

Child Nutrition - Collection Procedures and Accountability System

In collecting payments for meals and in distributing tickets, tokens, and so forth, school officials must ensure that there is no overt identification of recipients of free or reduced-price meals. Care must be taken to prevent such identification at the time the ticket or token is issued as well as 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 served daily. Keeping these counts is a requirement. Count records and reports will be submitted to the superintendent and Oregon Department of Education.

The district uses the following system:

Meal payments are collected in the school secretary's office. Payments can be made by students or parents on a daily, weekly or monthly basis. The secretary records the payments and knows which students qualify for free or reduced-price meals. Identical tickets labeled only with the student's names are distributed in the classrooms. The tickets are collected in the serving line. After the meal service, the number of meals served by type is determined by comparing the student's names on the tickets to a list of eligible student's names.

Coding Method

The following coding method(s) may be used:

Names

Tickets have the student's name on them and can later be compared to a checklist.

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:

The names of trainers and trainees and topics covered shall be documented;

3. Technical assistance as needed during the actual operation of the meal service;
4. 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.
In an offer vs. serve program, a check of the ticket (or token, etc.) as well as a verification of the reimbursable meals (three of the five food groups) is needed.

END OF POLICY

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