



**Department of
Education**

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OFFICE OF SCHOOL SUPPORT SERVICES MEMORANDUM NO. FS8-2010

TO: **ALL ADMINISTRATIVE SCHOOL FOOD SERVICE MANAGERS
ALL ASSOCIATE SCHOOL FOOD SERVICE MANAGERS
ALL FIELD OFFICE STAFF**

FROM: Lawrence H. Weintraub *LH Weintraub*

SUBJECT: MIE 1 & MIE 2 Tracking Document

DATE: September 8, 2009

The Office of School Support Services has developed the [attached document](#) for consistent and uniform tracking of receipt and submission of MIE I ("Report of Meals Served") and MIE II ("Report of Cash Collected") forms, and for the identification of delinquent sites.

Two separate documents have been made for each district, for the period **September** through **January** and for the period **February** through **June**. To best utilize these documents please follow these steps:

- ❑ As you receive each site's MIE I and II, maintain a running record by noting receipt in the following manner:
 - Place an "X" in the **shaded** box for the MIE I
 - Place an "X" in the **unshaded** box for the MIE II
 - All MIE II reports indicating funds collected must be accompanied by a check. Circle the " X " mark in the **unshaded** box for an MIE II when accompanied by a check (payment).
 - Indicate check number and dollar amount in the space between boxes.
 - Maintain this document and all records pertaining to the report of meals served and cash collected on file for the current plus three prior years.