



Make it right: Status Backdating and Meal Eligibility Corrections in MCS

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Meal Eligibility Corrections

Overview



- Process Overview
- Status Change & Synchronization
- Correction Process
- Meal Status Updates

Process Overview

1

Student Enrolls

Begins eating on paid status.
Paying or incurring charges.

2

Student Applies

The LEA has 10 days from receipt to
process application. Can provide
benefits from date of application
receipt or dc file creation.

3

Eligibility Corrections Processed

This process can be run manually
or via scheduled task.

Where do Effective Dates originate?

Free & Reduced



Application Received Date

Delivery Bag Receiving Information

Delivery Bag ID: (add new)

Status: Received

Reference Code:

Received Date: 3/17/2025

Sent from School By:

Date Sent from School: 3/17/2025

From School:

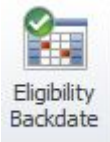
From Location Code:

Reported App Count:

Reported Supporting Document Count:

Date Sent to Sorting:

Ok Cancel



Eligibility Backdate

Eligibility Backdate

+ Add

	Start Date	End Date	Status	Eligibility
▶	3/1/2024	3/19/2024	Free	Direct Certi...

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Where do Effective Dates originate?

Free & Reduced



Direct Certification Effective Date

A screenshot of a software dialog box titled "Import DC File". It contains two input fields: "DC Filename" with the text "c:\temp\training\clifton\DC Import.csv" and a browse button "..."; and "DC Effective Date" with a dropdown menu showing "3/17/2025". The "DC Effective Date" field is highlighted with a red rectangular border. At the bottom right are "Ok" and "Cancel" buttons with checkmark and hand icons respectively.

Import DC File

DC Filename
c:\temp\training\clifton\DC Import.csv

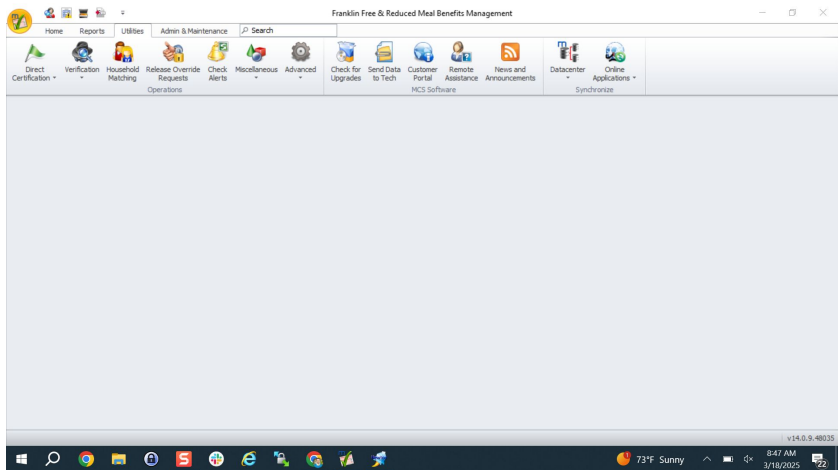
DC Effective Date
3/17/2025

Ok Cancel

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Demonstrating setting the Effective Date

In Software Demonstration

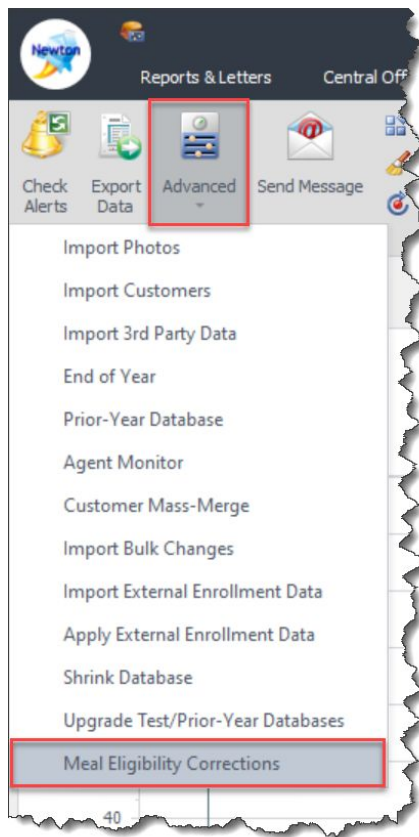


- Application Batch Submission
- Manual Backdating of an Application
- Direct Certification File Import

In Software Demonstration

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Running Meal Eligibility Corrections



- Typically run by the Central Office
- Set the Filters
- Review/Filter the Results
- Apply the Changes

Running Meal Eligibility Corrections

Select Meal Criteria

Filter by Cafeteria

☒ Cafeteria (006) T. Jefferson Elementary

☐ By Category

School Type Elementary

☐ Entire District

Meal Types

☒ Breakfast ☒ Lunch ☒ Snack ☒ Supper

Date Range

From 7/ 1/2023 to 3/18/2025

Status changes after the following time will be applied on the next day (optional)

Time 11:59 PM

Would you like to correct the purchase types using the current school settings?

☒ No ☐ Yes

Ok Cancel

- Typically run by the Central Office
- Set the Filters
- Review/Filter the Results
- Apply the Changes
- In Software Demonstration

Scheduling Meal Eligibility Corrections

Edit Scheduled Job

Description: MEC

Expected Period: 24 hours ☐ Inactive

Agent Mode Schedule
If you assign a schedule here and agent mode is enabled, this job will automatically be executed by the agent process without the need to use Windows Task Scheduler

Run this job every: 1 None

Starting at: 12:00:00 AM until 11:59:59 PM

Sequence	Task Type	Sub-Description	Abort On Failure	Email On Failure
1	Meal Eligibility Correcti...		<input type="checkbox"/>	<input type="checkbox"/>

Buttons: Add Task, Edit Task, Remove Task, Apply, Ok, Cancel

- Add Task – Meal Eligibility Corrections
- Set Filters/Operating Rules
- Test/Preview Run
- In Software Demonstration

Thank you

The logo consists of a white circle containing the word "CONNECT" in a sans-serif font. The letter "N" is orange, while the other letters are purple. The background features abstract, flowing shapes in shades of purple, blue, orange, and pink, with small clusters of dots in corresponding colors.

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