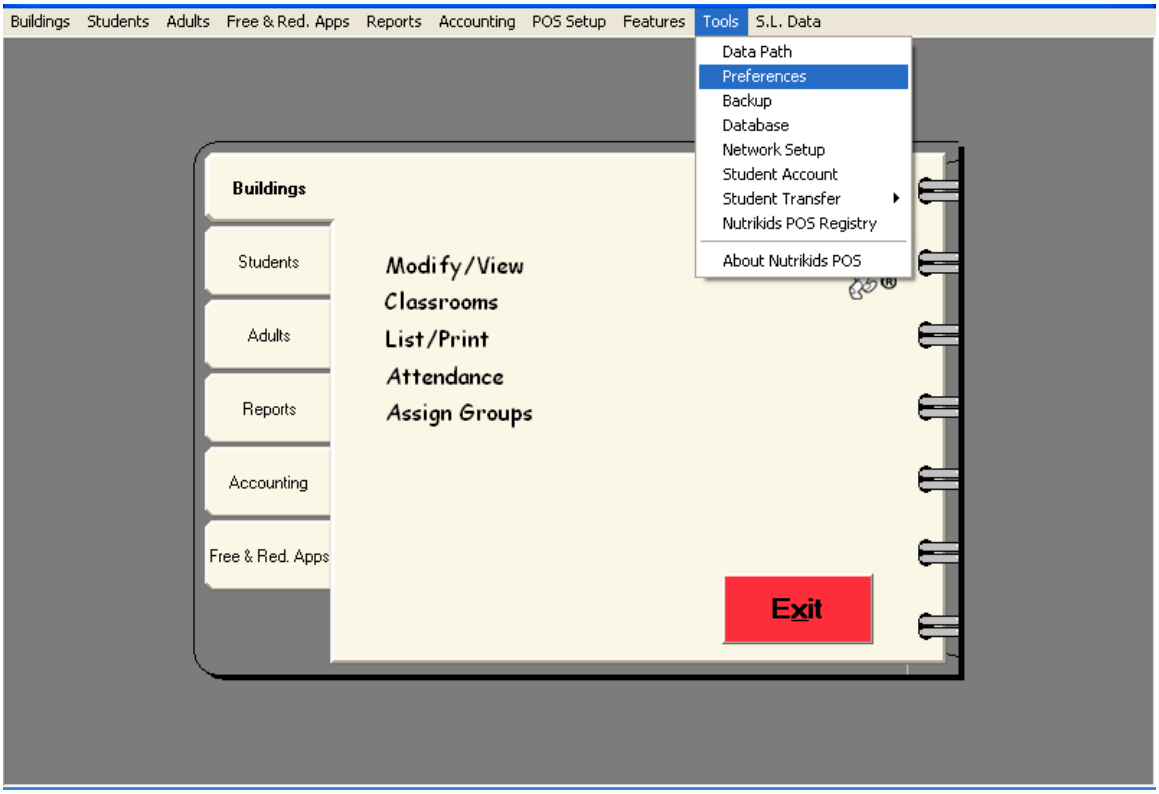
Meal Eligibility Correction

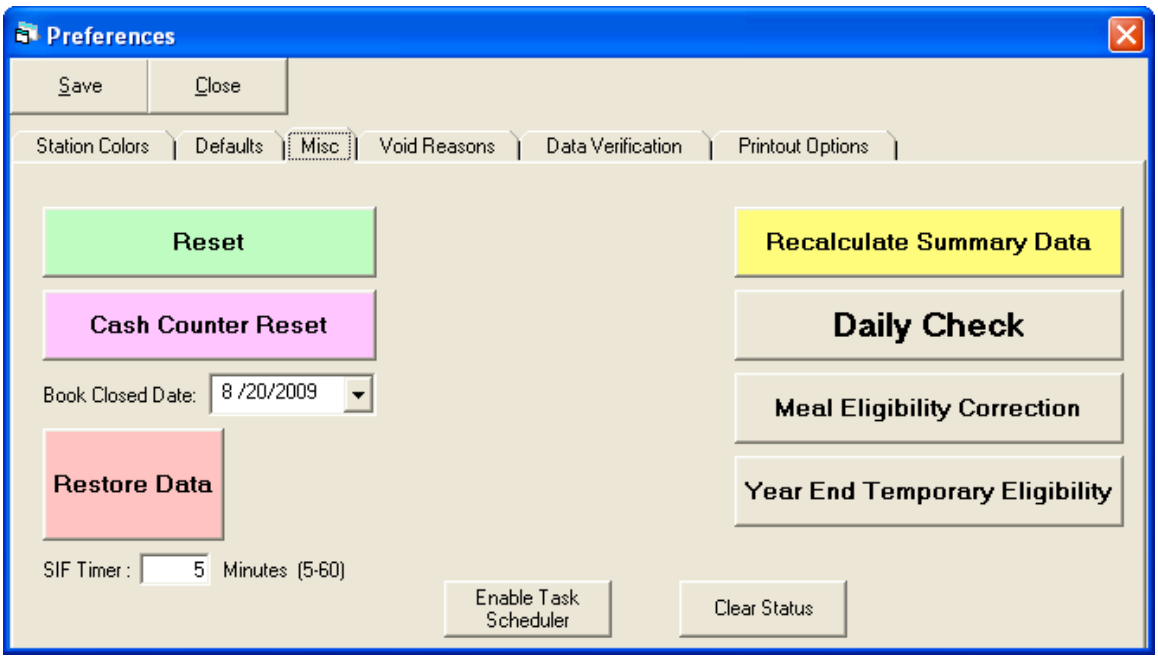
Meal Eligibility correction will allow the retroactive correction of meal eligibility for a student and retroactively correct the sales for that student. This process does affect your paperwork. You may have to reprint any reports to show the changes. Remember you can only correct the meal eligibilities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

To correct meal eligibilities:

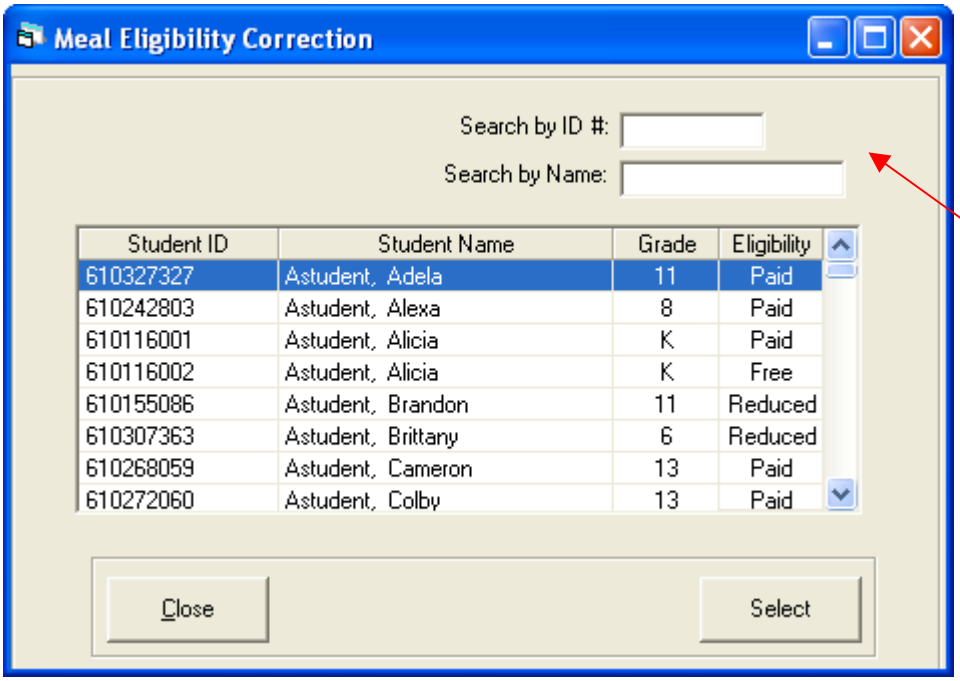
1. Go to **Tools/ Preferences**.



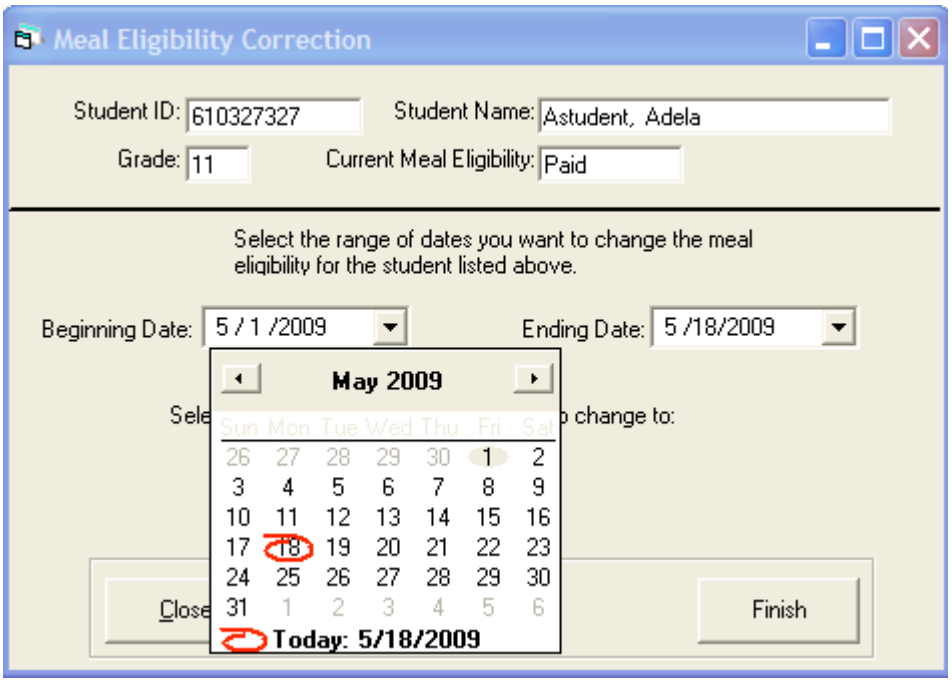
2. Click on the **Misc**. tab.



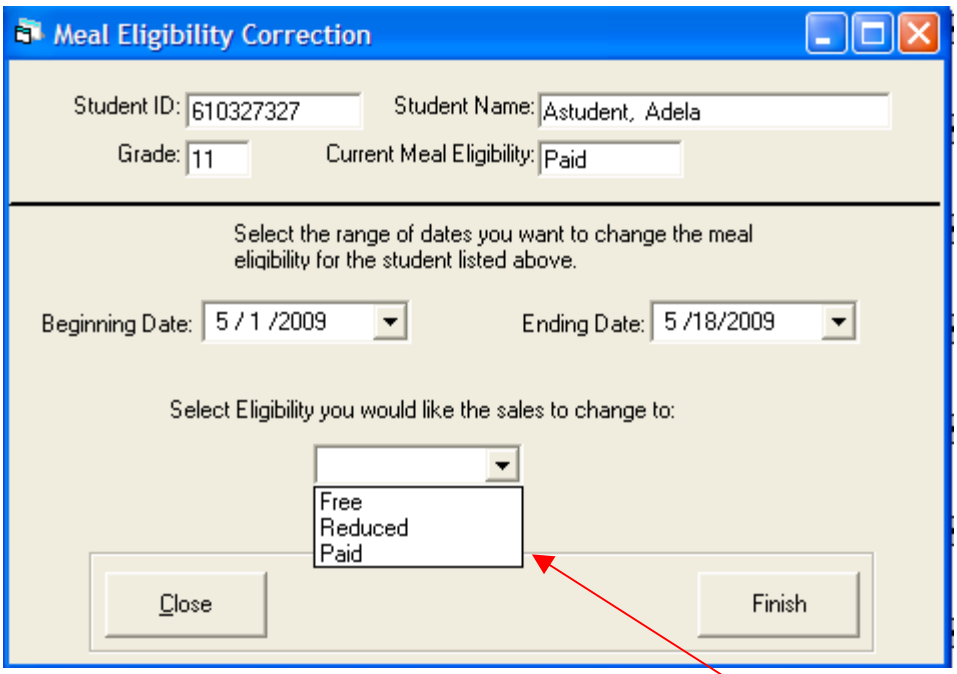
3. Click on **Meal Eligibility Correction** button.
4. The Meal Corrections screen will appear displaying a list of students.



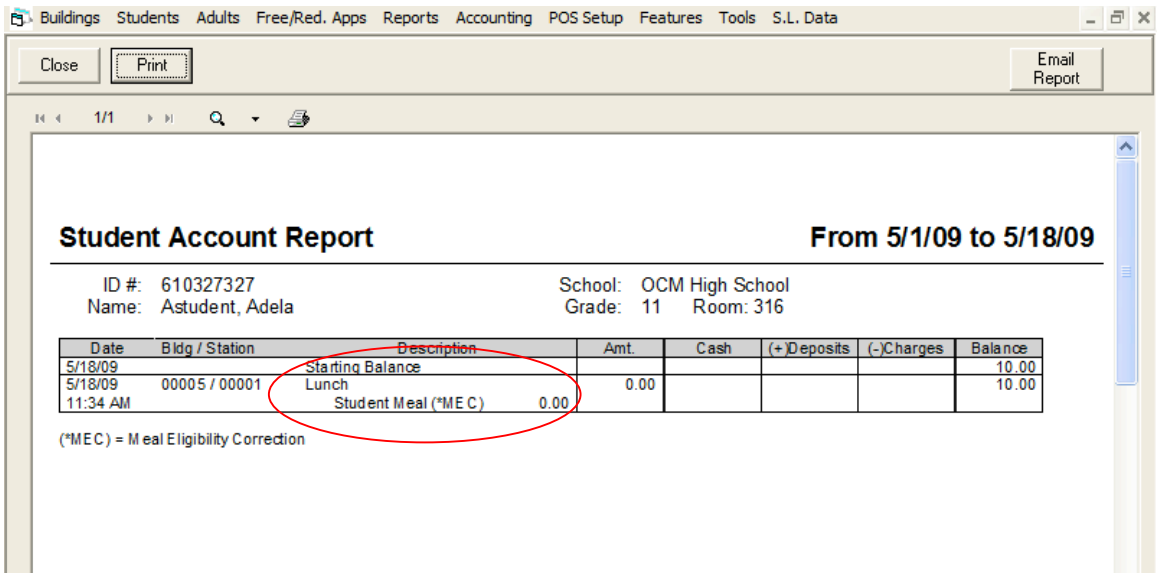
5. Search for students by ID# or last name.
6. Select student you wish to change by highlighting the student record and clicking on the Select button or,
7. Double clicking on the student record.
8. The following screen will appear.



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.



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
Name: Astudent, Adela
School: OCM High School
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