



**Weston Public Schools**  
**Food Service Monthly Claim for Reimbursement**

Finance and Operations Office  
 89 Wellesley Street  
 Weston, MA 02493

<b>Procedure:</b>	Completion of State Report	<b>Revised Date:</b>	May, 2012
<b>Policy:</b> Comply with all State, Federal and Local Laws.			
The purpose of the State Report Entry procedure is to provide instructions how to complete the Massachusetts Department of Elementary and Secondary Education's (DESE) monthly claim for reimbursement.			
<b>Completed By:</b>	Food Service Director	<b>Reviewed By:</b>	Food Service Bookkeeper
<b>Approved By:</b>	DESE	<b>Entered By:</b>	N/A
<b>Form Title:</b>	State Report Claim/DESE	<b>Estimated Time Frame:</b>	monthly
<b>Process for Completion:</b>			
<p>The DESE monthly claim for reimbursement, otherwise known as the 'state report', is the basis for state and federal reimbursement to the Town. Therefore, these reports must be accurate and timely to ensure the Town does not lose any revenue. To complete the report, one must collect:</p> <ul style="list-style-type: none"> <li>• Lunch counts by school and district total from the Nutrikids POS System.</li> <li>• Attendance records for each school and district total are per Rediker attendance system.</li> <li>• Massachusetts meals tax forms for the prior month.</li> </ul> <p>To complete the state report, one must:</p> <ul style="list-style-type: none"> <li>• Log onto the DESE Security Portal. Access to the portal is granted by the Assistant Superintendent of Finance and Operations.</li> <li>• In the portal, open "Nutrition" open "National School Lunch".</li> <li>• Click on "School Lunch and Breakfast".</li> <li>• Click on "Claims".</li> <li>• Click on "District Claims" and complete the form. Once completed, click on 'verify' and then 'submit'.</li> <li>• Click on "Reimbursement" and complete the form.</li> <li>• Click on "School Report" and review the information provided to ensure accuracy.</li> <li>• Printed copies of all submittals are maintained by the Food Service Department on a monthly basis.</li> </ul>			
<b>For additional information, please contact:</b>			
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<b>External URL:</b>	www.westonschools.org		
<b>Weston School Committee Policy:</b>	Food Service Management, EF; Free and Reduced Priced Meals, EFC		