

District Free and Reduced Applications Processing

A subset of **RIGHTRAK** District Meal Program Suite

Rightrak District Meal Program Suite automatically assists data entry personnel in accurately completing applications according to AccuClaim criteria and automatically updating **Fastrak** School Meal Software accountability systems' databases and rosters at the schools with any new eligibility status. **Rightrak** assists the operator at all times by indicating the application status on screen, showing the number of household members, monthly or yearly income total, and Free, Reduced, or Paid eligibility. It also checks for reasons an application is incomplete, such as missing Social Security Number, incomplete income, no signature, etc. One application can be entered for an unlimited number of members in one household with unlimited sources of income per family member and student.



The **Free and Reduced** program supports Free, Reduced, Temporary Free, Temporary/ Reduced and Paid eligibility groups. During the grace period at the beginning of the school year, the previous year's Free and Reduced student population may be automatically converted from Free to Temporary Free and from Reduced to Temporary Reduced. As application data is entered and the **Free and Reduced** program calculates eligibility, temporary eligibility is automatically converted to the new permanent eligibility classification.

Easy Verification and Audit

The **Rightrak** District Meal Program Suite includes an automatic selection for verification. User defined criteria include Random, Focus, AFDC, Food Stamps, Low Income and manual selection. Government Income Tables, and the Verification Methods and Percentages are also user definable. Eligibility and other changes may be viewed for any window of time for the entire school year from audit logs.

User Definable Meal Eligibility Categories

Sixty four (64) meal eligibility categories may be defined throughout the system. For each category, the user may define different meal prices and reporting criteria. For example, POS pricing may require different categories for Paid Elementary and Paid Secondary to charge the correct meal prices at the school level. At the same time, only one category, Free, is needed for Federal Reimbursement or Edit Check. The categories may be named, defined, and modified at the central office and downloaded to the schools to assure uniform definitions district wide. State and Federal reporting requirements are for Free, Reduced, and Paid. **Rightrak** also provides the capability to define new categories for more refined groupings for special programs and other reporting analysis that require reporting on different groupings and subsets of eligibility.

A Sophisticated Report Generator Supports User Friendly Queries

A sophisticated report generator is built into a query screen for each functional area of **Rightrak** as well as all PCS program modules. The user has the choice to display or print most reports.

The **Rightrak** program lets the user define departmental or other types of grouping capabilities for aggregating summary information during reporting. Define an unlimited number of reporting sets of schools to create summaries on groups, such as "Elementary Schools", "Secondary Schools", "Year Round Schools", "Head Start Schools", schools grouped by production kitchen, east, west, etc. User-definable sub-sets of eligibility codes allow "ad hoc" customization of reporting even beyond traditional departmental or geographic groupings.

Unlimited aggregate and summary reporting for the whole district:

- Meal Counts
 - A la Carte sales
 - Check collection
 - Shortage/Overage
 - Balances (Liability)
 - Itemization counts
 - User Defined State and Federal reimbursement and Edit Check reports.
 - Enrollment
 - Cash collections
 - Banking deposits
 - Accounting Audits
 - Snack/Milk programs
 - Direct Revenue from meals
- ...and many others.

Reports are generated in an easy to manage fashion. New users should have no trouble understanding the button sequence for generating reports. PCS also simplifies printing of daily reports by printing them at the school automatically during the "day end procedure" based on user configurable options that can be pre-set for each school.

More sophisticated users may create custom reports through a sophisticated report generator. The user has the choice to display or to print the report.

In addition, the user may create listings directly from transaction log data. Again, all relevant selection, grouping, and date range criteria are available to the user. Historical data is available for the present fiscal year or longer.

Custom reporting from **Rightrak** for accounting and budgeting is accommodated by a special "Export to File" function with a Spreadsheet Interface included. This allows a user definable export of any of over 800 fields of data, including some calculated fields, to standard file formats and popular spreadsheets for analysis, charting, and graphing of accountability information, such as sales, participation, prepayments, A la carte item counts, deposits, over/shorts, etc.