



# Meal Counting and Claiming SY 2020-2021



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## Objectives

- ▶ What is meal counting and claiming? Why is it important?
- ▶ Point of service
- ▶ Meal counting methods
- ▶ Edit check worksheet & submitting claims for reimbursement
- ▶ On-site monitoring
- ▶ Recordkeeping



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## What is Meal Counting and Claiming?

- ▶ Accurately counting, recording, and claiming meals for eligible students (free, reduced price, paid)



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**Why is Meal Counting and Claiming Important?**

- ▶ To receive meal reimbursement for the National School Lunch and School Breakfast Programs
- ▶ Required by federal regulations 7 CFR 210
- ▶ To protect the tax payers' dollars
- ▶ To prevent a Performance Standard 1 violation
  - ▶ Violations = Fiscal Action




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**Eligibility Documentation**

- ▶ Must maintain eligibility documentation for each free and reduced price student

**Eligibility**

- Applications
- Direct Certification

➔

**Master List**

- Accurate and up-to-date

➔

**POS**

- Must match Master List

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**Meal Counting**

Meals must be counted correctly and accurately at the Point of Service

**What is the POINT OF SERVICE?**

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**Point of Service**



- ▶ The point when staff can accurately determine that a reimbursable meal was served to an eligible student

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**Point of Service**

- ▶ Position POS at the end of the line (after all meal components)



- ▶ *Note: due to space limitations, if the POS must be located at the beginning of the line, there must be an adult at the end of the line to ensure each meal is reimbursable.*

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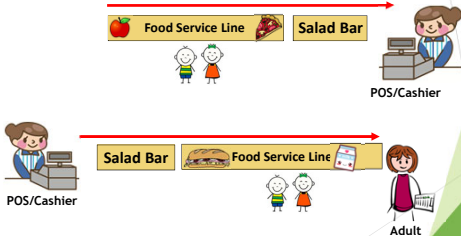
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**Serving Lines and Point of Service**



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**Counting Meals Accurately**

- ▶ Your SFA's procedures must ensure meals counted:
  1. Meet meal pattern requirements
  2. Are served to eligible students
  3. Are counted daily at the point of service
  4. Are totaled correctly by eligibility




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**Examples of Meal Counting Methods**

- ▶ Checklist/Roster (Coded)
- ▶ Computerized Point of Sale System
- ▶ Tickets

▶ Different procedures are acceptable and each SFA can decide which works best for them




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**Checklist / Roster**

- ▶ A list of eligible students used at the point of service to record reimbursable meals served

Roster includes:

- ▶ Names of students
- ▶ Coded eligibility for each student
- ▶ Enrollment and eligibility changes noted and dated
- ▶ Time period and meal it covers
- ▶ Daily or monthly meal totals




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**Checklist/Roster – Keep It Simple** 

- ▶ List each student in the class alphabetically
- ▶ Have each student state their name
- ▶ Codes: Free = 1100, Reduced Price = 1200, Paid = 1300
- ▶ Mark reimbursable meals with an X
- ▶ Use as few symbols as possible
- ▶ Train all meal clerks to use the same symbols
- ▶ At the end of each meal service, compute the total meal counts
- ▶ Assign a second person to double check meal count totals

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**Sample Roster**

School: Aloha Elementary Class/Grade: Lunch August 2018

Student Name	Code	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Johnson, Joe	1100	X		X											
Johnson, Kathy	1200														
Lum, Kuulei	1200	X	X	X											
Pono, Joshua	1300		X												
Suzuki, Ryan	1100	X		X											
Kim, Michael	1300			X											
Kim, Michael	1200														
	1100	2	0	2											
	1200	1	1	1											
	1300	0	1	1											
	Total	3	2	4											

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**Computerized/Electronic System** 

- ▶ Use the most current software version
- ▶ Have a back up system available
- ▶ Prevent overt identification
- ▶ Get the desired reports
- ▶ Enter enrollment/eligibility changes

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**Unacceptable Meal Counting Methods**

Examples:

- ▶ Classroom counts
- ▶ Attendance counts
- ▶ Tray/plate counts
- ▶ Counts taken somewhere other than the point of service
- ▶ Cash converted to meals
- ▶ Delivery counts or number of meals ordered

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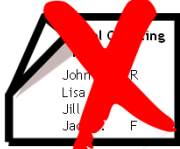
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**No Overt Identification**

▶ Eligibility must never be publicized or used in such a way that students' eligibility may be recognized by other students or staff

Does this roster prevent overt identification?



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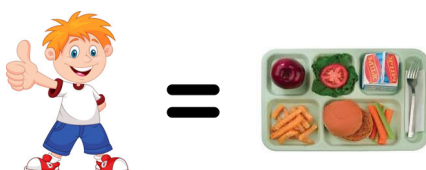
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**One meal / student / meal service / day can be claimed**



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**Please view Part 2 Meal Counting and Claiming Training**

► Go to:  
<https://hcnp.hawaii.gov/training-resources/>




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**Meal Counting and Claiming SY 2020-2021**

**Part 2**


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**Non-reimbursable Meals**

- ▶ Adult meals
- ▶ A la carte items
- ▶ Second meals
- ▶ Any meal that lacks the required components
  - ▶ Both full meal or offer vs serve meal

*Note: Non-reimbursable meals cannot be claimed for reimbursement but must be counted for non-program revenue purposes*



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**Policies and Procedures**

- ▶ Meals served in the classroom
- ▶ Field trip meals
- ▶ Incomplete/non-reimbursable meals
- ▶ Second meals
- ▶ Adult/non-student meals
- ▶ Student helper meals
- ▶ Visiting students



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**What Do You Think?**

- ▶ Students walked through the serving line, picked up their meal, and began eating.
- ▶ The meal clerk walks by each table to count how many students have a meal.
- ▶ Is this acceptable?



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**What Do You Think?**

Attendance	Class/Grade:								Lunch	
	Code	1	2	3	4	5	6	7		8
Student Name										
Johnson, Joe			T							
Johnson Kathy					T					
Lum, Kuulei		A	A							
Pono, Joshua				A	A					
Suzuki, Ryan										

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**What Do You Think?**

Five students checked off in the cafeteria.

Meals delivered to classroom.

Meals will be served by the teacher in the classroom.

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**What Do You Think?**

Preschool children go through the serving line to get their food

The meal counter checks students off as receiving a meal

The teacher already has the milk waiting for the students at the table

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**Claims**

- ▶ Enter the monthly total meal counts for each school into HCNP Systems.




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**SFA On-site Monitoring**

- ▶ SFAs with more than one site must complete an internal review of each point of service
- ▶ COVID-19 Child Nutrition Response #94: Nationwide Waiver of Onsite Monitoring Requirements in the School Meal Programs
  - ▶ May conduct a desk audit in lieu of onsite monitoring
  - ▶ Must request use of this waiver from HCNP before implementing
- ▶ Reviews must be completed prior to February 1 annually
- ▶ Lunch – review each site annually
- ▶ Breakfast – review at least 50% of your sites one year and the remaining 50% the next year

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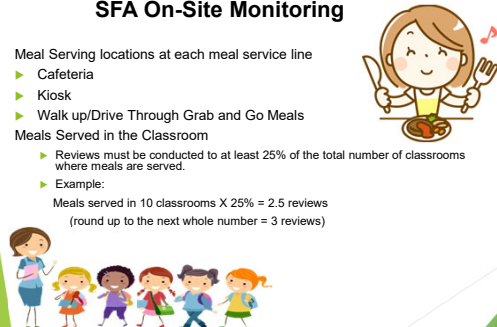
**SFA On-Site Monitoring**

Meal Serving locations at each meal service line

- ▶ Cafeteria
- ▶ Kiosk
- ▶ Walk up/Drive Through Grab and Go Meals

Meals Served in the Classroom

- ▶ Reviews must be conducted to at least 25% of the total number of classrooms where meals are served.
- ▶ Example:  
Meals served in 10 classrooms X 25% = 2.5 reviews  
(round up to the next whole number = 3 reviews)




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**Recordkeeping**

- ▶ Retain all records for 3 years or 6 years plus the current year
  - ▶ Eligibility documentation
  - ▶ Master List
  - ▶ Meal counting documentation
  - ▶ Edit Check Worksheets
  - ▶ On-site monitoring




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**Quiz**

Link to Google Forms Quiz:  
<https://forms.gle/KRDR3FpDxxRKYLwx5>




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**QUESTIONS?**



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