

## 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 of meals. Select the options that best describe the procedures used by each school. List these on the Meal Count and Collection Procedures Checklists for breakfast, lunch and snacks.

**1. The Medium of Exchange at the Point of Service** – Cash or any type of ticket, token, ID, name or number which students exchange for a meal:

- A. Roster system including coded/uncoded rosters, number lists, and class lists
- B. Coded ticket/token system with various ticket procedures
- C. Automated tab tickets
- D. Bar-coded and magnetic strip cards
- E. Coded ID cards used in manual and automated systems
- F. Verbal identifiers (name or numbers)
- G. Other – Attach a description

**2. The Collection of Payment**

**A. Point of service payment with advance payment and/or charged meal** –

Students may pay daily, weekly or monthly, prior to meal service in designated area other than the cafeteria line; and/or students may charge meals. The meal charge may be paid in a designated area other than the cafeteria serving line. In all cases, the students receiving free and/or reduced price meals are treated like students who have prepaid or charged their meals.

**B. Advance payment and/or charged meals** – Students or parents may pay daily, weekly or monthly prior to meal service in a designated area other than the cafeteria serving line; and/or students may charge full or reduced priced meals. No money is collected in the serving line.

**C. Other** – Attach a description.

**3. Notification of Payment Procedure** – Used at the beginning of the year and/or registration to Inform students of the payment and/or charge procedure for meal payments.

- A. Letters to parents
- B. Public announcement to all students
- C. Newspaper/Newsletter
- D. Posted notice (sign) displayed in the cafeteria
- E. Other – attach a description

**4. Meal Count by Category**

- A. Cashier/Monitor at the end of the serving line who counts meals by category and monitors meals to assure only reimbursable meals are claimed for reimbursement.
- B. \*Cashier at the beginning of the serving line with a monitor at the end of the serving line.
- C. \*Classroom counts by category are confirmed at the serving line by the teacher or adult monitor who accompanies the class to the cafeteria.
- D. \*Other – Attach a description.

The procedures described above 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.

\*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 eligible category.