

Meal Counting and Claiming



New Directors' Training
Summer 2020

presented by
Alabama State Department of Education



AGENDA

Virtual Training
Webinars

with

PowerPoint
Presentations



General Information CNP Directory, Organizational Chart, Food & Nutrition Resource List, Technical Assistance Request Form, Job Tasks Timeline Calendar, Free & Reduced Application Information, Accessing Materials	Robbie Scott , Education Specialist ALSDE, Child Nutrition Program
SDE Accounting Functions Setting Meal Prices, PLE, Reimbursement Rates, Severe Need, Safety Net, Cost Centers	LaKecia Love , Education Specialist ALSDE, Food Distribution
Meal Accountability Counting & Claiming, POS Systems, School Review Forms - Breakfast, Lunch, Snack	Devin Williamson , Nutritionist ALSDE, Child Nutrition Program
Meal Pattern Reimbursable Meals/Afterschool Snacks/Fundraisers/Smart Snacks	Chad Langston , Senior Nutritionist ALSDE, Child Nutrition Program
Food Production Food Buying Guide, CN Labels, Standardized Recipes, Menu Planner	Sharon Allison , Education Specialist ALSDE, Child Nutrition Program
Production Records/Record Keeping	Devin Williamson , Nutritionist ALSDE, Child Nutrition Program
HACCP	LaKecia Love , Education Specialist ALSDE, Child Nutrition Program
Memos, Civil Rights, Bid Laws	Robbie Scott , Education Specialist ALSDE, Child Nutrition Program
Professional Standards Training Requirements, CNP Director Qualifications	LaKecia Love , Education Specialist ALSDE, Child Nutrition Program
CNP Online Application Schedule A Revisions, Updating Information, Annual Agreement	Chad Langston , Senior Nutritionist ALSDE, Child Nutrition Program
User Accounts, Site Data, Plate Cost, Openings and Closings	Sharon Allison , Education Specialist ALSDE, Child Nutrition Program
Wellness	Julie Autrey , Education Specialist ALSDE, Child Nutrition Program
Human Resources	Julie Autrey , Education Specialist ALSDE, Child Nutrition Program
Summer Programs	Kim Ruggles , Education Specialist ALSDE, CACFP Section
Financial Management	Debbie Harris , Auditor ALSDE, Child Nutrition Program
Procurement	Joel Evans , Auditor ALSDE, Child Nutrition Program
Food Distribution/Statewide Procurement	Brantley Tucker Surplus Commodity Administrator ALSDE, Child Nutrition Program
Equipment Review	June Barrett , Program Coordinator ALSDE, Child Nutrition Program

Click on the link below to access the recorded training:

<https://alsde.webex.com/alsde/lr.php?RCID=2b1f9743f4604ec1ae8c2ef9077aec2d>

What is Meal Counting?

Cashier will need to:

- Observe tray
- Determine if the food items = reimbursable meal
- Finalize the transaction by ringing meal in by student number

(Computer, roster, or other approved meal counting procedures)



Point Of Service Meal Count Review



- Meals must be counted:
 - ✓ Student walks through line with all required components on their tray.
 - ✓ The computer recognizes students' ID number and correctly identifies their eligibility.



Point Of Service Meal Count Review

Traditional Food Based Menu Planning

Breakfast :

- **Plan and Offer 4 items**
- **Not Offer versus Serve**
 - 4 items on tray
- **Offer versus Serve**
 - Offer 4 food items from the 3 Components
 - Student must select at least 3 food items and 1 item must be $\frac{1}{2}$ cup of fruit



Point Of Service Meal Count Review

Traditional Food Based Menu Planning

- **Lunch:**

- **Plan and Offer 5 components**

- **Not Offer versus Serve**

- 5 components on tray

- **Offer versus Serve**

- At least 3 of the 5 components on tray with one of which must be $\frac{1}{2}$ cup fruit or vegetable



Point Of Service Meal Count Review

- Snack:
 - Plan 2 components
 - Must take 2 components to be reimbursed as a snack



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?

- ❖ Charging Meals
- ❖ Bad Check
- ❖ Change Cash/Fund
- ❖ Denying a Meal



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.



Be Careful!

- Breakfast in the Classroom – Correct Procedure:
OVS
 - 1.) Child selects a reimbursable meal from items
 - 2.) Teacher recognizes a reimbursable meal
 - 3.) Teacher uses a roster to designate children that take a reimbursable meal
- The following cannot be claimed for reimbursement:
 - A la carte items
 - Adult lunches (employee, visitor)
 - Second student meals
 - Spilled meals

Claim for Reimbursement

- Daily meals
 - by category are totaled for the month to generate a monthly claim for reimbursement.



When is a student eligible for free or reduced meals?

- Free and Reduced application
- Direct certification: SNAP, TANF, FDPIR, Foster, Migrant, Runaway,

Homeless



Claiming After School Snacks

Is it Area or Non-Area Eligible?

- Area Eligible
 - To qualify, 50% or more of the school must be F/R
 - All students receive a snack free of charge
- Non-Area Eligible
 - Claimed according to Free, Reduced, or Paid status of student receiving snack
 - Snack Price
 - Reduced \$.15
 - Paid determined by the local district

Claiming After School Snacks

What is your documentation for snack?

- Enrichment Activities
- Production Record
- Point of Service
 - Roster
 - Students are checked off as they receive the 2 components
 - Computer
 - Students come through serving line, receive 2 components, and enter number into computer

Claiming After School Snacks

- Snacks must be served after the school day to be reimbursable.
- Snacks during the school day may be claimed under the Child and Adult Care Feeding Program.



ACCEPTABLE Meal Counting System

– All meal counting and claiming systems must provide an accurate point of service count of:

- ➔ Reimbursable Meals – Meet the meal pattern
- ➔ One reimbursable meal per child per meal
- ➔ Second meals are counted as a la carte or an established meal price



ACCEPTABLE Meal Counting System

- All meal counting and claiming systems must provide an accurate point of service count:
 - ➔ By Category
 - ➔ Each day for each meal
 - ➔ Without revealing student eligibility



UNACCEPTABLE Meal Counting Systems

- Counts taken in the morning in the classroom or any other location before the meals are served
- Attendance counts
- Tray or plate counts
- Adults not paying for their meals



UNACCEPTABLE Meal Counting Systems

- Count the number of tickets/tokens *SOLD*
- Count the number of meals paid for in advance
- Use the number of Free and Reduced-Priced eligible students instead of the number actually served



UNACCEPTABLE Meal Counting Systems

- Subtract the count of one category from a total count to obtain another eligibility category count
- Counts taken that make a student's eligibility category obvious
- Roster System using an outdated roster.
 - Rosters should be printed weekly.



UNACCEPTABLE Meal Counting Systems

- Counts taken at the beginning of the serving line without checking that the components on the tray count as a reimbursable meal
- Any count of meals served by category that is not accurate



UNACCEPTABLE Meal Counting Systems

- Delivery counts of meals
 - The number of meals delivered to a school is not necessarily the number of meals actually served.
 - The number of snacks prepared for after-school snack program is not necessarily the number of snacks actually served.





Quiz

Pre-K students come into the cafeteria, the staff prepares all of their plates and sets them on the table where they are going to sit, then rings in the students according to the attendance list.

Is this allowable?

No

Meal must be counted at point of service.

Quiz



The milk cooler is located after the Point of Sale system.

Is this reimbursable?

No

All components must be available before the point of service.



Quiz

A teacher comes and gets the reimbursable meals packaged for the students in detention and gives you the roster with the names checked to put into the POS system.

Is this allowable?

No

Meals must be counted at the point of service.
The teacher should check the students off as they get the meal.

Quiz



The students put their student number through the Point of Sale system before they go through the serving line.

Is this reimbursable?

No

Cashier needs to observe tray to determine if it is reimbursable.



Quiz

At the alternative school, the students come in and out everyday. So, the free students nod their head to the cashier to indicate that they are free.

Is this allowable?

No

No overt identification of students receiving Free or Reduced-Priced meals may be used.

Quiz



The collection procedure in the online application has a different procedure than is actually occurring at the site.

Is this allowable?

No

The collection procedure must be used that is identified in the annual agreement with the State Agency

Quiz



The site information on Schedule A says the Offer vs. Serve option is being used but the staff makes the students take everything offered for the day.

Is this allowable?

No

With Offer vs Serve students can decline a specified number of components.

ACCEPTABLE Meal Counting System

- Ways to ensure an **Acceptable** Meal Counting System.





Daily Evaluations

➔ Daily Edit Checks from POS system

- Free count \leq free count on file
- Reduced count \leq reduced count on file
- Paid count \leq [daily attendance – (free + reduced)]

➔ Point of sales (POS) = school data daily

- ➔ Transfers
- ➔ Withdrawals
- ➔ New students

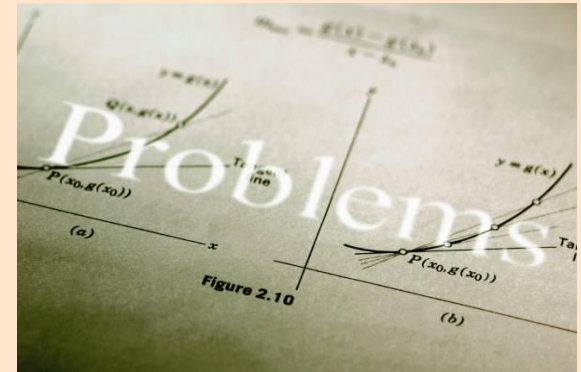


Recordkeeping



- ➡ 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

Edit Check Problems (Red Flags)



Meal Counts:

- exceed the number of eligible students in attendance
- same every day
- maximum number of eligible students eat every day
- same as the number of meals delivered every day
 - Example: In school suspension students/ alternative schools



Recommended at the School Cafeteria

- Compare
 - Free, Reduced, and Paid Eligible to Actual Meal Counts for Free, Reduced, and Paid
 - Breakfast Counts from day to day
 - Lunch Counts from day to day
 - After school snacks from day to day



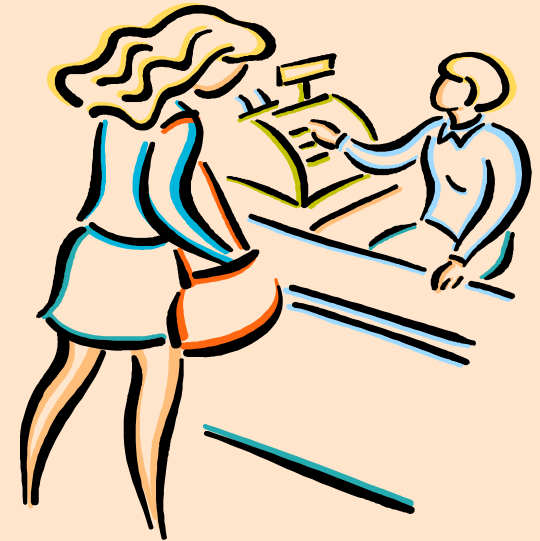
Cashier Assessment



- 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

Currency	Count		Total
\$100's	_____	=	_____
\$50's	_____	=	_____
\$20's	_____	=	_____
\$10's	_____	=	_____
\$ 5's	_____	=	_____
\$ 1's	_____	=	_____
Coins			
50	_____	=	_____
25	_____	=	_____
10	_____	=	_____
5	_____	=	_____
1	_____	=	_____
TOTAL Cash		=	_____
Total Checks		=	_____
TOTAL Drawer		=	_____
_____		_____	
Signature		Signature	
		Date_____	

Depositing 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

Depositing Cash Procedures

1. Bank depositor

- a) Are they bonded by the district?
- b) Takes money to bank daily to ensure timely deposit

2. Manager

- a) Monitor bank date stamp on deposit slip to match day of deposit
 - Example: Tuesday January 14 stamp matches Tuesday cash deposit on daily report

FAQ - Audit Questions?

1. Does the cashier have a change cash/fund?

- If not, how does the cashier give change?
- If not, where does the money come from?



FAQ - Audit Questions, Cont.?

2. Does the breakfast cashier close out and balance the cash drawer before lunch?

- Strongly recommended that the breakfast cashier close out and balance the cash drawer before lunch
- If not, make sure the cashier for lunch was the same one for breakfast. Two different people cannot handle the same drawer even in the middle of meal service.
- Shortages/overages easier to identify.

FAQ - Audit Questions, cont.

3. Do you charge for extra portions?

4. Is there an a la carte price list?

5. What is your charge policy and is it enforced with **EVERY** student and staff member?

- Is it the same as the board policy?



FAQ - Audit Questions, Cont.?

6. What is the procedure when a child does not have any money and they are at the register with their tray?

- Does the cashier pull money out of her pocket?
- Allow the child to charge?
- Take the tray and offer alternative meal?

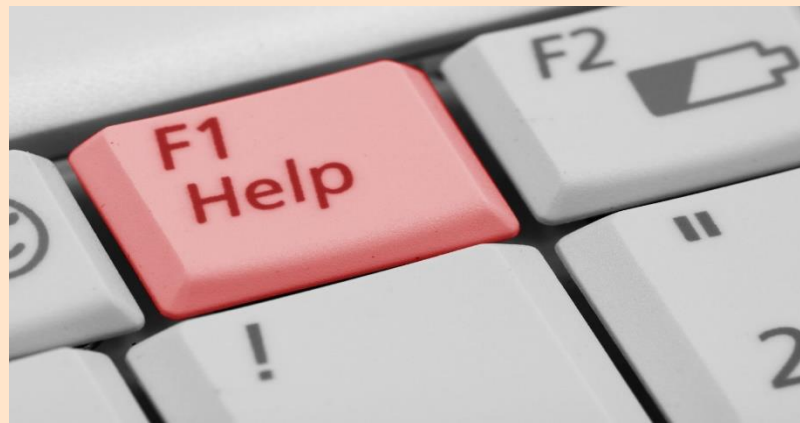


FAQ - Audit Questions, Cont.?

7. With an emergency situation, what happens if the computer freezes, power goes out, or computer crashes?

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



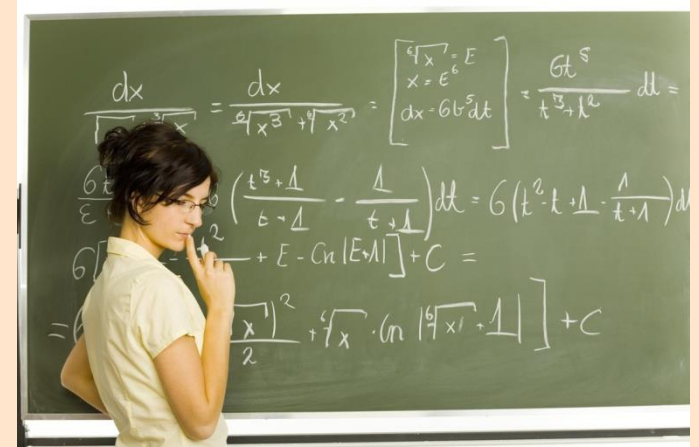
FAQ - Audit Questions, Cont.?

8. Does your bank deposit equal cash indicated on daily report?

➤ It is a red flag to the auditors if it is exact everyday. You expect to have some overage/shortage.



Systems for “checks & balances”

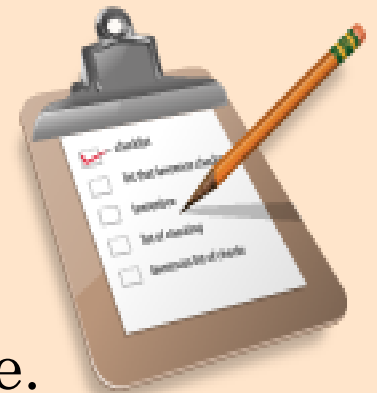


- ✓ Eligibility Documentation is correct and current
- ✓ Meal Counting is accurate
- ✓ Computerized POS counting (data entry is accurate) – program checks are in place
- ✓ Daily reports are accurate
- ✓ Daily edit checks are accurate
- ✓ Accurate claim consolidation
- ✓ Cash Reconciliation Report (Overage/Shortage)

Monitoring Onsite Reviews Forms

Program	Deadline for Completion
School Breakfast & Lunch Program	By February 1st
Afterschool Snack	First review within first 4 weeks of program initiation; second review to be completed by February 1st
Fresh Fruit & Vegetable Program	By February 1 st
Seamless Summer Option Review Form	Within the first three weeks of operation

- Help identify problems
- Create training opportunities
- Increase success in state audits



Get all forms from our State website.

Keep on file, do not return to ALSDE

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Meal Counting and Claiming Questions

