

MEAL COMPLIANCE AUDIT SUPERVISOR

DEFINITION

Supervises and coordinates the operations of the Meal Compliance Audit Unit by planning, organizing, coordinating, and participating in its activities to ensure accuracy, completeness, and compliance with regulations, procedures, and policies relating to the District's free and reduced-price meal programs.

TYPICAL DUTIES

- Assists a Food Services Division administrator by reviewing, analyzing, qualifying schools, and verifying District compliance with meal compliance reimbursement formulas; compiles supporting data.
- Coordinates and supervises the annual United States Department of Agriculture (USDA) Meal Eligibility application process to meet timelines and ensure accuracy and monitors and reports on progress to stakeholders.
- Liaises with District and Charter school site administrators to acquire complete and accurate applications, and coordinates the work flow with the Data and Accountability Scanning Unit.
- Assists a Food Services Division administrator by reviewing the yearly updated USDA Free and Reduced Meal Eligibility manual, recommends procedural updates, and implements approved changes.
- Provides information and assistance to parents, District and Charter School administrators, California Department of Education (CDE), and USDA regarding meal eligibility policies, procedures, and laws; and provides reports as needed.
- Conducts the annual verification process, and other Child and Adult Care Food Program (CACFP) and National School lunch program audits, per USDA regulations for the District and provides reports to the CDE.
- Establishes controls for assuring detection and correction of process errors including in depth audits on samples of meal applications, and the effectiveness of procedures designed to protect student confidentiality.
- Develops training materials and trains school employees to assist parents in determining student eligibility, and ensure proper meal application submissions, regarding free and reduced-priced meals.
- Conducts special reviews of the meal control system at assigned schools to determine compliance with regulations in preparation for audits and confers with Area Food Services Supervisors, Food Service Managers, principals, and other school administrators individually or in groups to resolve meal compliance issues.
- Answers difficult calls referred by subordinates to resolve concerns or possible misunderstandings with parents or guardians and explains appeal process.
- Serves as a representative of the Food Services Division to school personnel regarding the monitoring of existing meal compliance regulations for new and existing programs.
- Supervises and trains technical-clerical staff in the specialized meal compliance eligibility and verification process.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Meal Compliance Audit Supervisor is responsible for supervising and coordinating the operations of the Meal Compliance Audit Unit by planning, organizing, coordinating, and participating in its activities to ensure accuracy, completeness, and compliance with regulations, procedures, and policies relating to the District's free and reduced-price meal programs.

A Senior Meal Compliance Audit Clerk provides technical supervision over work performed by Meal Compliance Audit Clerks, trains new Meal Compliance Audit Clerks and school personnel regarding subsidized meal compliance regulations and procedures, receives and decides on appeals regarding the determinations of student eligibility for free or reduced-price meals, and assists the unit supervisor in general office tasks.

A Meal Compliance Audit Clerk audits documents to determine compliance with legal and procedural requirements regarding the provision of free and reduced price meals to students, and prepares reports recommending corrective actions and changes in procedures to improve compliance and methods of control.

SUPERVISION

General supervision is received from Food Service Division administrators. A Meal Compliance Audit Supervisor exercises supervision over Meal Compliance Audit Clerks.

CLASS QUALIFICATIONS

Knowledge of:

- Principles of supervision and organization
- Orientation and training methods
- Federal, State, and District regulations and policies related to free and reduced-price meal programs
- Eligibility criteria for free or reduced-price meals
- District standards and legal provisions pertinent to meal compliance audit records management
- Various software and computer applications such as Microsoft Office Word, Outlook, and Excel
- Records management software and document imaging software
- Customer service techniques

Ability to:

- Exercise initiative and work independently
- Supervise, plan, assign, and direct the work of clerical staff
- Evaluate work methods and performances
- Understand, interpret, and apply rules, policies, and regulations
- Deal tactfully and effectively with administrators, employees, and the public
- Make accurate calculations and maintain accurate records
- Work under pressure of deadlines
- Review, analyze, and interpret eligibility data and related documents
- Prepare clear, concise reports
- Develop and revise forms and procedures
- Communicate effectively, orally and in writing

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by courses in supervision, business arithmetic, business English, office practices and procedures, computer usage and report writing.

Experience:

Two years of experience as a Meal Compliance Audit Clerk or four years of experience with responsibility for processing free and reduced-price meal applications; or preparing or verifying USDA school lunch meal program numerical or fiscal records. Completion of a course of at least 30 hours in supervision at an adult school or recognized college or university; or completion of the Los Angeles Unified School District's Organizational Excellence Exceptional Supervisor Program is preferable.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

New Class
8-30-2018
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