



DISTRICT OF COLUMBIA
OFFICE OF THE STATE SUPERINTENDENT OF
EDUCATION

eSchoolPLUS - Breakfast Participation Data

Overview

This document outlines how to update the Breakfast Participation Data page in eSchoolPLUS for the Division of Health and Wellness.

How to Access in eSchoolPLUS

1. Login to eSchoolPLUS at <https://oss.eschoolplus.powerschool.com/eSchoolPLUS/Account> with your eSchoolPLUS credentials.

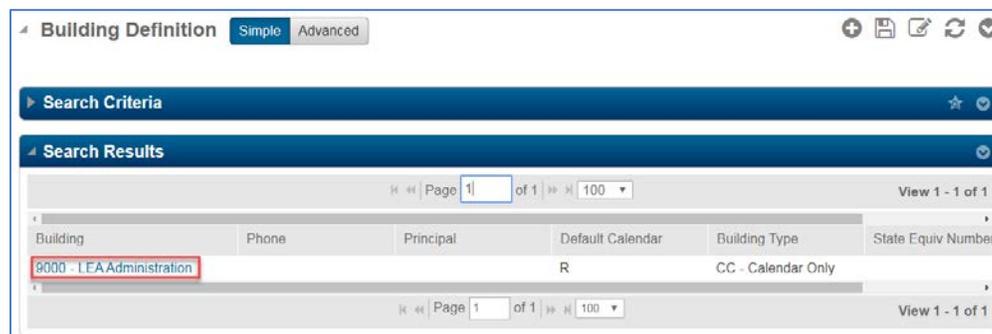


Breakfast Participation Data Page

2. In the Quick Search bar, type "HSAA Breakfast Participation Data".



3. Select "HSAA Breakfast Participation Data".
4. The *Building Definition* page will open if a school has not already been selected, otherwise the "HSAA Breakfast Participation" will open.
 - a. Click on the school building to enter the Breakfast Participation Information.



5. The *HSAA Breakfast Participation Data* page will open.

Building: 9000 - LEA Administration

HSAA Breakfast Participation Data Fields

School Year: 2019-20

NOTE: Reduced Meals NOT applicable for CEP Schools.

SEP - Number of Free Meals

SEP - Number of Reduced Meals

SEP - Number of Paid Meals

OCT - Number of Free Meals

OCT - Number of Reduced Meals

OCT - Number of Paid Meals

NOV - Number of Free Meals

NOV - Number of Reduced Meals

NOV - Number of Paid Meals

DEC - Number of Free Meals

DEC - Number of Reduced Meals

DEC - Number of Paid Meals

6. The months from September to May are listed with the free, reduced and paid fields.
- Enter the number of reimbursable breakfast meals claimed at each eligibility status.
 - Number of Free Meals** – the number of breakfast meals claimed at the free eligibility status during the specific month.
 - Number of Reduced Meals** – the number of breakfast meals served claimed at the reduced-price eligibility status during the specific month.
NOTE: The data entry for the “Number of Reduced Meals” fields are not applicable for CEP schools.
 - Number of Paid Meals** – the number of breakfast meals claimed at the paid eligibility status during the specific month.
7. Once the data are entered for the month, click on the **Save** icon on the upper right hand corner.

Icons

8. The HSAA Breakfast Participation Data has the icons in the upper right hand corner.



- Use the **Save** (floppy disk icon) icon to save the changes made on the page.
- Use the **Delete Selected Records** (trash can icon) icon to remove the page for the school
- Use the **Search** (magnifying glass icon) icon to go to other school.
- Use the **Return to the Building Definition Page** (document with checkmark icon) icon – do not use this icon.

- e. Use the **View the Timestamp** (🕒) icon to view the last user who edited the page with a date and time stamp.

Technical Assistance

For technical assistance with using eSchoolPLUS or to request eSchoolPLUS credential for a LEA staff, please submit an OSSE Support Tool ticket at <https://octo.quickbase.com/db/bh9ehz85s>. When submitting the ticket select the below.

- In the **Issue Type** field, select the “Breakfast Count Data”.
- In the **Status Sub-Category** field, select “eSchoolPLUS Data”.

▼ **OSSE Support Request**

Issue ID#

Issue Type *

Status Sub-Category: *

If Other, Please Specify:

First choose Issue Type