

## 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 of free 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.

<sup>1</sup>Each [or name of school] school(s) use(s) the following system(s):

Students pay for their meals in the cafeteria. The students pass through the serving line and/or enter their pin number into the Point of Service System, give their name and/or pin number to the cashier. The list is returned to the office for accounting purposes.

Students pay for their meals in the cafeteria. The district utilizes a computerized Point of Sale system. The food service manager and lunch clerk are the only employees with access to eligibility information, and they set up an account for each student in the computer data base. The student's name, grade and eligibility category are stored in the data base. The students pass through the serving line and enter their assigned pin number, or pay cash for their meal. At the end of each day, a daily operating summary is printed out and sent to the district office.

1. 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

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<sup>1</sup>In an offer vs. serve program, a check of the ticket (or token, etc) as well as a verification of the reimbursable meals (3 of the 5 food groups) is needed.

**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