

Guidelines For Resident Meal Card Program

Residency Coordinators Responsibilities include completing the “Meal Card Form” for each resident. If the request is for a large group of residents the “Bulk Meal Card Form” can be used. These forms are for adding new resident accounts, deleting accounts, transferring funds, increasing funds, and card replacement. Proper authorization is required. Fax form to 353-8703 or e-mail (e-mail addresses below) **by the 15th of the prior month** in which the funds are being requested for, funds will be available **on the 1st of the following month**. Notify Nutrition and Food Services of any changes in Graduate Medical Education procedures that may affect the meal program.

Residency Coordinators must pick up meal cards from Nutrition & Food Services Business Office, M-294. You will be notified by phone or email by the Cash Office Staff when the meal card is available for pick up. Meal cards will not be mailed.

Meal card will only be issued to the person whose name is on the envelope.

Notify the Nutrition and Food Services staff if residents are transferring to a different department i.e. medicine to anesthesia.

Nutrition and Food Services Cash Office Staff responsibilities include ensuring funds are available on time in all accounts, where form was submitted on time.

Provide a monthly balance confirmation on all accounts to residency coordinators.

Answers all questions regarding accounts and troubleshoots account inquiries.

Resident will:

Put meal sticker on back of ID badge.

Present to ID and meal sticker to cashier.

Pay cashier if account balance is \$0.

Notify residency coordinator if ID/meal sticker is lost or stolen.

Current Account Processors: Seth Hopkins and Maribeth Cabugao

Direct Line: 353-8921

Fax: 353-8703

Email Address: MoffittMealAccounts@ucsfmedctr.org