

OCAS CODING AND CHILD NUTRITION HOW TO BREAK DOWN FOOD/BEVERAGE EXPENDITURES SEPARATELY ON INVOICES

School districts only need to enter information requested in the *GREEN* boxes.

Green Box 1: Enter the district's total expenditures for the previous year for CNP, using Program Code 700 for Project Recording Codes 000, 385, 763, 764, and 765. ***DO NOT UTILIZE PROJECT REPORTING CODES 766, 767, 768, 769, 770, OR 791 IN THIS REPORT.***

Green Box 2: Enter the district's total expenditures for the previous year for CNP Employee *LABOR*, using Function Code 3120.

Green Boxes 3-7: Enter the district's expenditures for each *Function Code* listed, if applicable, for the previous school year. Refer to the OCAS Codes in the Child Nutrition Manual Compliance Section to identify the individual Function Codes.

Green Boxes 8-21: Enter the district's revenues for each Revenue Source Code, if applicable, for the previous school year. Refer to the OCAS Codes in the Child Nutrition Manual Compliance Section to identify the individual Revenue Source Codes.

Green Boxes 22-23: Enter the total number of *LUNCH* meals served to the *STUDENTS* , and then enter the total number of *LUNCH* meals served to *ADULTS* during the previous school year. (Reference: All claims for reimbursement for the previous school year)

Green Boxes 24-25: Enter the total number of *BREAKFAST* meals served to the *STUDENTS* , and then enter the total number of *BREAKFAST* meals served to *ADULTS* during the previous school year. (Reference: All claims for reimbursement for the previous school year)

Save the data entered above so that it does not have to be reentered each time.

Green Box 26: Enter the total amount of one *FOOD/BEVERAGE* invoice, *FOOD/BEVERAGE* invoices added together for one month, or *FOOD/BEVERAGE* invoices added together for the entire year.

Once the invoice amount is entered, the coding will show up at the bottom of the document.

NOTE: Labor and Other Direct can be coded to Project Reporting Code 000, 385, 763, or 764, Function Codes 3120 and 3140. It is recommended that all State Match funds (Project Reporting Code 385) be used for Other Direct (Function Code 3140). Districts do need to be aware that any LABOR coded to a Federal Project Reporting Code (763, 764, or any other Project Reporting Code in the 700 series) must pay Teachers' Retirement a matching amount on any salaries of employees who are members of Teachers' Retirement.