SFA/School District: _____ LEA #: _____

LUNCH MEAL COUNT/COLLECTION PROCEDURE CHECKLIST

Read carefully Meal Count and Collection Procedures on page 3 of this Attachment. List schools as reported on Program Schedule A. Select the letter(s) which best describe(s) the procedure(s) used by the school for each item (1, 2, 3, 4, 5, 6). List letter(s) in the appropriate columns below. In some cases more than one option may apply, if so list ALL options that apply. If more lines are needed add additional pages.

NA is not an acceptable option.

	School	1	2	3	4	5	6
	List all schools listed on CN Program Schedule A	Medium of Exchange	Payment/ Collections	Procedure Notification	Meal Count	Charge Policy	Separate A la Carte Line
Ex	**Happy Hills Elementary**	**a**	**d**	**a**	**b**	**a**	**b**
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

LUNCH

SFA/School District: _____ LEA #: _____

BREAKFAST MEAL COUNT/COLLECTION PROCEDURE CHECKLIST

Read carefully Meal Count and Collection Procedures on page 3 of this Attachment. List schools as reported on Program Schedule A. Select the letter(s) which best describe(s) the procedure(s) used by the school for each item (1, 2, 3, 4, 5, 6). List letter(s) in the appropriate columns below. In some cases more than one option may apply, if so list ALL options that apply. If more lines are needed add additional pages.

NA is not an acceptable option.

	School	1	2	3	4	5	6
	List all schools listed on CN Program Schedule A	Medium of Exchange	Payment/ Collections	Procedure Notification	Meal Count	Charge Policy	Separate A la Carte Line
Ex	**Happy Hills Elementary**	**a**	**d**	**a**	**b**	**a**	**b**
1							
2							
3							
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BREAKFAST

SFA/School District: _____ LEA #: _____

MEAL COUNT AND COLLECTION PROCEDURES

The procedures listed below will help assure equal treatment of all children, regardless of his or her ability to pay the full price for meals. Select the options that best describe the procedure used by each school. List these on the Meal Count and Collection Procedure Checklists for both breakfast and lunch.

1. The medium of exchange at the point of service – Ticket, token, ID, name, number or physical identifier which students exchange for a meal:

a. Roster system including coded/un-coded rosters, number lists, and class lists	b. Coded ticket/ token system with various ticket procedures	c. Coded ID cards used in manual and automated systems	d. Verbal identifiers (names & numbers)	e. Thumb print or finger print identification	f. Students enter ID# into automated systems	g. Other – attach description

2. The collection of payment

a. Point of service payment with advance payments and/or charged meals – Students may pay daily, weekly or monthly, prior to meal service in both the cafeteria line and a designated area other than the cafeteria line (for example the school office or classroom); and/or students may charge full or reduced price meals. The meal charge may be paid in both the cafeteria line and a designated area other than the cafeteria serving line. In all cases, the students receiving the free and/or reduced price meals are treated like students who have prepaid or charged their meals.
Money MUST BE collected BOTH: in serving line **AND** in a designated area other than the cafeteria serving line

b. Students or parents may pay daily, weekly or monthly prior to meal service **only in a designated area other than the cafeteria serving line** (for example the school office or classroom); and/or students may charge full or reduced price meals. The meal charges may be paid in a designated area other than the cafeteria serving line. **No money is collected in the serving line.**

c. Advance payments and/or charged meals – Students or parents may pay daily, weekly or monthly prior to meal service **through on-line payment system**.

d. No money is collected from students for reduced price meals. Meals are counted and claimed by category with daily record documentation including Edit Check 1 and 2.

e. No money is collected from students for paying student meals. Meals are counted and claimed by category with daily record documentation including Edit Check 1 and 2.

f. Other – attach a description.

3. Notification of Payment Procedure – used at the beginning of the school year and/or registration to inform students of the payment and/or charge procedure for meal payments.

a. Letter to households	b. Public announcements to all students and households	c. Newspaper / newsletter	d. Posted notice (sign) displayed in the cafeteria	e. Notification in Student Handbook with signed acknowledgment from household	f. Other – attach description

The procedures described below will assure that a daily meal count is made at the point of service and that no child will be aware that any other child receives a free or reduced price meal.

4. Meal Count by Category – Only one reimbursable breakfast / lunch / snack may be claimed each day for each student

a. Cashier at the end of the serving line who counts meals by category and monitors meals to assure only reimbursable meals are claimed for reimbursement. The cashier at the end of the serving line MUST be trained in meal pattern requirements. **Documentation of training, signed by the cashier, must be on file.**

b. *Cashier at the beginning of the serving line with a monitor at the end of the serving line to assure only reimbursable meals are claimed for reimbursement. The cafeteria monitor at the end of the serving line MUST be trained in meal pattern requirements. **Documentation of training, signed by the monitor, must be on file.**

c. *Classroom counts by category are confirmed at the serving line by the teacher or adult monitor who accompanies the class to the cafeteria and a cafeteria monitor at end of serving line to assure only reimbursable meals are claimed for reimbursement. The cafeteria monitor at the end of the serving line MUST be trained in meal pattern requirements. **Documentation of training, signed by the monitor, must be on file.**

d. *Other – attach a description

*A monitor at the end of the serving line must notify the person responsible for recording meal counts if a student does not take a reimbursable meal. The monitor must note the name of the student, so the meal count can be adjusted in the correct eligibility category. **No substitute employee should be used for this duty without proper training.**

5. Charge Policy:

a. This school does not allow charges for reduced price or paying student meals.	b. This school allows charges but does not have a written charge policy.	c. This school has a written charge policy. The household is notified of the policy in the student handbook with a signed acknowledgment from the household.	d. This school has written charge policy. The household is notified of the policy through information sent home with each student at the beginning of the school year.	e. This school has a written charge policy with signs posted in the cafeteria serving line.	f. Other – attach description

6. Does this school have a SEPARATE a la carte line that serves ONLY non-reimbursable food items?

a. Yes, and the school has a policy in place to ensure that free and reduced price students are not being overtly identified in the separate a la carte line.	b. No, this school does not have a separate a la carte line that serves non-reimbursable meals.