

# Clatskanie School District 6J

Code: **EFAH**  
Adopted: 4/23/07  
Readopted: 4/22/13  
Orig. Code(s): EFAH

## **Child Nutrition - Collection Procedures and Accountability System**

In collecting payments for meals or milk, school officials must ensure that there is no overt identification of recipients of free or reduced-price meals or free milk. Care must be taken to prevent such identification in the serving line.

All collection systems must have a built-in accounting system to record numbers of full price, reduced-price, or free meals or the quantities of full price and free milk served daily. Keeping these counts is a requirement. Count records and reports will be submitted to the Oregon Department of Education.

The district will provide the appropriate personnel:

1. A copy of policy and written detailed procedures on annual workshops or training sessions;
2. An annual workshop or training session;
3. The names of trainers and trainees and topics covered shall be documented;
4. Technical assistance as needed during the actual operation of the meal service;
5. Orientation when new or substituting.

The district will:

1. Review all information for accuracy at least annually;
2. Review the meal count system for compliance with the approved policies;
3. Evaluate the extent to which all personnel follow established policies and procedures.

END OF POLICY

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### **Legal Reference(s):**

Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance, 7 C.F.R. Part 15b (2001).  
National School Lunch Program, 7 C.F.R. Part 210 (2006).  
Special Milk Program for Children, 7 C.F.R. Part 215 (2006).  
School Breakfast Program, 7 C.F.R. Part 220 (2006).  
Determining Eligibility for Free and Reduced Price Meals and Free Milk, 7 C.F.R. § 245.8 (2006).  
Uniform Federal Assistance Regulations, 7 C.F.R. Part 3015 (2006).

### **Cross Reference(s):**

EFA - Local Wellness Program