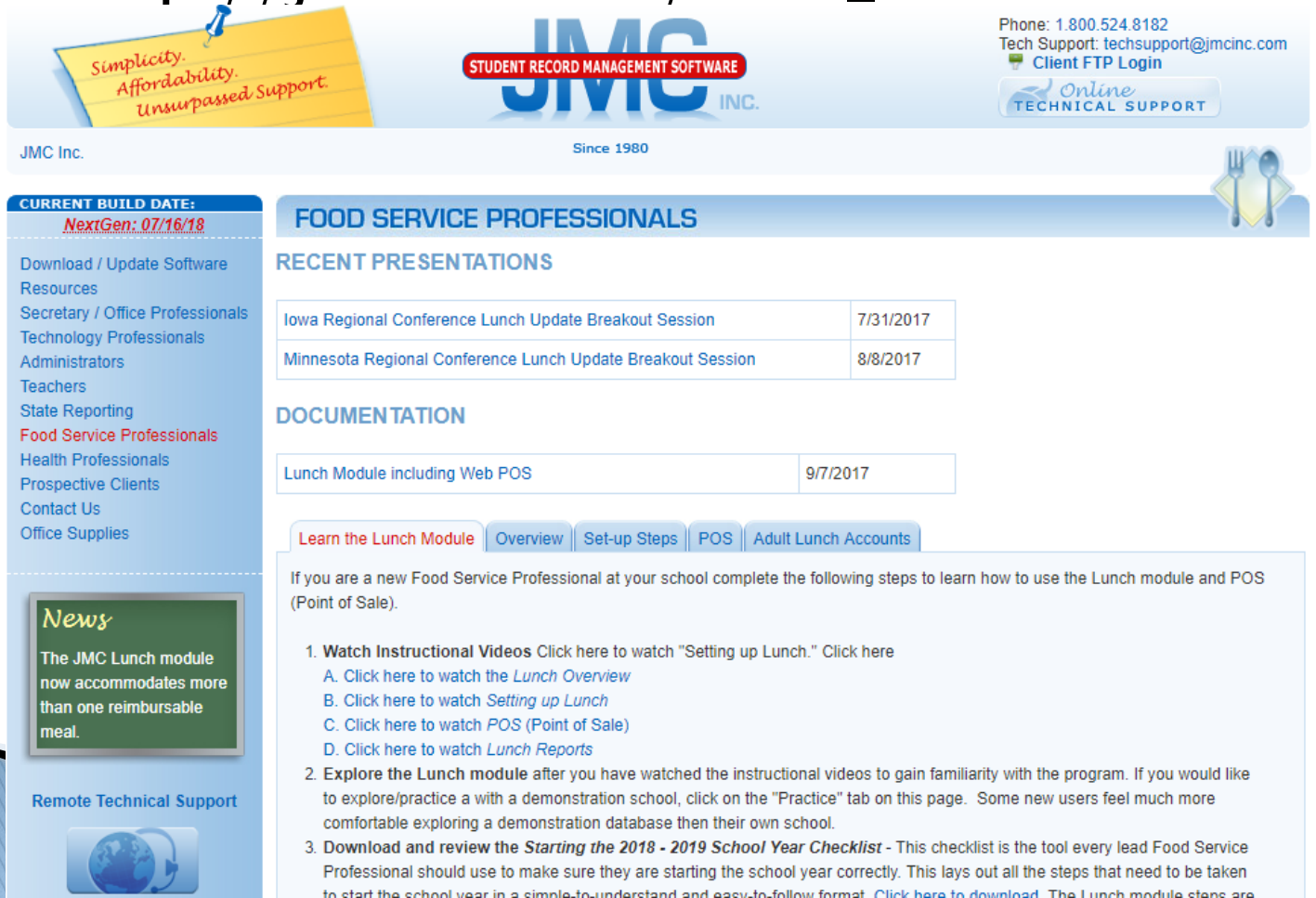
MIDWEST REGIONAL CONFERENCE
Minnesota Landscape Arboretum, Chaska MN
August 2, 2018
Greg Gilman
Eric Doyle

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

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

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MN High School **Day: 1 - 09/04/2018 - Tuesday** **2018-2019**

Household Size: 4

Income:	**Weekly**	**Every 2 Weeks**	**Twice a Month**	**Monthly**	**Yearly**
Earner 1:					
Earner 2:					

Calculate

Print Letter

Reset

Parent Application for Meal Benefits

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Household Size: 4

Income:	**Weekly**	**Every 2 Weeks**	**Twice a Month**	**Monthly**	**Yearly**
Earner 1:				2500	
Earner 2:					

Household Income: $2,500.00 per Month

Calculate

Eligible For: Free Meals (Cutoff is $2720 per Month - within 9%)

Find: *Last Name*

Contact List:

Aasimov, Isaac & Claudette
Adler, Bob & Babette
Bernadone, Mom and Dad
Demo, Mom and Dad
Doyle, Eric
Kiverist, Dad
Kiverist, Mom
Kollasch, Zachary
LastName, FirstName
LastName, FirstName
LastName, FirstName

Student List: (Selected students will be affected)

Status Effective Date: 8/1/2018

Determination Made Date: 8/1/2018

Make Dependents 'Free'

Print Letter

Reset

Parent Applications for Meal Benefits

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Contact List:

- Aasimov, Isaac & Claudette
- Adler, Bob & Babette
- Bernadone, Mom and Dad
- Demo, Mom and Dad
- Doyle, Eric
- Kiverist, Dad
- Kiverist, Mom
- Kollasch, Zachary
- LastName, FirstName
- LastName, FirstName
- LastName, FirstName

Student List: (Selected students will be affected)

- Bernadone, Francis - P

Mom and Dad Bernadone
1234 5th Ave
Lake City, MN

Status Effective Date: 8/1/2018

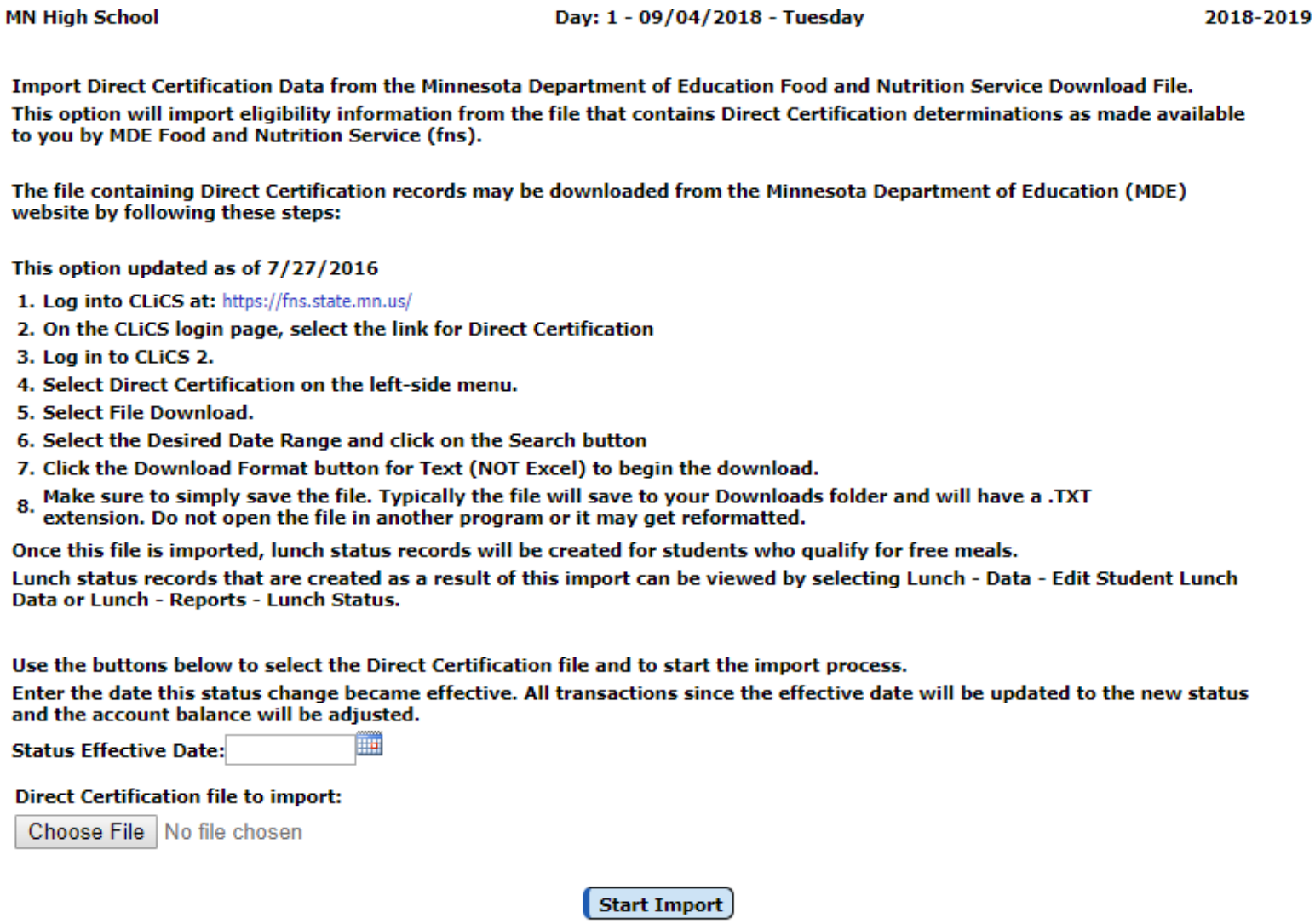
Determination Made Date: 8/1/2018

Make Dependents 'Free'

Print Letter **Reset**

Import Direct Certification

- Lunch – Free/Reduced – Direct Certification Import



MN High School | Day: 1 - 09/04/2018 - Tuesday | 2018-2019

Import Direct Certification Data from the Minnesota Department of Education Food and Nutrition Service Download File.
This option will import eligibility information from the file that contains Direct Certification determinations as made available to you by MDE Food and Nutrition Service (fns).

The file containing Direct Certification records may be downloaded from the Minnesota Department of Education (MDE) website by following these steps:

This option updated as of 7/27/2016

1. Log into CLiCS at: https://fns.state.mn.us/
2. On the CLiCS login page, select the link for Direct Certification
3. Log in to CLiCS 2.
4. Select Direct Certification on the left-side menu.
5. Select File Download.
6. Select the Desired Date Range and click on the Search button
7. Click the Download Format button for Text (NOT Excel) to begin the download.
8. Make sure to simply save the file. Typically the file will save to your Downloads folder and will have a .TXT extension. Do not open the file in another program or it may get reformatted.

Once this file is imported, lunch status records will be created for students who qualify for free meals.
Lunch status records that are created as a result of this import can be viewed by selecting Lunch - Data - Edit Student Lunch Data or Lunch - Reports - Lunch Status.

Use the buttons below to select the Direct Certification file and to start the import process.
Enter the date this status change became effective. All transactions since the effective date will be updated to the new status and the account balance will be adjusted.

Status Effective Date:

Direct Certification file to import:

Choose File | No file chosen

Start Import

Import Direct Certification

- Do prior to start of the school year
- Also do at various times throughout the year
- From Clics 2 Manual: “For districts that utilize the Minnesota Automated Reporting Student System (MARSS) for student identification, an e-mail will be sent notifying that there is new data available when the monthly DHS file is matched and as MARSS data is updated throughout the month. “
- Follow up with Direct Certification Notification Letters

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 (not available in MN yet)
- 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)

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- 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 generally done on Lunch – Data – Edit Parent Lunch Data
  - Assumes family lunch accounts which almost all JMC clients use
  - Some variations possible, mix of Family and Student Lunch Accounts

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

* commonly used in state reporting and receiving funding from state

Low Balance Notification

- Setting Threshold
- Online Parent

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

Simplicity. Affordability. Unsurpassed Support.

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Phone: 1.800.524.8182
Tech Support: techsupport@jmcinc.com
Client FTP Login
Online TECHNICAL SUPPORT

CURRENT BUILD DATE:
NextGen: 07/16/18

- Download / Update Software Resources
- Secretary / Office Professionals
- Technology Professionals
- Administrators
- Teachers
- State Reporting
- Food Service Professionals
- Health Professionals
- Prospective Clients
- Contact Us
- Office Supplies

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

Contact Me
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.

- Secretary/Office Professionals
- Technology Professionals
- Administrators
- Teachers
- State Reporting
- Food Service Professionals
- Health Professionals