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Excellence with Caring

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NSLP MEAL COUNT ROSTER FOR EATING OUTSIDE CAFETERIA PROCEDURE

SY 2017-2018

Agreement Number: 68

One half x (/) denotes a meal that has been served.

For Meals Served on Site (breakfast and lunch)

Children enter the serving room and line up at the service counter. A child takes a complete meal from the line and then proceeds to the cashier. The cashier visually verifies that the child has a complete reimbursable meal and verifies the student's ID as the child states his or her name, or the cashier will state the child's name. Once the meal and ID are verified, the child is marked on the roster with a / as receiving a reimbursable meal. The point of service (POS) is located at the end of the line.

Some classes eat in their classrooms. This procedure will be used for those situations. The cashier/aides/teachers will assist the students to their table and place the meal items next to each student. The cashier will walk over to the tables and the POS for the classes will be at the tables. The cashier visually verifies that the child has a complete reimbursable meal and verifies the student's ID as the child states his or her name, or the cashier will state the child's name. Once the meal and ID are verified, the child is marked on the roster with a / as receiving a reimbursable meal.

After meal service is complete, the roster will be totaled by the cashier. A second-party check of the meal counts by eligibility will also be conducted by administrative personnel. In addition, administrative personnel will conduct edit checks on a daily basis.

At no time will staff use their memory to mark the POS roster.

Roster/Eligibility Codes

Each student will be issued a two thru four-digit student PIN number. Eligibility for students will be identified by using the following codes to prevent overt identification of meal benefits:

Eligibility Code numbers are: 1 = Elementary Paid, 2=Free 3 = Reduced Price, 7 = Secondary Paid , CEP CODE: R= Direct Certification , N= Non Direct Certification

Field Trip Meal and Meals Served Outside of the Cafeteria Counting Procedures

ALL STUDENTS WILL PICK UP LUNCH BAG WITH NAME ON IT AND PROCEED TO LINE ENTERING THEIR PIN AT POS (CASHIER). AT THAT TIME THE BAG AND MILK WILL BE PACKED IN COOLERS. In the event that our POS system does not work.

The bag lunches will be packed in a cooler, and temperatures will be monitored during transport to the field trip site(s). At the time of meal service on field trips, each child will receive a complete reimbursable bag lunch from the cooler. They will proceed to the staff in charge of marking the meals served on the roster. The child will give the staff his/her name (or the staff will state the child's name), and the staff will then visually verify that the child has a complete meal. The meal served will be marked with a / at the POS. The roster will be returned to the administrative office at the end of the field trip to be added to the daily meal counts.

I have read the above procedure, understand it, and this is the procedure we have chosen for counting reimbursable meals.

Audrey Franklin

Sponsor Signature

July 3, 2017

Date

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