

South Carolina  
School Food Service Program Reference Manual  
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**Chapter 12 – Counting & Claiming**

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### Responsibilities

Federal reimbursement is provided for each meal that meets program requirements and is served to an eligible student. To obtain this reimbursement, school personnel must accurately count, record and claim the number of meals actually served to students by eligibility category (i.e. free, reduced-price and paid). The South Carolina Department of Education (SCDE), the School Food Authority (SFA), and the serving site share responsibility for meeting the U.S. Department of Agriculture (USDA) requirements for counting meals.

#### SCDE's Responsibilities

1. Review reimbursement claims to identify and correct claims that report an excessive number of meals served to eligible students.
2. Assess an overclaim whenever accountability deficiencies are known to have resulted in over-payments to schools.
3. Annually review and approve collection and accountability procedures submitted by SFAs.

#### SFA's Responsibilities

1. Designate an Authorized Representative to be responsible for ensuring accuracy of meal counts.
2. Annually submit to SCDE the collection and accountability procedures for each site (see [Chapter 3c – Policy Statement](#), Attachment F in this *Program Reference Manual*). Before changing its approved procedures, the SFA must receive approval from SCDE for the revisions.
3. Each day, count and record the number of reimbursable meals served to eligible students by meal category (i.e. free, reduced-price and paid). If enrolled in CEP, count the total number of meals served. (There are no meal categories with CEP.) This may be done using the forms provided at the end of this chapter or other forms of the SFA's choice (either paper or electronic forms).
4. Daily, weekly, or monthly, compare each serving site's daily record of meals served against data that will assist in identifying excess numbers of meals claimed. See the section entitled, "[Edit Checks](#)" in this chapter for additional information and instructions.
5. Following each calendar month that reimbursable meals, snacks and milk are served, submit to SCDE a claim for each serving site. Claims are submitted using SCDE's South Carolina Automated Payment System (SCAPS).
6. By February 1 of each year, all SFAs with at least one serving site must conduct on-site reviews to verify proper implementation of the approved meal accountability and claiming procedures. Use the [On-Site SFA Review of Meal Counting and Claiming Procedures](#) (Form 12-A) to document the on-site review findings. When the on-site review discloses problems with a school's meal counting and claiming procedures, corrective action plans must be developed and follow-up visits must be conducted within 45 calendar days of the initial review.

### Serving Site's Responsibilities

1. Establish a point-of-service meal accountability procedure that assures accuracy of daily meal counts by eligibility category (i.e. free, reduced-price and paid). Use Evaluating Your Accountability System (Form 12-B) to determine if your system is adequate or if it needs improvement.

#### 2. Count Meals at the Point-of-Service

Regulations define point-of-service meal count as that point in the food service operation when a determination can accurately be made that a reimbursable meal has been served to an eligible child. Acceptable point-of-service counting and claiming procedures are required to determine the number of reimbursable meals served. Unless an alternative method is approved by SCDE, the cashier must be located at the end of the serving line to monitor the meals selected to ensure that each meal claimed for reimbursement meets program requirements. In addition, the procedures must provide a method for removing any meal that is not reimbursable from the proper eligibility category of the count. Any alternative accountability procedure must be approved by SCDE annually.

### Point-of-Service Counting Methods

*The following counting methods are **not** point-of-service for meals served in a cafeteria and are **not** acceptable:*

- Counts taken in the classroom;
- Counts based on attendance rosters;
- Counts based on the number of tickets sold/issued;
- Counts based on subtracting one count from another count;
- Head counts; and
- Tray counts.

#### 3. Correctly Identify Reimbursable Meals

Each cashier or monitor must be capable of correctly identifying students' food selections that comprise reimbursable meals.

### Important!

A reimbursable meal must offer all required food components or menu items **before** the point-of-service meal count is taken.

With **Food-Based Menu Planning**, the required serving size of each component must be offered. Five food components must be offered for lunch and three food components must be offered for breakfast. The student must select the required number of food items in accordance with the SFA's policy regarding "Offer versus Serve." (See Chapter 19 – Food-Based Menu Planning for additional information.)

### 4. Provide Equal Access for All Students

When a school offers a selection of more than one type of meal that is claimed for reimbursement or a variety of foods and fluid milk to provide choice within the meal, it must offer the same selection to all students regardless of eligibility status. If certain items are not made available to all students, including those receiving free and reduced-price meals, those items may **not** be counted toward reimbursable meals.

Meals served on a cash-only line may never be claimed for reimbursement, even if the same items are offered on another serving line. A cash-only line does not prevent overt identification. If certain lines are not available to all students, including those eligible for free and reduced-price meals, meals served on those lines may **not** be claimed. Therefore, when planning for special functions, parties, field trips, etc., the Child Nutrition Program (CNP) department should be involved in the process to ensure that students are not overtly identified or denied meals and that the meals claimed for reimbursement meet requirements.

### 5. Protect Identity of Students' Eligibility Status

Common serving areas, dining areas and serving times are to be used for all students during meal service. Use the same procedures for free, reduced-price and paid meals to prevent overt identification of students' eligibility categories when distributing or collecting the medium of exchange (see section entitled "Medium of Exchange" below).

Students eligible for reduced-price meals should be encouraged to purchase a meal ticket in advance because reduced-price eligible students may be overtly identified when cash is taken at the serving line.

#### **Medium of Exchange**

The medium of exchange may be any type of ticket, token, meal card, ID card, cash, name or personal identification number that is issued to the students for obtaining a meal. SFAs must have a way to update daily a student's eligibility category (i.e. noting transfers, withdrawals, and changes in status due to temporary approval, verification, etc.). The meal count/collection procedures selected must ensure that the medium of exchange prevents overt identification of free and reduced-price meal recipients in the coding, distribution and collection process.

#### **Distribution of Medium of Exchange**

All meal counting and collection procedures must include a method for prepayment and/or charging. Charging is seldom recommended. The provision allowing for prepayment and/or post billing/charging should make free and reduced-price meal recipients appear as students who have prepaid full price.

The option of prepayment and/or post billing of meals should be routinely publicized. This may be done by using methods such as posting signs, making public announcements, including the information in printed material, etc. Some SFAs offer incentives for prepayment to limit cash being presented on the serving line.

When distributing the medium of exchange, use a common location and time where all students (free, prepaid reduce-price, and prepaid full-price) are required to obtain their tickets, tokens, etc. To prevent overt identification of eligibility category, allow adequate time and locations to purchase or pick up the medium of exchange.

### Daily Records of Meals, Snacks and Special Milk Served

The numbers of reimbursable meals served daily, by category, to eligible students must be recorded and reported by CNP personnel to the SFA. Daily record forms must be completed for each site where meals are served. When more than one full-price meal charge is used for a serving site, it is recommended that a separate daily meal record be used for each meal price. For example, if a school serves students in kindergarten through grade 12, elementary students are usually charged one price and secondary students a higher price. In this situation, two daily meal records should be completed: one for the elementary school meals served and one for the secondary school meals served.

#### Daily Records for Pricing Programs

The forms listed below are provided at the end of this chapter of the *Program Reference Manual* and may be used by pricing programs (i.e. those that distribute applications for free and reduced-price meal benefits) if desired to record the daily number of meals, snacks and special milk units served. Alternate forms may be used if preferred.

- Daily Record of Lunches Served (Form 12-C)
- Daily Record of Breakfasts Served (Form 12-D)
- Daily Record of Afterschool Snacks Served (Form 12-E)
- Daily Record of Milk Served and Income Received (Form 12-F) for sites participating only in the Special Milk Program
- Daily Record of Special Milk Served (Form 12-G) for sites that serve breakfast and/or lunch and also provide Special Milk to pre-K and kindergarten students

Any SFA choosing to use an alternate record form must ensure that correct counts by category are reported in a way that can be easily read, edited and consolidated into an accurate monthly claim for reimbursement. Any report format used must provide a complete record of the day's meal service so that the required information can be transferred to the SFA's report.

#### Daily Records for Non-Pricing Programs

The following forms must be used by non-pricing programs (i.e. programs that do not distribute applications for CNP benefits and that claim all students or residents in the "free" or "paid" category):

- Participation Roster for USDA Meal Reimbursement – RCCIs (Form 12-H)

Serving site personnel are responsible for recording and reporting the information to the SFA. Note that the above forms are available in Microsoft Excel. Use of the Excel forms is recommended to minimize the potential for math errors.

### Claim for Reimbursement

School meal counts, by category, are submitted to the SFA level on a daily, weekly, or monthly basis. The counts from all schools are combined to generate a monthly claim for reimbursement. This is called consolidating the claim. After the claims are consolidated, they are submitted by the SFA to SCDE. SCDE is responsible for paying the SFA for reimbursable meals claimed as served by category during the claiming period.

Reimbursement rates are different for each category of meal benefit (free, reduced-price and paid) and for each type of meal served (breakfast, lunch, snack). Thus accurately counting, recording, and consolidating the number of meals served by category is the only way a claim for reimbursement can be properly submitted and the SFA be correctly paid for the meals served.

### Edit Checks

Edit checks are a self-audit mechanism that allows SFAs to catch math errors, number transpositions, or counts recorded in the wrong column. Before submitting the monthly reimbursement claim, the SFA is required to compare each school's daily counts of free, reduced-price, and paid meals to data that will assist in the identification and correction of errors.

Before performing edit checks, become familiar with the following:

- ADA – Average daily attendance (number)
- ADP – Average daily participation (%)
- Attendance factor – to obtain, divide the ADA by the total enrollment. This can be done on a school level, SFA level or the State Factor may be used by the SFA.
- Daily number of meals served by category
- Number of students approved for free meals
- Number of students approved for reduced-price meals
- Any other enrollment or membership data useful in identifying discrepancies, such as:
  - Maximum allowable free meals equal to the number of approved free multiplied by the number of operating days, and
  - Maximum allowable reduced-price meals equal to the number of approved reduced multiplied by the number of operating days.

The edit checks can be performed on a daily basis on the Daily Record of Lunches Served (Form 12-C) or on a daily, weekly or monthly basis on a similar, locally developed form using the instructions below:

**Step 1:** Compare the daily number of free and reduced-price lunches claimed against the number of students currently approved for free and reduced-price meals. The number of meals claimed must be equal to or smaller than the number of students approved in each category.

**Step 2:** Compare the daily number of free, reduced-price and paid lunches claimed against the attendance factor multiplied by the number of students eligible in each category (i.e. the projected maximum number of lunches that may be claimed in each category).



### Attendance Factor

The attendance factor is the percentage of enrolled students in attendance on an average day. It is computed by dividing the average attendance by the total enrollment.

If actual meal counts exceed the projected maximum number of lunches for that eligibility category, the counts should be re-checked to assure no errors were made. If no errors were made, the reason for the high counts must be recorded (for example, meals were claimed for visiting students). At **no** time may more meals be claimed by category than there are students eligible. If claims are in excess of the number of approved free, reduced-price, paid, or total number of enrolled students without a reasonable explanation, the SFA will be required to repay any overclaims.

The personnel performing the edit checks should be aware of other indications of possible problems including but not limited to the following:

- Patterns of numbers, repetition of numbers or constant counts by category;
- Identical counts for breakfast and lunch;
- 100 percent participation (or a percent greater than attendance factor); and
- Category count exceeding number of students eligible for free and reduced-price meals.

When discrepancies are found or potential problems are suspected, they should be resolved through further investigation. Any findings should be documented (with attendance records, etc.) and kept with the school's daily record of meals claimed. Edit checks must be a daily comparison for each participating school, but it may be completed on a daily, weekly or monthly basis by the school or SFA.

Proper implementation of the meal accountability regulations, which include edit checks and on-site reviews, will ensure an accurate system and prevent overclaims.

### Accountability System Selection Criteria

The accountability system is an integral part of the CNP. It determines the procedures for collecting payment and counting meals. Many factors should be considered when choosing a manual or automated system. The system chosen will depend on the size of the serving site, the number of meals served, the number of students participating in the program, the percentage of students receiving free and reduced-price meal benefits, the grade levels involved (elementary or high school), the cost of implementing and maintaining collection procedures, and the staff resources required to operate the system during the meal service and to complete counts and reports.



### **The meal accountability system must:**

- Provide accurate point-of-service meal counts by eligibility category, and
- Prevent overt identification of each student's eligibility category.

Whichever system is chosen, it must provide an accurate **point-of-service** count:

- Of reimbursable meals served (one breakfast, one lunch and one snack per eligible student per day),
- By eligibility category (free, reduced-price and paid),
- By day, and
- Without overtly identifying students' eligibility categories.

## **Commonly Used Systems**

### **Rosters**

When using a roster, all students should be prepared to give their names to the cashier if the cashier does not know each child's name. The cashier identifies and marks the name on the roster as the student is served a reimbursable meal. See Form 12-I, Roster of Student Meals Served for a sample form.

The paper roster is coded so that the cashier can count the number of students in each of the meal categories following the meal service. Suggested coding methods are listed in Table 12.1 - Suggested Coding later in this chapter. Prepaid meals may be recorded on the roster by placing a diagonal line (/) or highlighting the box for each prepaid meal. If this is done, the boxes beside the names of students receiving free meal benefits must also be marked to make them appear as though they have prepaid. Any method must prevent overt identification of students eligible for free or reduced-price meals.

Rosters may also be electronic. These rosters generally contain the students' names and bar codes. The students' eligibility for free, reduced-price and paid meals is entered into the computer system in advance. As students pass through the serving line, the cashier matches the students' name to the bar coded roster and scans the bar code. Reduced-price accounts are debited the reduced meal charge and paid student meal accounts are debited the full price meal charge. The computer system tabulates the number of free, reduced-price and paid meals served each day.

### **Coded Tickets or Meal Cards**

Coded tickets can refer to paper tickets, automated tab tickets and computer system coded bar lines. Using this method, all students including those who prepay as well as those who receive free or reduced-price meal benefits receive a tangible object (ticket or meal card) that is later redeemed for a reimbursable meal.

Tickets or tokens may be issued or sold in the cafeteria, school office, or classroom, etc. They may be issued or sold in advance of the meal service on a daily, weekly, or monthly basis. Students receiving free and reduced-price meal benefits must be issued a ticket or token identical to the one issued to students who prepay in the paid category. The only permissible difference is variation in the code used by the person making the meal count determination to identify the meal category. Refer to Table 12.1 – Suggested Coding provided later in this chapter for acceptable methods. Whatever method of coding is used, care should be taken to prevent overt identification.

Tickets should be checked to assure they are presented by the students to whom they were issued. Following are several methods used to process tickets:

- Each student's ticket or token is examined as he/she receives a meal. A tally is made or a counting machine is pressed in a discreet manner for each meal served by category.
- Each student's ticket or token is collected as the student receives a meal. These are later counted by category, and unexpired tickets are returned to the students to use for the following meal service.
- The tickets have a coded tear-off stub for each lunch or breakfast. A stub is collected as each student receives a meal. The stubs are later counted by category. In an automated tab ticket system, the meal count by category is made simultaneously with the collection of the ticket.
- Each student is issued a coded bar line card that is scanned electronically. Each meal is counted by category when the card is scanned.

### **Personal Identification Numbers**

All students are assigned a Personal Identification Number (PIN). The students' eligibility for free, reduced-price and paid meals is entered into the computer system in advance. As students pass through the serving line, the PIN is entered. The student's name and/or picture is displayed on the computer screen and the cashier makes a positive identification. Paid student meal accounts are debited the full price meal charge and reduced price eligible students are debited the reduced-price charge. The computer system tabulates the number of free, reduced-price and free meals served each day.

### **Computerized Systems**

A computer system can greatly simplify the meal counting and claiming process. These systems are capable of:

- Providing meal counts by category at the point-of-service.
- Preventing overt identification.
- Alerting the cashier when a student receives a second meal.
- Using prepayment plans to eliminate the exchange of money on the serving line.
- Producing reports of meals served, student meal category status, etc.
- Generating notices to households that funds have been depleted in the student's meal account.
- Allowing the cashier to permit or prohibit the sale of a la carte items or second meals based on parental preferences or the student's account balance.

## Chapter 12 – Counting & Claiming

The process of selecting a computerized accountability system is very complex and unique to the individual school or SFA. For assistance in defining your needs and identifying a system that will meet them effectively, contact the SCDE Office of Nutrition Programs at (803) 734-8188.

If an automated system is chosen, the SFA must have a back-up counting system in case of mechanical failure of the automated equipment.

### Table 12.1 - Suggested Coding

Consider these methods when determining how the medium of exchange will be coded.

Method	Examples
<b>Number Coding</b>	<ul style="list-style-type: none"><li>▪ Fourth digit in 4-digit number indicates eligibility category:<ul style="list-style-type: none"><li>○ 2751 = free</li><li>○ 9742 = reduced-price</li><li>○ 7353 = paid</li></ul></li><li>▪ Last number indicates eligibility category:<ul style="list-style-type: none"><li>○ Number ending with 0 = free (2370)</li><li>○ Number ending with an even number = reduced-price (5318)</li><li>○ Number ending with an odd number = paid (7193)</li></ul></li></ul>
<b>Number Coding by Series</b>	<ul style="list-style-type: none"><li>▪ 1 through 1999 = free</li><li>▪ 2000 through 3999 = reduced-price</li><li>▪ 4000 through 5999 = paid</li></ul>
<b>Coding by Variations</b>	<ul style="list-style-type: none"><li>▪ Variations in authorizing signatures:<ul style="list-style-type: none"><li>○ Mary Smith = free</li><li>○ Mary J. Smith = reduced-price</li><li>○ M. Smith = paid</li></ul></li><li>▪ Placement of date stamp:<ul style="list-style-type: none"><li>○ Top = free</li><li>○ Middle = reduced-price</li><li>○ Bottom = paid</li></ul></li></ul>
<b>Coding by Number of Digits</b>	<ul style="list-style-type: none"><li>▪ Variation in number of digits:<ul style="list-style-type: none"><li>○ 4 digits = free (3754)</li><li>○ 5 digits = reduced-price (74537)</li><li>○ 6 digits = paid (263746)</li></ul></li></ul>
<b>Computer-coded Student ID Numbers</b>	<ul style="list-style-type: none"><li>▪ ID numbers are assigned by the school and identified in the computer system as paid, reduced-price or free</li></ul>

### Important!

Color-coding by category, single-symbol coding or using obvious identifiers such as F, R, and P are prohibited.

**System Advantages and Disadvantages**

<b>System</b>	<b>Advantages</b>	<b>Disadvantages</b>
<b>Paper Rosters</b>	<ul style="list-style-type: none"><li>▪ Can be fast for elementary schools when students are lined up by classroom at the point-of-service</li><li>▪ Inexpensive</li><li>▪ Documentation of meal count is produced during the meal service as names are checked on a roster</li><li>▪ It cannot be lost, stolen, or destroyed (by students)</li></ul>	<ul style="list-style-type: none"><li>▪ Can be slow for secondary schools when students are not lined up in any order at the point-of service</li><li>▪ Time consuming for cashier to record, count by meal category and notify households of payments needed</li><li>▪ Can overtly identify free and reduced-price eligibility if not coded properly</li><li>▪ If numbers are used, students may forget their number which slows down the line</li><li>▪ Can be used by another student or twice by the same student if there is more than one serving line</li></ul>
<b>Electronic Rosters</b>	<ul style="list-style-type: none"><li>▪ Provides accurate count and saves time; compiles the meal count when the student is served</li><li>▪ Can be fast for elementary schools when students are lined up by classroom</li><li>▪ Prevents overt identification on the line</li><li>▪ Allows households to deposit any amount of money into account</li><li>▪ Money may be used for breakfast, lunch or a la carte</li></ul>	<ul style="list-style-type: none"><li>▪ Start up and operating costs may be high</li><li>▪ Can be slow for secondary schools when students are not lined up in any order</li><li>▪ There may be two meals claimed per student if more than one service line is available and the machines are not networked</li></ul>
<b>Paper Tickets</b>	<ul style="list-style-type: none"><li>▪ When collected at point-of-service, provides a means to physically count meals by category</li><li>▪ When used in small to medium schools, counts by category can be completed quickly after the meal service</li></ul>	<ul style="list-style-type: none"><li>▪ Can be destroyed, transferred, lost, stolen or sold</li><li>▪ In large schools, too cumbersome to collect and count all tickets or token by category after the meal service</li><li>▪ Counts must be made at the point-of-service, which can slow down the line</li><li>▪ If not coded properly, may result in overt identification</li><li>▪ Requires cashier to record and write information on each ticket as issued</li></ul>

**System Advantages and Disadvantages** continued

<b>System</b>	<b>Advantages</b>	<b>Disadvantages</b>
<b>Automated Tab Ticket</b>	<ul style="list-style-type: none"><li>▪ Saves time because count is taken automatically when tickets are collected</li></ul>	<ul style="list-style-type: none"><li>▪ Can be destroyed, lost, stolen, or transferred</li></ul>
<b>Computer System Coded Bar Line</b>	<ul style="list-style-type: none"><li>▪ Provides accurate count and saves time; compiles the meal count automatically when the student's card is scanned</li><li>▪ Prevents overt identification on the line</li><li>▪ Provides automated reports</li><li>▪ Allows household to deposit any amount of money into account</li><li>▪ Money may be used for breakfast, lunch or a la carte</li></ul>	<ul style="list-style-type: none"><li>▪ Can be lost, destroyed, or transferred</li><li>▪ Start up and operating costs may be high</li><li>▪ There may be two meals claimed per student if more than one service line is available and the machines are not linked</li></ul>
<b>Computer System Personal Identification Number (PIN)</b>	<ul style="list-style-type: none"><li>▪ Provides accurate count and saves time; compiles the meal count automatically when the student's PIN is entered</li><li>▪ Prevents overt identification on the line</li><li>▪ Provides automated reports</li><li>▪ Allows household to deposit any amount of money into account</li><li>▪ Money may be used for breakfast, lunch or a la carte</li></ul>	<ul style="list-style-type: none"><li>▪ Can be forgotten or misused</li><li>▪ If picture is not displayed on screen, cashier must know students to assure they use correct PIN</li><li>▪ Start up and operating costs may be high</li><li>▪ There may be two meals claimed per student if more than one service line is available and the machines are not linked</li></ul>
<b>Coded ID Cards</b>	<ul style="list-style-type: none"><li>▪ Is not easily transferred if a photo is on the card</li><li>▪ Can be incorporated as a function of the student ID card, which may be a savings to SFA</li></ul>	<ul style="list-style-type: none"><li>▪ Can be lost, stolen, or destroyed</li><li>▪ Students may be able to use it twice if there is more than one serving line.</li><li>▪ It may involve a high replacement cost.</li></ul>

### Unacceptable Accountability Systems

The following meal counting systems are **not** acceptable because they do not provide a daily point-of-service count of reimbursable meals by category for meals served in a cafeteria.

- **Attendance counts:** The number of students in attendance does **not** provide a count of meals actually served. Only meals actually served may be claimed for reimbursement.
- **Tray or entrée counts:** The number of trays or entrees served does **not** provide an accurate count of meals served. There are no controls to ensure that trays contain all the necessary food items, that trays were not stuck together, that each entrée was part of a complete meal, that some trays were served to adults, etc. Each meal must be monitored to ensure that all the meal requirements have been met.
- **Classroom counts:** Students who “intend” to eat may not actually do so. The count taken prior to the meal service will not reflect those changes and may not be accurate. There are no controls at the point-of-service to ensure that the meals counted are actually reimbursable. Food production should be based on past participation trends as documented in production records instead of morning counts.
- **Counts taken anywhere other than at the point-of-service** (unless approved by SCDE): The **only** place an accurate count of reimbursable meals can be made is at the point where it can be determined that the meals are actually reimbursable. The end of the serving line is considered the “point of service.”
- **Prepaid/charged meals counted on day paid:** When students either prepay or charge their meals, these meals must be counted on the day that the student is served the meal, not on the day that the prepaid meal was purchased or the charged meal was prepaid.
- **Category/cash back-out system:** A positive count of each meal category is required. Count all free meals, count all reduced-price meals and count all paid meals independently. One or more of the meal categories **cannot** be subtracted from total meals to determine the count of meals in the remaining category.
- **Cash converted to meals:** Using cash or sales figures to determine the number of meals served does **not** provide a count of reimbursable meals (and also allows cash collection errors to translate into meal count errors).
- **Delivery counts of meals produced off-site:** The number of meals delivered to a school is not necessarily the number of meals actually served.
- **Visual identification without back-up:** All meal counts must be recorded with approved meal accountability procedures.
- **A la carte items claimed for reimbursement:** Food items sold independently of the reimbursable meal and not priced as a unit may not be claimed for reimbursement. Only meals priced as a unit, offered to all students regardless of category (free, reduced-price, paid) and meeting meal pattern requirements are eligible for reimbursement.
- **Second meals claimed for reimbursement:** Second meals served to students in any category must **not** be claimed for reimbursement. SFAs can claim only one meal per eligible student per day per type of meal service (breakfast, lunch or snack).

- **Ineligible person claimed for reimbursement:** Only enrolled students are eligible for reimbursable meals. Meals served to ineligible students, adults, younger siblings or visitors may not be claimed for reimbursement.
- **Improper implementation of approved accountability procedures:** Even if the system is approved on paper, all necessary procedures must be followed in order for the meal count system to be acceptable. All meal accountability staff should be adequately trained in their responsibilities.

### Students Specify a Menu Choice in Advance of Service

**Q-1** *If the SFA uses an advance meal count to determine how many portions of a menu item to prepare, can the student be required to pay for the ordered meal if the student is not served the meal?*

**A** No, SFAs may not charge households for meals individual students have not been served, even if a student has indicated he/she intends to eat the meal.



**Q2** *Some SFAs require students to sign up in advance for a specific menu option. If a student indicates in advance that they will select a specific menu option (chef salad, peanut butter and jelly sandwich or alternate entrée), can the SFA require the student to take that menu selection?*

**A** Yes, SFAs may require the student to take the menu option previously selected. However, SFAs should primarily rely on food production records to forecast the number of menu items needed.

## Meal Accountability Policies

### One Breakfast/Lunch/Snack Per Child Per Day

National School Lunch Program (NSLP) regulations state that SFAs shall plan for and prepare school meals on the basis of participation trends, with the objective of providing one breakfast/lunch/ snack per child per day. Only one lunch and/or one breakfast and/or one snack per student per day may be claimed for reimbursement. The following steps assure compliance with this regulation:

- Be aware of participation fluctuations. Perhaps there are certain days of the week when participation regularly dips or peaks. Students are more likely to eat when their favorite menu is served. The manager should plan the amount of food needed to provide each student with one meal.
- Keep accurate production records. (See Chapter 20 – Food Production Records in this *Program Reference Manual* for additional information.)
- Despite careful planning, fluctuation in participation occurs. If second meals are served, they must not be claimed for reimbursement.



### **Serving Second Meals or Non-Reimbursable Meals**

When a student purchases a second breakfast or lunch, the meal cannot be claimed for reimbursement. Since no federal or state reimbursement is received for these second meals, they should be priced the same as adult meals.

When a student refuses to select the minimum food items required for a reimbursable meal, the meal cannot be claimed for reimbursement. SFAs may either ask the student to return for additional food items so the meal will meet minimum requirements or choose not to claim the meal.

### **Claiming Meals for Student Workers**

USDA regulations state that recipients of free and reduced-price meals shall not be required to work for those benefits. However, students are not prohibited from voluntarily working in the cafeteria. Meals served to students who work in the cafeteria are eligible for reimbursement. They must be claimed in the category in which the student is eligible. The count must be taken at the point of service to assure a complete meal is served.

### **Serving Kindergarten and Enrolled Preschool Students**

Meals served to preschool children enrolled in an SFA's educational programs may be claimed for meal reimbursement under the NSLP and School Breakfast Program. Eligibility documentation must be maintained on file for all free and reduced-price meals claimed for reimbursement.

- A kindergarten or pre-kindergarten student who eats an occasional meal may be claimed in the appropriate eligibility category provided that documentation is on file.
- A kindergarten or pre-kindergarten student who normally participates in the Special Milk Program, but eats an occasional school meal, may be claimed for either Special Milk or school breakfast/lunch reimbursement, but not for both on the same day.
- Kindergarten or pre-kindergarten programs that offer school breakfast or lunch to all enrolled students may not participate in the Special Milk Program.

### **Serving Older Students**

Meals served to students 18 years of age and older can be claimed for reimbursement only if

- They are a "regular student" (that is, they are included in the SFA's reported enrollment count of all students) or
- They are in a daytime General Educational Development (GED) program.

These meals must be served during normal meal times. Matters related to free and reduced-price eligibility for these individuals are the same as other students.

Reimbursement cannot be claimed for any adult participating in non-GED adult education programs (including EvenStart) regardless of scheduling time or evening GED programs. These individuals should pay the regular adult meal price.

### **Serving Visiting Students**

Meals served to students who are visiting from other schools during a specific school function (e.g. vocal competition, band day) can be claimed for meal reimbursement. The students' meals may be claimed by category for reimbursement if the visiting SFA provides the host SFA with each student's eligibility determination. If the visiting SFA does not provide this information

or if they are from an SFA that does not participate in the CNP, the host SFA may claim reimbursement for the meals served to the students in the paid category. A school official must explain the reason for the high meal count on the meal count form used by the SFA (e.g. Form 12-C, Daily Record of Lunches Served). Meals served to individual school-age guests who are not participating in a specific school function may not be claimed for reimbursement.

### **Serving Students Off-Site**

The CNP regulations require reimbursable meals to be served on school premises or at a school-related location. Meals taken off-site are not reimbursable. Meals given to students to eat on the bus and meals taken home with students due to early dismissal are not reimbursable.

Meals consumed on school-sponsored and supervised field trips may be reimbursed if the meals are prepared by the CNP staff, meet meal pattern requirements and are served and consumed as part of a school-related function. A list, roster, or other method of claiming the meals by category must be used to record counts. See Form 12-I, Roster of Student Meals Served provided in this chapter of the *Program Reference Manual* for a sample form. Refer to Chapter 6 – Meal Service Policies in this *Program Reference Manual* for more information concerning school-prepared sack lunches. Extra caution should be taken during field trips to keep the food safe. Refer to Chapter 30 – Safety & Sanitation for additional information on how to keep food safe.

### **Serving Students in Alternative/Cooperative Schools**

Many public school districts participate in some type of alternative/cooperative school or campus that serves students from several districts. Procedures for maintaining applications and the counting and claiming of reimbursable meals must be established.

It is acceptable for the “host SFA” (i.e. the physical site where the student attends school) to keep a copy of the students’ application, Direct Certification letters or a roster with each student’s eligibility on file from the “sending SFA.” To protect the confidentiality of the student’s eligibility information, CNP applications and Direct Certification letters should never be faxed or e-mailed.

The host SFA provides meal service and may claim reimbursement for eligible students in the proper category. A student’s attendance in such a school may be short-term (a few days) or long-term (entire school year). Adjustments and notations should be entered on the meal accountability records to justify the claim when applicable and to document current numbers of approved students. If the SFA wants to use a different procedure than the ones mentioned here, contact SCDE.

### **Serving Guests**

Adults, visiting students and very young children who visit the program must pay the adult meal price or an established guest meal charge. An SFA may wish to establish a meal price for very young children. If the SFA does not set a separate price for very young children, the adult meal price must be paid for the child’s meal. Guest meals cannot be claimed for reimbursement.

### Accepting Cash at the Point-of-Service

If cash is accepted at the point-of-service, a prepayment or post-billing system should also be in place to prevent overt identification of a student's eligibility category. The SFA should:

1. Actively promote pre-payment for reduced-price and paid meals so that overt identification of the eligibility category does not occur. The first step in getting students to pre-pay is widespread and continuing publicity advertising the availability of the pre-payment option. To be successful, a pre-payment promotion should also include incentives for students to pre-pay.
2. Pre-payment must be accessible and convenient for students. Students should be able to pre-pay for their meals in a common location at designated times during the week so that overt identification of the student's eligibility category is prevented.
3. Cash accepted on the serving line for reduced-price and paid meals must be deposited into the student's account. The price for the reimbursable meal would then be deducted from the student's account, thus concealing the amount paid for the meal.
4. Instruct cashiers to use language that does not overtly identify eligibility status when cash is received on the serving line (e.g. "Thank you," or "Shall I put all of this in your account?"). A payment system does not meet program requirements if it displays a balance paid/due or the student's eligibility category.
5. Monitor procedures for accepting cash on the serving line by using Form 12-A, On-Site SFA Review of Counting and Claiming Procedures.

In meal accountability systems that allow reduced-price eligible students to pay cash for their meals at the point-of-service, the cashier must have a way to determine if a student is to pay the reduced-price or the paid price. To obtain an accurate meal count by category without overtly identifying the student's eligibility category, the cashier may use a coded roster listing all paid, reduced-price and free students; record the names of all paid and reduced-price students paying with cash on the serving line; or enter the student's name and amount received into the electronic accountability system.

### Charging Meals

Refer to “Meal Charging Policy” in Chapter 7 – Meal Pricing. If students are allowed to charge a school meal, the SFA must ensure that the student's eligibility category is not overtly identified. Regardless of the type of accountability system used, the SFA must ensure that the names of students who charge meals are recorded and the charged meals are counted in the appropriate eligibility category.

### Charging Meals

**Q-3** *If a student has exceeded the school's charge limit and the school offers the student substitute foods (for example, a peanut butter sandwich and milk) rather than the reimbursable school meal, may the substitute foods be claimed for reimbursement?*

**A** No. Only meals that meet the meal pattern requirements may be claimed for reimbursement.



**Q-4** *If a student has reached the school's charge limit, may the school deny the student service of a meal?*

**A** If a student in the reduced priced or paid category has charged meals in excess of the SFA's established policy, the student may be required to pay for the meal prior to being served. Students eligible for free meals may not be denied a reimbursable meal, regardless of the number of “charges” the child has made in the past. For additional information, refer to “Serving Students with No Money and Without a Lunch from Home” in Chapter 6 – Meal Service Policies and to “Meal Charging Policy” in Chapter 7 – Meal Pricing.

### Exchanging/Borrowing Tickets

Exchanging or borrowing meal tickets/cards is prohibited in order to protect the confidentiality of students' eligibility category and to ensure that all meals are claimed in the correct eligibility category.

### Lost, Stolen, Misused or Damaged Meal Tickets/Cards

USDA instructions regarding handling lost, stolen, misused and damaged free, reduced price and paid tickets state that schools may establish their own procedures regarding this matter, except that any system that limits the number of tickets reissued must conform to the standards described in the section entitled, “Serving Students with Lost, Stolen, Misused or Damaged Meal Tickets” in Chapter 6 – Meal Service Policies.

In addition to these regulations, the following guidelines must be followed:

- The ticket/card replacement policy should be the same for free, reduced price and paid students.
- All tickets/cards should identify the student by name in order to prevent the possible re-use of lost or stolen tickets.
- SFAs may use a variety of procedures for counting student meals. SFAs that use automated systems with bar coded tickets/cards must not create barriers to participation when ticket/cards have been lost, stolen, misused or damaged.
- When replacing a paper ticket, SFAs should make every effort to provide a replacement with the same number of meals as were left on the lost, stolen, misused or damaged ticket.

### Money in Account but No Ticket

**Q-5**     *When a student does not have a meal card, but has money in his/her meal account, may the school deny the student a meal?*

**A**        No. A system must be established to allow the student to eat the meal. See Chapter 6 – Meal Service Policies for additional information.

### Misplaced Meal Tickets/Cards

If an SFA issues meal tickets or cards, an alternate procedure should be in place to allow a student to eat a school lunch or breakfast when they do not have their meal ticket/card with them. The procedure should allow for accurate meal accountability and should ensure that the eligibility category of a student eligible for free or reduced-price meals is not identified in the process. Suggested procedures and ways to reduce the number of students that come to the line without tickets are provided in Chapter 6 – Meal Service Policies in the section entitled “Serving Students with Misplaced Meal Tickets/Cards.”

### Making Changes

Updates to the SCAPS profile (including counting and claiming processes) should be done prior to the implementation of any changes. Certain changes may require additional documentation, as determined and requested by SCDE on a case-by-case basis.

### On-Site Accountability Reviews

Federal regulations require SFAs with multiple serving sites to conduct an annual on-site accountability review of each serving site. SFAs with only one serving site are exempt from this requirement. All initial on-site reviews must be completed by February 1.

#### Person Completing the Review

Someone who is not involved with the daily operation of the site must complete the review. Examples of persons who may complete the reviews include the authorized representative, superintendent and food service director. A building principal should not conduct the review in his/her own building but may conduct the review at other serving sites.

#### Goals of the Review

The review should, at a minimum, ensure that:

- The counting system is consistent with that described on the SFA's "Meal Count/Collection Procedures" in the Policy Statement and in the SCAPS profile information as approved by SCDE;
- The counting system, as implemented, yields the actual number of reimbursable free, reduced-price, and paid lunches served for each day of operation;
- The counting system prevents overt identification of students receiving free and reduced-price lunches; and
- The system provides for adequate monitoring to ensure that only reimbursable meals are counted.

#### Corrective Action Plan and Follow-up Review

If the initial on-site review identifies problems with the school's meal counting or claiming procedures, the school must develop and implement a corrective action plan. The plan must be in writing and should be developed jointly by the school food service manager and the SFA food service supervisor, director or the person who conducted the review. It should detail the corrective action necessary to bring the serving site into compliance and assign responsibility for implementing each step of the plan.

The SFA must conduct a follow-up on-site review within 45 calendar days of the initial review to ensure that all problems have been resolved.

#### On-Site Review Form and Record Keeping

Form 12-A, On-Site SFA Review of Counting and Claiming Procedures has been provided at the end of this chapter. It should be copied and used to conduct the on-site review at each serving site. The completed review forms should be kept on file with the SFA's other food service records for review by SCDE staff. Do not send the completed form to SCDE.

## Chapter 12 – Counting & Claiming

### On-Site SFA Review of Counting and Claiming Procedures

#### Assessment of the Meal Counting and Claiming System

According to 7 CFR 210.8(a)(1), every school year, **prior to February 1**, each School Food Authority (SFA) with more than one school (as defined 7 CFR Part 210.2 to include Residential Child Care Institutions (RCCIs)) must perform no less than one on-site review of the lunch counting and claiming system employed by each school under its jurisdiction.

Each on-site review must ensure the school's claim is based on the counting system, as implemented, and yields the actual number of reimbursable free, reduced price, and paid lunches, respectively, served for each day of operation.

If the review discloses problems with a school's meal counting or claiming procedures, the SFA must ensure that the school implements corrective action, and within 45 days of the review conduct a follow-up on-site review to determine that the corrective action resolved the problems.

**School Name:** \_\_\_\_\_ **Review Date:** \_\_\_\_\_

**SFA Reviewer:** \_\_\_\_\_

The following questions are recommended at a minimum to complete the on-site review requirement:

	YES	NO	N/A
1. Is the method used for counting reimbursable meals in compliance with the approved <i>point of service</i> requirement? (Meal counts must be taken at the location where complete meals are served to children.)	<input type="checkbox"/>	<input type="checkbox"/>	
2. Is the <i>point of service</i> meal count used to determine the school's claim for reimbursement?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Is the person responsible for monitoring meals correctly identifying reimbursable meals for the menu planning option selected by the SFA?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Is the school correctly implementing policies for handling the following (as applicable):			
a. Incomplete meals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Second meals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Lost, stolen, misused, forgotten or destroyed tickets, tokens, IDs, PINs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Visiting student meals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Adult and non-student meals (and identifying program vs. non-program)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. A la carte?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Student worker meals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Field Trips?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Charged and/or prepaid meals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j. Offer vs. Serve?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is there a method of identifying non-reimbursable meals (i.e. not meeting meal pattern requirements, seconds, adult meals, etc.), distinguishing them from reimbursable meals?	<input type="checkbox"/>	<input type="checkbox"/>	



## Chapter 12 – Counting & Claiming

### On-Site SFA Review of Counting and Claiming Procedures continued

	YES	NO	N/A
6. Is someone trained as a backup for the monitor and the meal counter?	<input type="checkbox"/>	<input type="checkbox"/>	
7. Are there procedures for meal counting and claiming when the primary counting and claiming system is not available and does staff know when and how to implement it?	<input type="checkbox"/>	<input type="checkbox"/>	
8. Are daily counts correctly totaled and recorded?	<input type="checkbox"/>	<input type="checkbox"/>	
9. If claims are aggregated, are the meal counts correctly totaled and consolidated?	<input type="checkbox"/>	<input type="checkbox"/>	
10. Are internal controls (edits, monitoring, etc.) established to ensure that daily counts do not exceed the number of students eligible or in attendance and that an accurate claim for reimbursement is made? Record today's meal counts by category and compare to the number of students eligible by category.  <div style="display: flex; justify-content: space-between;"> <div> <u>No of Students Approved by Category</u>            Free:            Reduced price:            Paid:         </div> <div> <u>Today's Meal Counts by Category</u>            Free:            Reduced price:            Paid:         </div> </div>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Community Eligibility Program  Is the claiming percentage identified from the last Identified Student Percentage (ISP) approval properly applied to the review period, day of review and month of review?	<input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>	
12. Special Provisions 1, 2, 3 (Specify the Provision used at the school____)  Is the claiming percentage or funding levels established during the base year properly applied in non-base year?	<input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>	
12. Does the system prevent overt identification of children receiving free or reduced price meals?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>NOTE: The following two questions are for all SFAs except for SFAs on Provision 2 or 3 in non-base years or RCCIs with only residential children.</b>			
13. Is a current eligibility list kept up-to-date and used by the meal count system to provide an accurate daily count of reimbursable meals <b>by category</b> (free, reduced price, paid)?	<input type="checkbox"/>	<input type="checkbox"/>	

## Chapter 12 – Counting & Claiming

14. If applicable according to 7 CFR 210.8(a)(3), are edit checks completed and documented which compare the daily counts of free, reduced price and paid lunches against the product of the number of children currently eligible for free, reduced price and paid lunches, respectively, times an attendance factor (and any discrepancies accounted for)?	<input type="checkbox"/>	<input type="checkbox"/>	
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**Corrective Action Plan** (for above “NO” answers):

**Specify Date Corrective Action(s) will be implemented:** \_\_\_\_\_

**By Whom:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**School Representative**

**Title**

**Date**

\_\_\_\_\_  
**SFA Reviewer**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

**Follow-Up Visit (must be conducted within 45 days if corrective action was required):**

Observations of corrective action implementation:

**Signature:** \_\_\_\_\_

**School Representative**

**Title**

**Date**

\_\_\_\_\_  
**SFA Reviewer**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

### Evaluating Your Accountability System

Ask the following questions about the current meal counting procedures. If the answer to any of these questions is “Yes,” the counting procedures are **not** adequate and must be revised.

- |    | <u>Yes</u>               | <u>No</u>                |  |
|----|--------------------------|--------------------------|--|
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | Are claims based solely on meal or milk counts taken in the morning in the classroom or at any other location before the meal or milk is served?   |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | Are claims based on attendance records?  |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | Are meal or milk counts based on the number of tickets/tokens sold and distributed or the number of meals purchased in advance?  |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | Is the number of free or reduced-price meals or free milk claimed based only on the number of children eligible to receive such meals or milk?   |
| 5. | <input type="checkbox"/> | <input type="checkbox"/> | Are meal counts taken without monitoring meals after the last food item is offered to ensure that the meals are reimbursable?  |
| 6. | <input type="checkbox"/> | <input type="checkbox"/> | Are meal counts based solely on visual identification of students with no back-up procedures available for persons not familiar with students (e.g. checklists)?                             |
| 7. | <input type="checkbox"/> | <input type="checkbox"/> | Are meal counts based solely on tray or plate counts?  |
| 8. | <input type="checkbox"/> | <input type="checkbox"/> | Are back-out procedures used which subtract one number (e.g. number of free and reduced-price eligible children) from the total count to get another number (e.g. the number of paid meals)? |

## Chapter 12 – Counting & Claiming

### Daily Record of Lunches Served

School: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_

Day of Month (a)	Student Lunches				Non-reimbursable (f)	Edit Checks			Adult & Guest Lunches			Local Use (l)
	Reimbursable			Meal Type (g) F   R   P		Explanation of any count that exceeds edit check (h)	Paid (i)	Gratis Food Service (j)	Gratis Other (k)			
	Free (b)	Reduced Price (c)	Paid (d)							Total (e)		
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
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25												
26												
27												
28												
29												
30												
31												
<b>TOTAL</b>												
<b>Total Days Lunch Served</b>												

#### Compute Edit Check Maximums

Enter school's Attendance Factor (A) and maximum number of students eligible in each category on any day of the month. Then multiply (A) times number of eligible/approved students (B, C, D).

- |   |   |
|---|---|
| A. _____ Attendance Factor (Avg. Attendance/Total Enrollment) | E. _____ Total Eligible Students                            |
| B. _____ Enrolled Free Students                               | F. _____ A (x) D = Edit Check Maximum Paid Lunches          |
| C. _____ Approved Reduced Price Students                      | G. _____ A (x) C = Edit Check Maximum Reduced Price Lunches |
| D. _____ Approved Paid Students                               | H. _____ A (x) B = Edit Check Maximum Free Lunches          |

## Chapter 12 – Counting & Claiming

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### Instructions for Completing Daily Record of Lunches Served

Complete this form daily. Give the completed form to the Authorized Representative for preparation of reports. The data is necessary for computing reimbursement claims.

**Column:**

- a..... Omit dates meals are not served.
- b..... Enter number of reimbursable lunches served to students who are approved for free benefits.
- c..... Enter number of reimbursable lunches served to students who are approved for reduced-price benefits.
- d..... Enter number of reimbursable paid lunches served to students.
- e..... Total columns b, c, and d.
- f..... Enter number of non-reimbursable lunches served to students. Non-reimbursable lunches include seconds served to students and lunches that do not include all required food items.
- g..... Compare computed Edit Check Maximum for each meal category (free, reduced-price and paid) to the number of meals served. If the number of meals served is greater than the Edit Check Maximum, put an "X" in the respective column (F, R, P). If the number of meals served is less than or equal to the Edit Check Maximum, put a "✓" in the respective column (F, R, P). All "X" marks must be explained in column h (see instructions below).
- h..... Record comments for any count that exceeds the Edit Check Maximum (i.e. those marked "X"). Recheck the number of meals recorded to ensure that no errors were made. If no errors were made, note reason for exception. A code of exception can be established. For example: 1 = High count because of high attendance, accountability rechecked, no errors noted; 2 = High count because of popular menu, accountability rechecked, no errors noted; 3 = Holiday or special meal.
- i..... Enter number of lunches served to adults/guests for which payment is received. This column also includes lunches served to children not enrolled in the district/school, parents, grandparents, other guests, etc.
- j..... Enter number of gratis lunches served to adults who work in the food service operation.
- k..... Enter number of gratis lunches served to adults who do **not** work in the food service operation.

**Total** Total the number of meals served in each column.

**Total Days Lunches Served:** Enter the total number of days on which lunches were served this month.

**Edit Checks:**

- A..... Enter the school's Attendance Factor (AF). Compute this by dividing the average daily attendance by the enrollment.
- B..... Enter the maximum number of students approved for the free benefits on any day of this month.
- C..... Enter the maximum number of students approved for reduced-price benefits on any day of this month.
- D..... Enter the maximum number of students enrolled in the paid category on any day of this month.
- E..... Total items B, C, and D.
- F..... Multiply A (x) B to compute the Edit Check Maximum Free Meals. Round up to the nearest whole number.
- G..... Multiply A (x) C to compute the Edit Check Maximum Reduced-Price Meals. Round up to the nearest whole number.
- H..... Multiply A (x) D to compute the Edit Check Maximum Paid Meals. Round up to the nearest whole number.

**School:** \_\_\_\_\_ **Month:** \_\_\_\_\_ **Year:** \_\_\_\_\_

	Student Breakfasts	Adult & Guest Breakfasts	
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### Instructions for Completing Daily Record of Breakfasts Served

Complete this form daily. Give the completed form to the Authorized Representative for preparation of reports. The data reported in each column is necessary for computing reimbursement claims.

**Maximum Number** Enter the maximum number of students eligible for free, reduced-price, and paid breakfasts. Enter the total number of eligible students.

#### Column

**a**..... Omit dates breakfasts are not served.

**b**..... Enter number of reimbursable breakfasts served to students who are approved for free benefits.

**c**..... Enter number of reimbursable breakfasts served to students who are approved for reduced-price benefits.

**d**..... Enter number of reimbursable breakfasts served to students in the paid category.

**e**..... Total columns b, c, and d.

**f**..... Enter number of non-reimbursable breakfasts served to students. Non-reimbursable breakfasts include second breakfasts served to students and breakfasts that do not include all required food items.

**g**..... Enter number of breakfasts served to adults/guests for which payment is received. This column also includes breakfasts served to children not enrolled in the district/school, parents, grandparents, other guests, etc.

**h**..... Enter number of gratis breakfasts served to all adults who work in the food service operation.

**i**..... Enter number of gratis breakfasts served to all adults who do **not** work in the food service operation.

**Total Days Breakfasts Served** Enter the total number of days breakfast was served this month.



**School:** \_\_\_\_\_ **Month:** \_\_\_\_\_ **Year:** \_\_\_\_\_

Maximum number of students eligible for snacks on any given day during the month: Free: \_\_\_\_\_ Reduced-Price: \_\_\_\_\_ Paid: \_\_\_\_\_ Total: \_\_\_\_\_

[illegible]

\* If this school is "Site Eligible," list all students as eligible for free snacks and record all reimbursable snacks served to students in column (b).

## Chapter 12 – Counting & Claiming

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### Instructions for Completing Daily Record of Afterschool Snacks Served

Complete this form daily. Give the completed form to the Authorized Representative for preparation of reports. The data reported in each column is necessary for computing reimbursement claims.

**Maximum Number**..... Enter the maximum number of students eligible for free, reduced-price, and paid snacks. Enter the total number of eligible students.

#### Column

**a**.....Omit dates snacks are not served.

**b**..... Enter number of reimbursable snacks served to students who are approved for free benefits.

**c**.....Enter number of reimbursable snacks served to students who are approved for reduced-price benefits.

**d**..... Enter number of reimbursable snacks served to students in the paid category.

**e**..... Total columns b, c, and d.

**f**..... Enter number of non-reimbursable snacks served to students. Non-reimbursable snacks include second snacks and snacks that do not include all required food items.

**g**.....Enter number of snacks served to adults/guests for which payment is received. This column also includes snacks served to children not enrolled in the district/school, parents, grandparents, other guests, etc.

**h**..... Enter number of gratis snacks served to all adults who work in the food service operation.

**i**..... Enter number of gratis snacks served to all adults who do **not** work in the food service operation.

**Total Days Snacks Served**.....Enter the total number of days snacks were served during the month.

## Chapter 12 – Counting & Claiming

### Daily Record of Milk Served and Income Received

For use by SFAs participating **only** in the Special Milk Program.

School: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_

Day of Month (a)	Units Delivered (b)	Student Milk			Adult Milk	Milk Income	
		Paid Units Served (c)	Free Units Served (d)	Total Units Served (e)	Units Served (f)	Sales to Students (g)	Sales to Adults (h)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
<b>TOTAL</b>							

Milk Inventory: A \_\_\_\_\_ Opening Inventory = Number of half-pint units carried over from the preceding month  
 B \_\_\_\_\_ Total Units Delivered = Total of column (b) above  
 C \_\_\_\_\_ Total Units Available = A + B  
 D \_\_\_\_\_ Total Units Served to Students and Adults = Total of columns (e) and (f) above

## Chapter 12 – Counting & Claiming

### Instructions for Completing Daily Record of Milk Served and Income Received

Use of this form is recommended. If alternate forms are developed and used, they must collect the same information. Complete this, or a similar form, daily. Give the completed form to the authorized representative for preparation of reports. The data reported in each column is necessary for computing reimbursement.

#### Column

- a..... Omit dates milk is not served.
- b..... Enter total number of ½-pint milk units delivered.
- c..... Enter number of ½-pint milk units served to students **not** approved for Free Milk benefits. If students do not pay for milk because other program funds are used, milk served to students not approved for Free Milk is to be recorded as Paid Milk.
- d..... Enter number of ½-pint milk units served to students who are approved for Free Milk benefits.
- e..... Total columns c and d.
- f..... Enter total number of ½-pint milk units served to adults.
- g..... Enter the amount of income for milk served to students, for each day money is received. There may be as many entries as the maximum number of school days or as few as one per month.
- h..... Enter the amount of income for milk served to adults, for each day money is received. There may be as many entries as the maximum number of school days or as few as one per month.

**Milk Inventory:** On the last day of the month, the number of milk units carried over to the next month must be counted and recorded. Fill in the blanks and use the formula provided to compute the closing inventory. The computed closing inventory should be equal to the physical inventory of milk units.

## Chapter 12 – Counting & Claiming

### Daily Record of Special Milk Served

For use by SFAs participating in the Special Milk Program for split session Pre-Kindergarten and Kindergarten students.

School: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_

Maximum number pre-K and K students approved for SPECIAL MILK on any day during month: **Paid:** \_\_\_\_\_ **Free:** \_\_\_\_\_ **Total:** \_\_\_\_\_

Day of Month (a)	Special Milk		Total Milk (d)	Adult Milk	Local Use (f)	Local Use (g)
	Pre-K & K Paid Milk (b)	Pre-K & K Free Milk (c)		Adult Paid (e)		
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
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22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
<b>TOTAL</b>						
	<b>Total Days Special Milk Served</b>					

Use of this form is recommended. If alternate forms are developed and used, they should collect the same information.

Complete this, or a similar form, daily. At the end of the month, make the completed form available to the authorized representative for preparation of reports. The data is necessary for computing the reimbursement claim.

**Maximum Number.....** Enter the maximum number of pre-kindergarten and kindergarten students eligible for Paid and Free Special Milk.

#### Column

**a.....** Omit dates milk is not served.

**b.....** Enter number of Paid Milk units served to pre-kindergarten and kindergarten students participating in the Special Milk Program.

**c.....** Enter number of Free Milk units served to pre-kindergarten and kindergarten students participating in the Special Milk Program. If students do not pay for milk because other program funds are used, milk served to students not approved for Free Milk is to be recorded as Paid Milk.

**d.....** Enter total number of milk units served to pre-kindergarten and kindergarten students participating in the Special Milk Program.

**e.....** Enter number of milk units served to adults.

**f.....** Local use column

**g.....** Local use column

## Chapter 12 – Counting & Claiming

### Participation Roster for USDA Meal Reimbursement - RCCIs

RCCI: \_\_\_\_\_ Meal: ☐ Breakfast ☐ Lunch ☐ Snack Meals Served for Month of: \_\_\_\_\_ Year: \_\_\_\_\_

	Enrollment Date	Withdrawal Date	Name of Child	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
1																																		1	
2																																		2	
3																																		3	
4																																		4	
5																																		5	
6																																		6	
7																																		7	
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28																																		28	
29																																		29	
30																																		30	
<b>Daily Total:</b>																																			

**Important Points:**

- The RCCI week is a 7-day week.
- The Afterschool Snack Program is a 5-day program.
- Meal counts must be taken at the point-of-service (end of serving line).
- Family style counts should be taken at the table.
- Enter **MONTHLY TOTAL** on SLP-4 form.

**Monthly Total:**

**Directions:** As each student is served a meal, mark an “X” next to the student’s name in the box under the date the meal is served.

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October 2014

South Carolina Program Reference Manual

Form 12-I