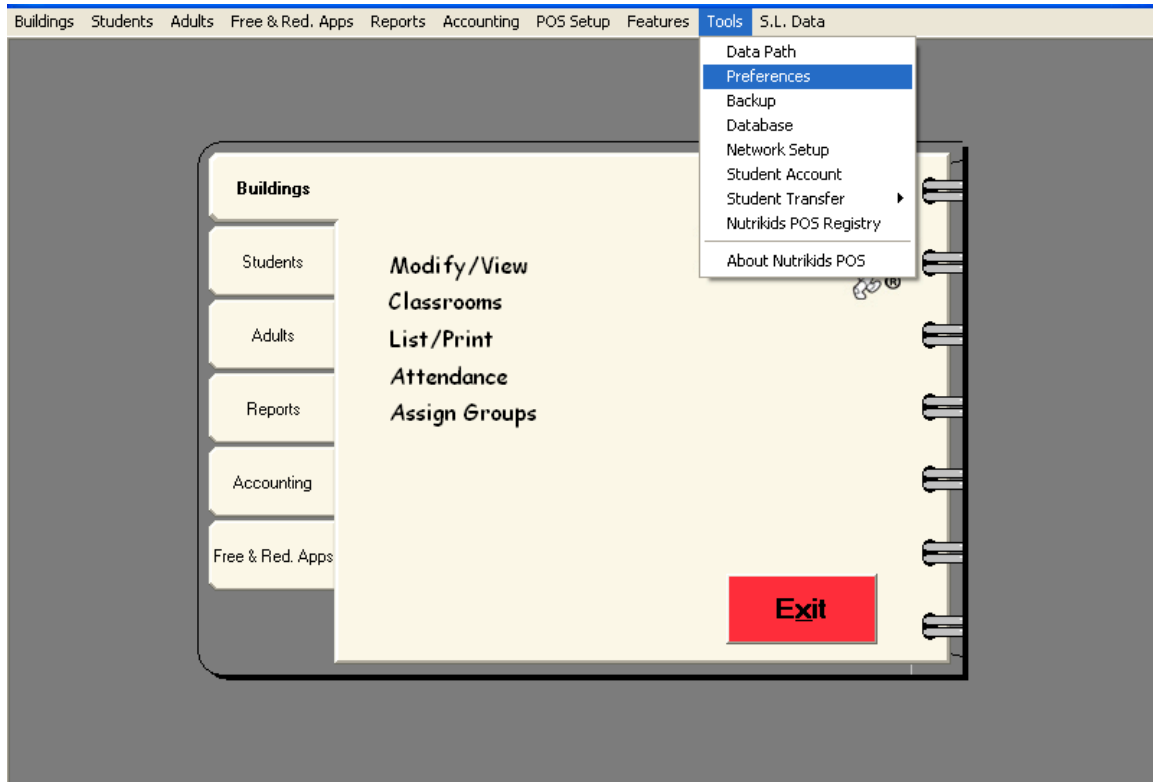


Meal Eligibility Correction

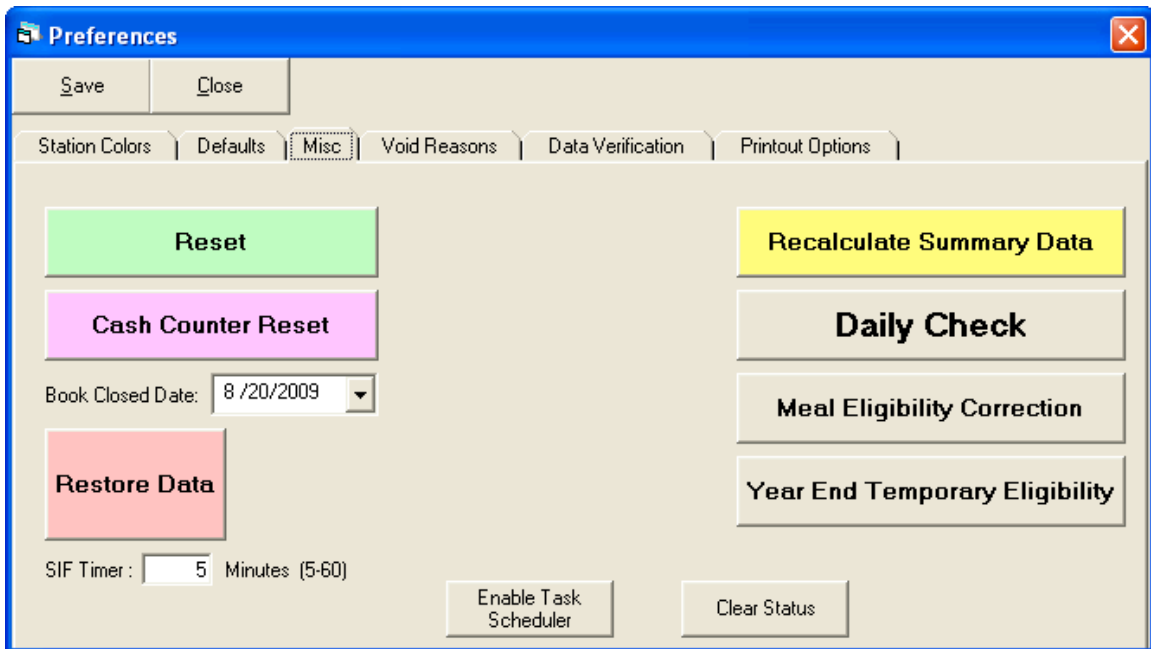
Meal Eligibility correction will allow the retroactive correction of meal eligibility for a student and retroactively correct the sales for that student. This process does affect your paperwork. You may have to reprint any reports to show the changes. Remember you can only correct the meal eligibilities from the date you entered the application.

To correct meal eligibilities:

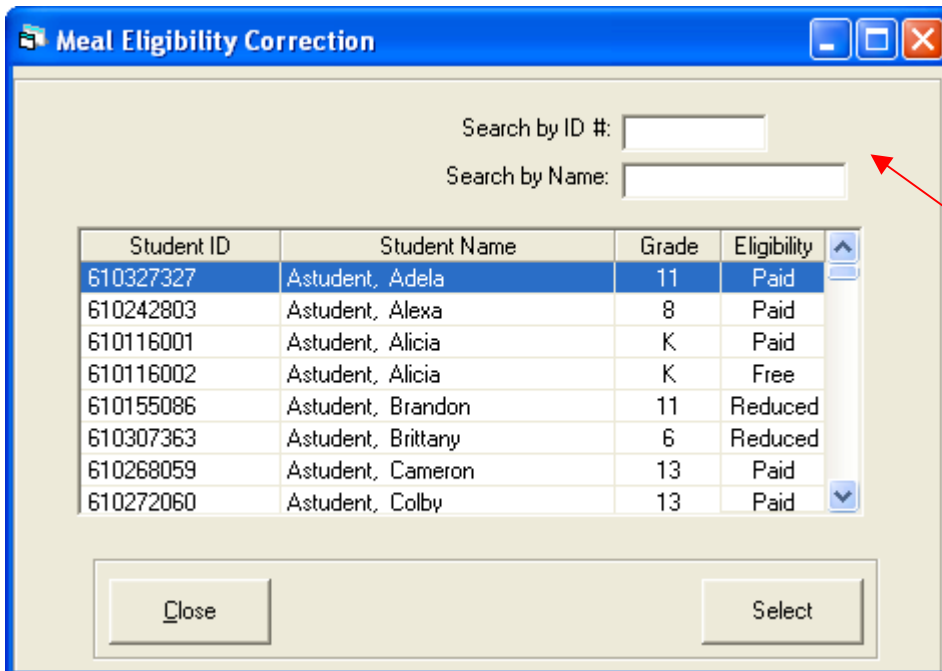
1. Go to **Tools/ Preferences**.



2. Click on the **Misc.** tab.



3. Click on **Meal Eligibility Correction** button.
4. The Meal Corrections screen will appear displaying a list of students.



5. Search for students by ID# or last name.
6. Select student you wish to change by highlighting the student record and clicking on the Select button or,
7. Double clicking on the student record.
8. The following screen will appear.

Meal Eligibility Correction

Student ID: 610327327 Student Name: Astudent, Adela

Grade: 11 Current Meal Eligibility: Paid

Select the range of dates you want to change the meal eligibility for the student listed above.

Beginning Date: 5 / 1 /2009 Ending Date: 5 /18/2009

Select Eligibility you would like the sales to change to:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Today: 5/18/2009

Close Finish

9. Select the range of dates you want to change the meal eligibility for by clicking on the black drop down arrow next to the **Beginning Date:** and **Ending Date:** box.
10. Select the eligibility you wish to change to by clicking on the black drop down arrow next to the status change box.

Meal Eligibility Correction

Student ID: 610327327 Student Name: Astudent, Adela

Grade: 11 Current Meal Eligibility: Paid

Select the range of dates you want to change the meal eligibility for the student listed above.

Beginning Date: 5 / 1 /2009 Ending Date: 5 /18/2009

Select Eligibility you would like the sales to change to:

- Free
- Reduced
- Paid

Close Finish

11. Click **Finish** to save or **Close** to exit.
12. Your reports will show the corrected meal eligibility.

Buildings Students Adults Free/Red. Apps Reports Accounting POS Setup Features Tools S.L. Data

Close Print Email Report

1/1

Student Account Report From 5/1/09 to 5/18/09

ID #: 610327327 School: OCM High School
 Name: Astudent, Adela Grade: 11 Room: 316

Date	Bldg / Station	Description	Amt.	Cash	(+) Deposits	(-) Charges	Balance
5/18/09		Starting Balance					10.00
5/18/09	00005 / 00001	Lunch		0.00			10.00
11:34 AM		Student Meal (*MEC)	0.00				

(*MEC) = Meal Eligibility Correction