

MEAL COMPLIANCE AUDIT CLERK	2691
SENIOR MEAL COMPLIANCE AUDIT CLERK	2690

## DEFINITION

Audits school cafeteria records to insure accuracy, completeness, and compliance with regulations, procedures, and policies relating to the District's free and reduced-price meal programs; prepares reports to recommend improvements and for analysis by Food Services Division administration; trains school employees in regulations and procedures, reviews appeals regarding determination of student eligibility for free and reduced-price meals and provides information to the public and the administration regarding meal applications. In addition, Senior Meal Compliance Audit Clerks provide assistance in developing and revising forms and procedures and providing technical supervision over the work of Meal Compliance Audit Clerks.

## TYPICAL DUTIES

Reviews, applies, and explains the annual USDA Meal Eligibility information to internal and external stakeholders to ensure proper meal application submissions, completeness and processing, for both online and on paper applications.

Travels to schools throughout the District to review the work performed by Food Services personnel to determine compliance with federal, State, and District regulations relative to free and reduced-price meals by

- Ensuring that meal application forms have been distributed to parents and guardians in accordance with school enrollment records
- Checking meal control lists to verify student eligibility determinations
- Comparing meal applications with the notices of eligibility sent to parents and guardians
- Reviewing and verifying income criteria and other guidelines for compliance with meal eligibility regulations
- Reviewing and reporting the effectiveness of procedures designed to prevent identification and protect confidentiality of students receiving free or reduced-price meals
- Reviewing rosters and student information reports and cash reconciliation forms and comparing information reported with student meal control listings and eligibility issued

Verifies information provided on a sampling of the applications for free or reduced-price meals submitted by parents or guardians by

- Selecting a sample of meal applications according to federal and State guidelines to be included in the income verification process consulting with school administrators and Food Service managers
- Sending letters to households requesting proof of income or other information, such as verification of welfare status or food stamp eligibility
- Contacting parents, guardians, employers, and social service agencies to obtain or confirm information
- Explaining appeal procedures and attempting to resolve concerns or possible misunderstandings with parents or guardians.

Provides information regarding regulations and procedures to Food Service Training Specialists. Confers with Area Food Services Supervisors, cafeteria managers, principals, and other school administrators individually or in groups to resolve meal compliance problems and interpret related federal, State, and District guidelines.

Serves as a representative of the Food Services Division to school personnel regarding the monitoring of existing meal compliance regulations and new and existing programs.

Assists in composing and editing new forms and recommending and developing changes in procedures to minimize potential abuse of the system and implement improved control methods.

Tabulates and analyzes data pertaining to the application sampling verification process and meal compliance audit reviews and prepares statistical summaries.

Prepares reports for Divisions administrators.

Conducts special reviews of the meal control system at assigned schools to determine compliance with regulations in preparation for audits.

Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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.

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 Senior Office Technician performs a variety of moderately to highly complex clerical duties that require strong independence of judgment and action. The duties typically require extensive contacts with others and responsibility for specific functions of an office and may include work direction of a small group of personnel.

## SUPERVISION

General supervision is received from higher-level personnel. A Senior Meal Compliance Audit Clerk exercises technical supervision over the work of Meal Compliance Audit Clerks.

## CLASS QUALIFICATIONS

Knowledge of:

Federal, State, and District regulations and policies related to free and reduced-price meal programs

Control procedures for the issuance and receipt of meal applications

Eligibility criteria for free or reduced-price meals

Basic principles of recordkeeping

Orientation and training methods

Microsoft Excel, Outlook, and Word

Principles of supervision (Senior only)

Ability to:

- Exercise initiative and work independently
- Train, review, and evaluate the work performance of other employees
- Review, analyze, and interpret eligibility data and related documents
- Prepare clear, concise reports
- Develop and revise forms and procedures
- Learn and apply federal and State regulations and District policies
- Maintain confidentiality of records of benefits recipients
- Communicate effectively, orally and in writing
- Work effectively with school and social service personnel, parents, and employers
- Make simple arithmetical computations and keep accurate records
- Use a computer and associated peripheral equipment

## ENTRANCE QUALIFICATIONS

Education:

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

Experience:

Meal Compliance Audit Clerk

One year of clerical experience performing duties that involved making arithmetical computations. Business courses taken at a recognized college or business school may be substituted for all or part of the required experience on the basis of 12 college semester units or equivalent for six months of experience.

Senior Meal Compliance Audit Clerk

Two years of experience as a Meal Compliance Audit Clerk or three years of experience with responsibility for processing free and reduced-price meal applications or preparing numerical records.

Special:

A valid California Driver License.

Use of an automobile.

Ability to speak a foreign language may be required for some positions.

Revised  
04-25-16  
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