

Child Nutrition - Collection Procedures and Accountability System

In collecting payments for meals or milk and in distributing cards or tickets, school officials must ensure that there is no overt identification of recipients of free or reduced-price meals. In collecting payments for meals or milk that are recorded on a daily meal matrix where no tickets are used, care must be taken to prevent such identification at the time the card, tickets or daily meal entry 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 and free meals served daily. Keeping these counts is a requirement. Count records and reports will be submitted to the superintendent and Oregon Department of Education.

- I. The district will provide the appropriate personnel:
 - A. A copy of pertinent policies;
 - B. An annual workshop as needed;
 - 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.
- II. 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 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).