

Meal Counting & Claiming


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Objectives

- 
- Describe the components of an accurate meal counting and claiming process
 - Identify approved meal service times
 - Avoid overt identification of students
 - Describe requirements for adding sites in the CNIPS
 - Identify the requirements for site monitoring and edit checks
 - Describe common meal count findings and how to avoid them

Meal Counting and Claiming Components

- Meal service times
- Overt identification
- Meal service times
- Site requirements
- Site monitoring





Meal Counting and Claiming Components

- Edit Checks
- Consolidation
- Record Keeping
- Meal count methods
- Meal count procedures



Meal Service Times



- Breakfast: At the beginning of school day
- Lunch: Between 10 a.m. and 2 pm
- Alternate lunch meal periods must be approved by NSD
- Afterschool Meals: After the school day
- Child and Adult Care Food Program (CACFP) At-risk
After School hours (holidays and weekends)



Overt Identification

- Notification of the availability of free and reduced-price benefits
- Certification and notification of eligibility
- Provision of meals in the cafeteria
- Point-of-Service (POS) meal count
- Payment method



Site Requirements

- Approved address and location in the CNIPS
- Located where eligible children receive reimbursable meals
- Located at the address where sponsor claims meals
- Documented health permit
- Includes all other site requirements





Site Monitoring



- Prior to February 1 of each year, SFAs must evaluate their meal count procedures at all lunch sites
- Prior to February 1 of each year, 50 percent of breakfast sites must be monitored and all breakfast sites must be monitored by the end of the second year
- Within the first four weeks of operation, the Afterschool Snack Program must be monitored. Prior to the end of the year conduct another monitoring visit
- At least three times per year, the CACFP At-risk Program must be monitored

General Areas of Review

- Resource management
- Free & reduced price process
- Competitive food service
- Wellness policies
- Professional standards
- SBP and SFSP outreach
- Food safety & Water
- Civil rights





Edit Checks

Daily meal counts cannot exceed the number of students enrolled each day.

- Calculate the annual attendance factor
- Determine the attendance-adjusted eligibility
- Document your calculations
- Provide written justification





Consolidation



- Written procedures
- Internal controls
- Daily meal counts by category for each site and each POS
- Site counts reported in *CN/PS*



Records Retention

- Sponsors must retain original meal count records for each day, for each month and by site as justification for claims
- All records must be retained for three years plus the current year after the last claim for the year is submitted
- Records must be retained longer if there is an open audit



Meal Counting Methods

- Meal counts must be taken at the POS
- Daily meal count records by eligibility category
- Coded rosters or tickets





Meal Counting Methods

- Computer Programs
- POS at the end of the line
- POS at beginning of line-requires a monitor

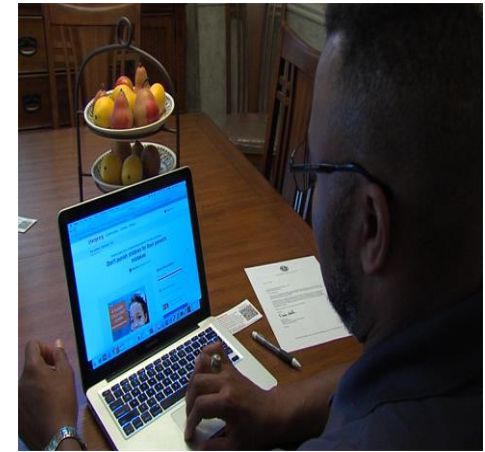


Alternative Claiming Method

❖ Provision 2

First year or base year

- Serve all children at no charge
- Record meal counts by eligibility category at POS
- Compute percentages of meals claimed for each eligibility category at each provision site
- Record the percentage of each eligibility category per site per month of each Provision 2 site





Alternative Claiming method

❖ Provision 2 Second through fourth year

- Serve approved meals type(s), at each Provision 2 sites to all participating children at no cost
- Take total daily counts of reimbursable meals at POS
- Multiply POS meal counts in each eligibility category by percentages computed during the same month as in the base year



Alternative Claiming Method

❖ Provision 2

Second through Fourth year

- Adjust enrollment numbers in each category compared to the same month of the base year
- Meals claimed use POS count totals by percentages computed during same month as in the base year



Alternative Claiming Method

❖ Community Eligibility Provisions (CEP)

- Served all meals free at each site on CEP for breakfast and lunch
- Take total daily POS counts of reimbursable meals
- Enter the total number of enrolled students, operating days, and number of meals served at each CEP site on the claim
- Multiply the Identified Student Percentage by 1.6 to obtain the percentage of meals being reimbursed at the free rate



Records Retention-Alternative Claiming

- Base year documents must be retained until a new base year is developed and for a minimum of three years after the new base year including:
 - Base year applications retrievable by site
 - Base year rosters by month, by site
 - ISP documents for the first year to support CEP
 - ISP documents to support any increase in ISP and for any grace periods allowed



Records Retention-Alternative Claiming

- Following the Base year:
 - Daily and monthly meal counts
 - Documentation to determine meal counts
 - Media Release
 - Notification to households
 - Documentation to support any extensions by site

Meal Pattern

- Five Food Components in School Lunches
- Three Grade Groups: K-5, 6-8, 9-12
- Lunch Meals Contain:
 - Fruit
 - Vegetable
 - Grain
 - Meat/Meat Alternate (M/MA)
 - Milk



Offer Versus Serve (Breakfast)

- Students must be offered four food items from three food components
- Students need to take at least three food **items**
 - One item must be $\frac{1}{2}$ cup fruit and/or vegetable
- Optional for all grade levels for breakfast



Signage

- Needs to be clear
- Must indicate how to choose a reimbursable meal

Breakfast Signage

Build a Healthy Breakfast

Must select at least 3 Items!

YOUR CHOICE

Fruit/Vegetable/Juice

½ cup apple juice	1	item (s)
½ cup sliced strawberries	1	item (s)
		item (s)
		item (s)

May Select 2 item (s)

Milk

Fat-free white	1	item
Fat-free choc.	1	item
1% white	1	item

May Select 1 item (s)

Notes:

Students must take a ½ cup fruit/juice for a reimbursable meal

Grains/Breakfast Entrees

Large Muffin	2	item (s)
Cereal	1	item (s)
Yogurt	1	item (s)
Breakfast sandwich	2	item (s)

May Select 2 item (s)

USDA is an equal opportunity provider and employee.

Offer Versus Serve (Lunch)

- Students must be offered five components
- Students need to take at least three **components**
 - One must be $\frac{1}{2}$ cup fruit and/or vegetable
- Optional for K-8
- Required in high school for lunch



Lunch Signage

Offer versus Serve

The **5 Meal Components** for School Lunch



You choose **at least 3** including

- ½ cup of fruit or vegetable
- at least two other full components

For best nutrition, **choose all 5!**

Meal Counting Procedures

Written meal counting and collection procedures by site approved by NSD

- Revisions submitted during annual updates
- Procedures available at district central office and at sites where meals are served
- Procedures for each type of meal service



Meal Counting Procedures

Written meal counting and collection procedures by site approved by NSD

- Sample roster with key information
- Date eligibility is effective
- Procedure for notifying staff of eligibility changes
- Procedures for power outages or when key staff are absent





Meal Counting Procedures

Written Meal Counting Procedures Must Include:

- Lost stolen, misused, forgotten tickets, tokens, IDs, etc.
- Unpaid meal charges
- Meals for special needs
- A la carte items, adult meals, second meals



Meal Counting Procedures

Written meal Counting Procedures must include:

- Field trips
- Visiting Students
- Student workers
- Students without money



Common Meal Pattern Findings

- Staff not offering complete meals to all age/grade groups of students
- Medical statement missing for special diet or missing component
- Staff not ensuring that each student takes the ½ cup fruit or vegetables at breakfast and lunch
- Signage is not clear for OVS



Common Meal Counting Findings

- Written meal counting procedures are lacking
- Meal count procedures do not reflect current practices
- Meal counts not consolidated correctly(math errors)
- Meal counts based on number of meals delivered or transported, leftovers, trays or plate counts

Common Meal Counting Findings

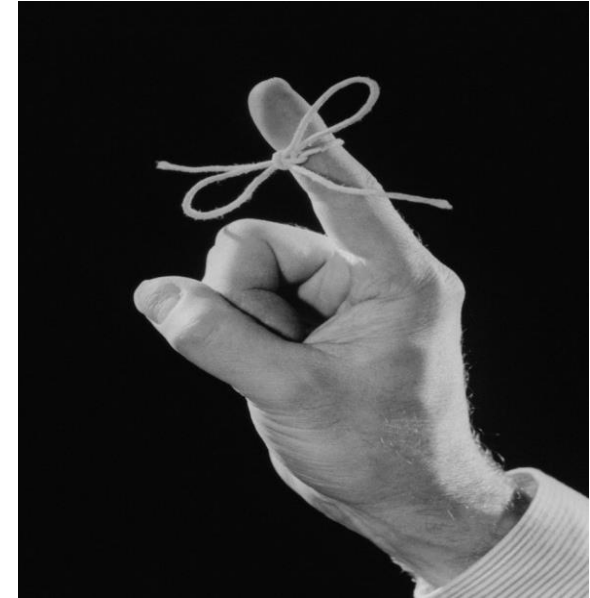
- Meal counts based on attendance
- Meal counts not based on POS counts
- Meal counts that include ineligible meals
- Meal counts based on pre-counts or back-out counts



Avoiding Meal Counting Findings

Check each POS location

- Kiosk's
- Special education classes
- Field trips





Avoid Meal Counting Findings

Check each POS Location

- Theme bars
- Breakfast in the classroom
- Grab and Go

Avoid Meal Counting Findings

Check procedures for special circumstances

- New students
- Detention students
- Visiting students
- Students without money
- Student workers





Avoid Meal Counting Findings

Check procedures for special circumstances

- Preschool classes
- Special education classes & Special needs students
- Continuation schools
- Field trips



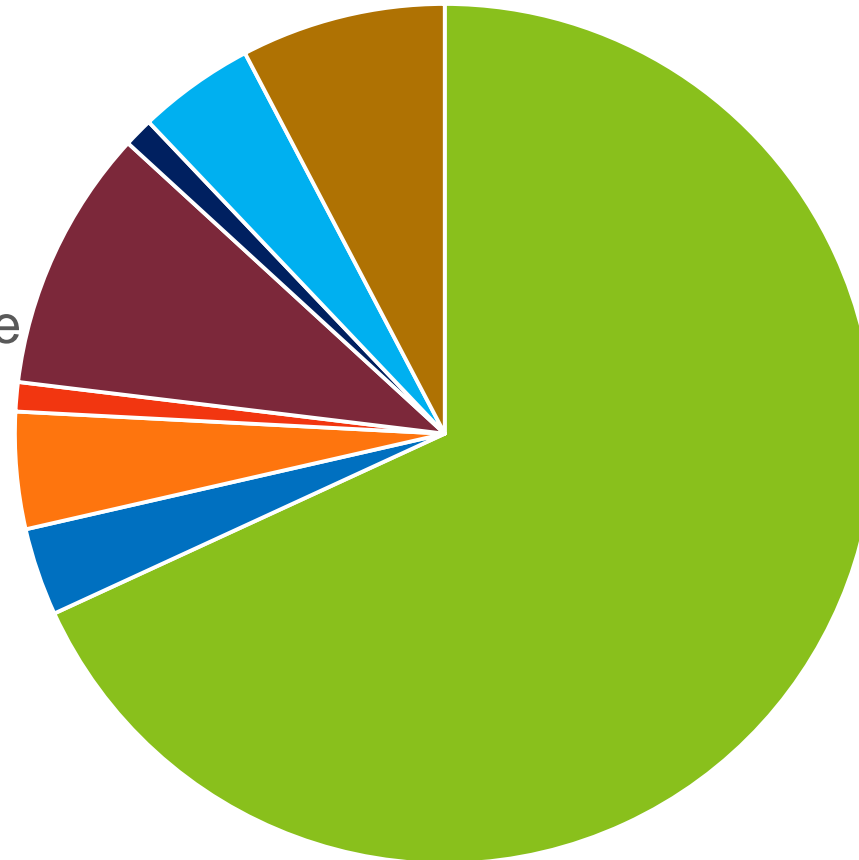
Avoid Meal Counting Findings

- Review meal counting and collection procedures for each POS
- Determine if procedures are up to date for each site, each meal type and each POS
- Ensure staff members are following procedures
- Train staff on meal counting procedures

Meal Counting and Claiming Findings (Breakfast) 2015-2016



- MCCP unavailable/needs to be updated 3%
- No Edit Checks 3%
- Meals Claimed at Unapproved Site 1%
- No POS Meal Counts 10%
- Overt ID 1%
- No Site Monitor to Ensure Reimbursable Meals Taken 4%
- Other 8%



■ Meal Counts
Incorrectly
Calculated/
Consolidated/
Recorded
68%

Meal Counting and Claiming Findings (Lunch) 2015-2016



■ MCCP unavailable/needs to be updated 4%

■ No Edit Checks 12%

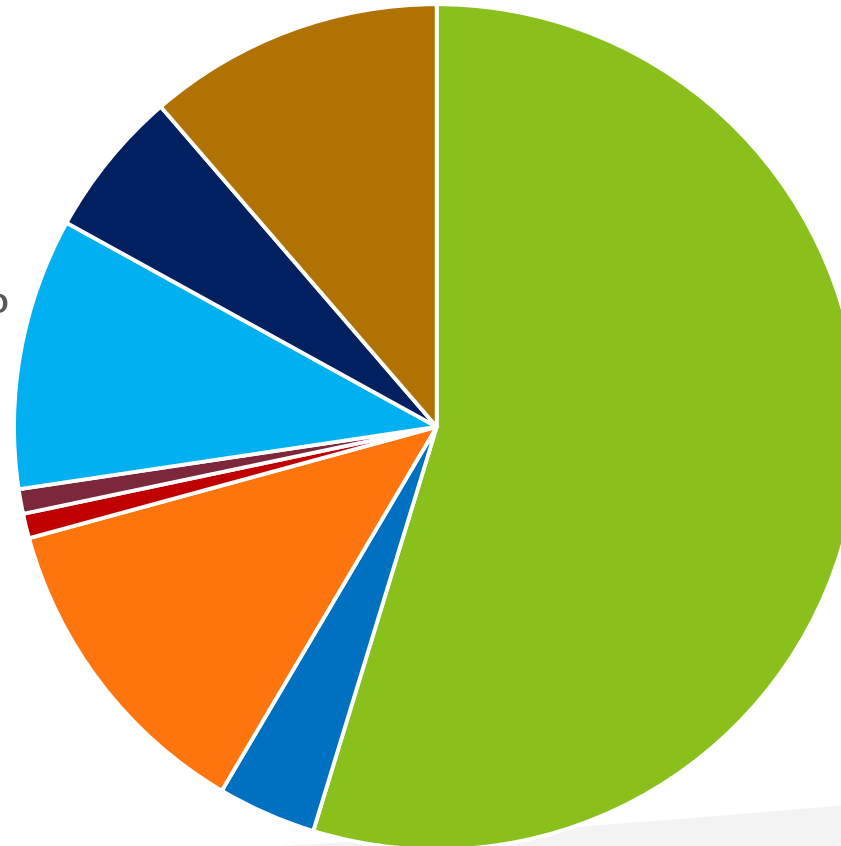
■ Meals Claimed at Unapproved Site 1%

■ Meals Claimed at Incorrect Site 1%

■ No POS Meal Counts 10%

■ Overt ID 6%

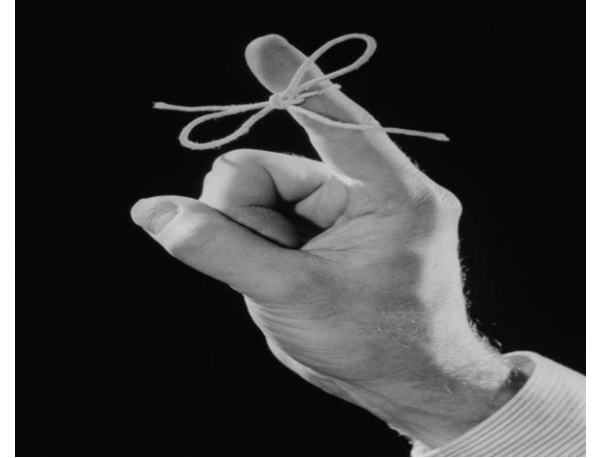
■ Other 11%



■ Meal Counts
Incorrectly
Calculated/
Consolidated/
Recorded
55%



Reminders

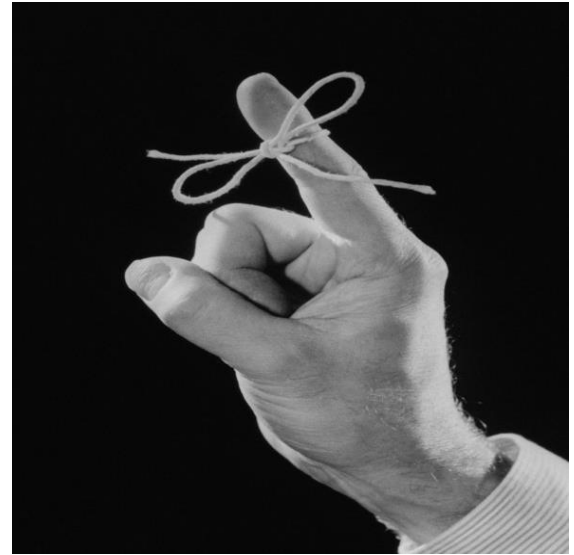


- Have a plan
- Start early
- All meal counting procedures are written
- Train staff
- Be sure staff know all components of accurate meal count process



More Reminders

- Monitor sites
 - All locations
 - All meal types
 - All POS
- Use the prototype monitoring form
- Retrain
- Follow-up, if needed within 45 days





Professional Standards Crediting Information

- Key Area: Operations (code 2300)
 - Key Topic: Cashier and Point of Service-2300
 - Employee will be able to efficiently operate and utilize a Point of Service (POS) system, ensuring correct application of reimbursable meal components, Offer Versus Serve, and confidential student eligibility identification in a financially responsible manner
- Total Instructional Hours: 1.0



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QUESTIONS?

