POTENTIAL NEW SPONSOR TRAINING

Child Nutrition Program
School Programs
April 1, 2021
Click on the link below to access the recorded training:

https://alsde.webex.com/alsde/lsr.php?RCID=07bc9b888b904a958d07ebee9e2937bf
MEAL COUNTING AND CLAIMING
Agenda:

- Meal Counting
- Student Eligibility
- Policies
- Meal Claiming
- Record Keeping
- Cashier Assessment
- System for Checks and Balances
What is Meal Counting?

Cashier:

- Observes tray
- Determines if the food items = reimbursable meal
- Finalizes the transaction by ringing meals in by student number

(Computer, roster, or other approved meal counting procedures)
# Daily Record of Meals Served

**Form:** SLP-106  
**Revised:** 1/1/82

**Alabama State Department of Education**  
**Child Nutrition Programs**  
**Daily Record of Meals Served**

<table>
<thead>
<tr>
<th>Day of Month</th>
<th>Meals Served to Children</th>
<th>Meals Served to Adults</th>
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<td>LUNCHES</td>
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**Name of School Food Authority**

**Month**

**Year**
When is a student eligible for free or reduced meals?

- **Free and Reduced Application**

- **Direct certification, homeless, runaway or migrant list**
Meal Counting

How do you accept payment from students, teachers, and staff members?

- At the register
- Before a meal
- Online
- Others?
Policies

■ Do you know your district policies?
  - *Unpaid Meal Charge*
  - *Worthless/Bad Check*
  - *Change Cash/Fund*
What is Meal Claiming?

- Daily Counts per meal service
- Added = monthly counts for individual school site
- Sent to district office who sends it electronically to state department
Daily Evaluations

- Daily Edit Checks from POS system
  - Edit Check
    - Free count ≤ free count on file
    - Reduced count ≤ reduced count on file
    - Paid count ≤ [daily attendance – (free + reduced)]
### Daily Edit Check

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<tr>
<th>Date</th>
<th>C/B</th>
<th>Attendance</th>
<th>E x D</th>
<th>G + F</th>
<th>Reduced Allowable</th>
<th>Reduced Claimed</th>
<th>K - J</th>
<th>B - (E + J)</th>
<th>M x D</th>
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Recordkeeping

- Daily sales reports
- Daily edit checks from POS system
- Roster totals, cash register tapes, ticket/token count
- Backing up computer system
- Daily bank deposit slips
Cashier Assessment

■ Can the cashier
  - identify a reimbursable meal?
  - review the menu before the meal service?
  - leave the cashier station unattended?

■ Is a trained backup cashier available?
Cashier Assessment

- Does the cashier know the procedures for handling?
  - Misplaced IDs, Forgotten Numbers
  - Visiting student meals
  - Adult meals
  - Second meals
  - Charging meals
Cash Handling Procedures

1. Cashier
   a) Remove change cash/fund
   b) Counts drawer
   c) Records coins and bills
   d) Counts checks
   e) Totals money

2. 2nd Person
   a) Counts drawer
   b) Records coins and bills
   c) Counts checks
   d) Totals money

3. Enter into Computer

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<tr>
<th>Currency</th>
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<table>
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TOTAL Cash = ______
Total Checks = ______
TOTAL Drawer = ______

__________________________      _______________
Signature                  Signature
Date__________
Depositting Cash Procedures

1. Manager (or designated person)
   a) Combines money from drawers
   b) Counts money
   c) Fills out deposit slip with checks
   d) Puts money, checks, & deposit slip into bank bag
Emergencies Happen, Be Prepared

- **Emergency situations**
  - Is a current eligibility list printed and maintained weekly?

- **Breakfast**
  - By Alphabetical/Bus Number

- **Lunch**
  - By Numerical
  - By class or when meal periods are scheduled
✓ Eligibility Documentation is correct and current
✓ Meal Counting is accurate
✓ Computerized POS counting (data entry is accurate) – program checks are in place
✓ Daily reports are accurate
✓ Daily edit checks are accurate
✓ Accurate claim consolidation
✓ Cash Reconciliation Report (Overage/Shortage)
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Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

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