

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 <u>https://oss.eschoolplus.powerschool.com/eSchoolPLUS/Account</u> with your eSchoolPLUS credentials.

SUNGARD K-12 EDUCATION	PLUS 360	
Login	eSchoolPLUS.	
jdoe	PerformancePLUS.	
Login	IEPPLUS.	
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controlling such use and disclosure. Unauthorized use of this program will result in legal proceedings, civil damages and possible criminal prosecution.	eFinancePLUS.	

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.

4 Building Defined	Simple Advanc	ed			o B C C C
Search Criteria	F				☆ ♥
A Search Results					0
		H H Page 1	of 1 >> > 100 •		View 1 - 1 of 1
Building	Phone	Principal	Default Calendar	Building Type	State Equiv Number
9000 - LEA Administra	ition		R	CC - Calendar Only	
		⊨ ee Page 1	of 1 H H 100 V		View 1 - 1 of 1

5. The HSAA Breakfast Participation Data page will open.

✓ HSAA Breakfast Participation Da	ita		Q [
Building: 9000 - LEA Administration				
ISAA 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 Para means				
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.
 - a. Enter the number of reimbursable breakfast meals claimed at each eligibility status.
 - i. **Number of Free Meals** the number of breakfast meals claimed at the free eligibility status during the specific month.
 - ii. 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.
 - iii. **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.

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- a. Use the **Save** (^{LD}) icon to save the changes made on the page.
- b. Use the Delete Selected Records (in) icon to remove the page for the school
- c. Use the **Search** (Q) icon to go to other school.
- d. Use the **Return to the Building Definition Page** () icon do not use this icon.

e. Use the **View the Timestamp** (⁽²⁾) 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 <u>https://octo.quickbase.com/db/bh9ehz85s</u>. 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 *		
	T	
Status Sub-Category: *	If Other, Please Specify:	
First choose Issue Type		