

Hermiston School District 8R

Code: **EFAH**
Adopted: 4/5/05
Readopted: 1/3/06
Orig. Code(s): EFAH

Child Nutrition - Collection Procedures and Accountability System

In collecting payments for meals or milk and in distributing tickets (tokens, and so forth) school officials must ensure that there is no overt identification of recipients office or reduced-price meals or free milk. 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 and free milk served daily. Keeping these counts is a requirement. Count records and reports will be submitted to the superintendent and Oregon Department of Education.

Meal payments may be collected in the school secretary's office or in the service line. Payments can be made by children or parents on a daily, weekly or monthly basis. The cashier credits the students account for the amount paid.

1. The district will provide the appropriate personnel:
 - a. A copy of policy and written detailed procedures on annual workshops or training sessions;
 - b. An annual workshop or training session:
 - (1) The names of trainers and trainees and topics covered shall be documented.
 - c. Technical assistance as needed during the actual operation of the meal service;
 - d. Orientation when new or substituting.
2. The district will:
 - a. Review all information for accuracy at least annually;
 - b. Review the meal count system for compliance with the approved policies;
 - c. Evaluate the extent to which all personnel follow established policies and procedures.

END OF POLICY

Legal Reference(s):

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