

COLLECTION AND SERVICE PROCEDURES

The following items are brief descriptions of several meal counting and claiming systems. Remember, any of the systems presented may be acceptable, but ONLY if they are implemented correctly. Meal counting and claiming systems must be operated correctly or will result in inaccurate meals counts.

I. School Counting Procedures

- **Automated Tab Ticket**

The automated tab ticket system, an adaptation of the coded ticket/token system, uses tickets in an automated system. Tickets are coded and sectioned ("tabbed") so that when students present them at the point-of-service, the cashier sticks the tabbed tickets into the programmed register or automated terminal and a section is cut off by the machine. As the section is cut off, the machine reads the number on the tab and counts each meal served automatically by category. At the end of the meal service the machine totals meals served in each category. An automated tab ticket might look like this: F = 1000-1999; RP = 2000-2999; P = 3000-3999

Scott Daniels: Paid eligible and prepays weekly. This ticket has tabs for 5 meals.

Student Meal Ticket	
Name: Scott Daniels	Week of 10/2
Grade: 3	Number: 3555
Good for one lunch	#3555
Good for one lunch	#3555
Good for one lunch	#3555
Good for one lunch	#3555
Good for one lunch	#3555

- **Bar-Coded/Magnetic Strip Card**

As the students pass the point-of-service, the cashier takes their card or the students take their own cards and run them through the electronic device that reads the bar-code or magnetic strip. The student's eligibility category is recorded and the meal is counted automatically. If the students run their own cards through the reader, a foodservice employee still must monitor the point-of-service to ensure that meals counted are reimbursable. Another option with a bar-coded system includes a computer "scan" sheet with bar-codes printed on it. A specific bar-code is designated for each student, incorporating identification and eligibility information for the student. Other specific bar-coded sections for extra milk and adult meals may be used. As students pass the point-of-service, they give a verbal identifier (i.e. name or number) or show identification to the cashier. The cashier then passes a scanner wand or other automated instrument over the student's bar-code and the meal count by category is made automatically by the computer. If any supplemental items are chosen, the scanner wand would be passed over the appropriate bar-codes. Cards with magnetic strips would look similar to credit cards.

- **Biometrics**

As the students pass the point-of-service, the student will place his finger/hand on a biometric imaging scanner which identifies the student account. The student's eligibility category is recorded and the meal is counted automatically. A food service employee must monitor the point-of-service to ensure meals counted as reimbursable meet reimbursement requirements.

- **Coded ID Card**

Students are issued ID cards that are coded to indicate meal eligibility category. These cards are presented to the cashier recording the number of meals served at the point-of-service. ID cards may be used as part of a manual system or as part of an automated system.

In a manual system, the cards are coded in such a way that the cashier can manually mark the appropriate category code on a roster or list or key the information into a cash register at the point-of-service as the student receives a meal. In an automated system, the cards contain either a bar-code, magnetic strip or number code that is readable by the computer at the point-of-service. Some schools prefer that the teacher or cafeteria personnel hold onto the cards prior to and after the meal service in order to prevent loss and/or misuse of the cards. If this is done, the cards collected at the point-of-service can be counted by category to get the day's meal count category. For example, a coded ID card might look something like this: Free = 1000-1999; Reduced Price = 2000-2999; Paid = 3000-3999)

The last four digits (2555) in John's student number represent his eligibility code for meal benefits. The rest of the number is a general school identification code.

YALE CITY SCHOOLS	
2019-2020	
Name: John Smith	
Student Grade: 7	Photo
Student Number: 63232555	
Student Signature:	

- **Coded Roster**

The cashier counting the meals is given a list of names of all students participating in the foodservice program. A code indicating the appropriate eligibility category (free, reduced price or paid) is marked next to each name. At the point-of-service, where each student receives a reimbursable meal, the student tells the cashier his or her name or number or shows an ID card. The cashier matches either the name or number given verbally or on the card with the appropriate name or number on the roster and makes a mark or check at the appropriate place on the roster to indicate that the student has received a reimbursable meal. After the meal service, the cashier tallies up the meals marked by category and records them in a daily count by category.

EXAMPLE: Coded prepayment roster

For the following example of a prepayment roster system, free eligibles are indicated by the numbers 1000-1999, reduced price eligibles 2000-2999, and paid eligibles 3000-3999. At the end of Day 2 the coded roster appears as follows:

- Meal-service days (or dates)
- Paid meal = /
- Meal served = \
- Meal paid and served = X

CODED ROSTER						
Week of 10/2		Day				
Name	ID Number	1	2	3	4	5
John Smith	2345	X	X	/	/	/
Susan Roberts	1872	X	X	/	/	/
David Brown	2555	X	X	/		
Scott Daniels	3232	X	/	/	/	/

John - Eligible for reduced price benefits, has prepaid for the whole week (/), and received a reimbursable meal on Days 1 and 2.

Susan - Eligible for free meals and is always marked on the roster as prepaid if the roster is in view of everyone. She received reimbursable meals on Days 1 and 2.

David - Eligible for reduced price benefits, prepays daily before each meal service. He has received meals on Days 1 and 2 and has already prepaid for meal on Day 3.

Scott - Eligible for paid meals and has prepaid for the week. He received a reimbursable meal on Day 1 but was absent on Day 2.

- **Combination**

Two or more collection procedures are used in a reporting school. The two or more collection procedures used require prior approval from the area consultant.

- **Computer Program: PIN/Scanner/Database**

As the students pass the point-of-service, the student will enter assigned numbers/letters into the electronic device; tell the cashier assigned numbers and cashier enters into the electronic device; tell the cashier his/her name and cashier looks up the student's account; or be identified by student's photograph on-screen. The student's eligibility category is recorded and the meal is counted automatically. A food service employee must monitor the point-of-service to ensure meals counted as reimbursable meet reimbursement requirements.

- **Counter**

A mechanical tabulator that is used by pushing down the appropriate counter button or key as the reimbursable meal is served at the point-of-service. At the end of the meal service the final number showing is the number of meals/snacks counted for the day's meal service.

- **Five-Day Punch Ticket or Pass**

Students prepay weekly and receive a 5-day ticket or pass which is punched or marked in the appropriate place by the cashier as they receive a reimbursable meal at the point-of-service. The ticket may be divided into individual sections indicating specific days. In systems where students keep their tickets, the cashier punches or marks the tickets at the point-of-service. At the same time, information from the coded ticket is used to make the meal count by category for the day. This could be by special keys on a cash register that record meals by category along with money collected, a meal counter (mechanical tabulator that is used by pushing down the appropriate counter buttons or keys), or by marking a roster.

In systems where the cashier keeps the tickets, a count of the tickets collected in each category would be made after the meal service. Tickets are returned to students before the next meal service. The following tickets would be acceptable using the coding method described above:

Susan - Eligible for free meals and, for the week 10/2, received meals on Monday and Tuesday.

Mountain School District Meal Pass				
Name: <u>Susan Roberts</u>				
# <u>1826</u>				
Date: <u>10/2 – 10/19</u>				
M	T	W	TH	F

John - Eligible for reduced price meals as indicated by the number 2555. The ticket, punched at the point-of-service, indicated that John has received one meal so far, this particular week.

Prairie City Schools				
Meal Ticket: # <u>2555</u>				
Name: <u>John Smith</u>				
Week of <u>10/2</u>				
M	T	W	TH	F
●	2	3	4	5

- **Multi-Counter**

A mechanical tabulator that is used by pushing down the appropriate counter buttons or keys as the reimbursable meal is served at the point-of-service. At the end of the meal service the final numbers showing are the number of meals/snacks counted for the day's meal service.

- Numerical Chart**

Counts are taken at the point-of-service for each reimbursable meal or snack using a numerical chart and striking through each number as each meal is served. At the end of meal service, the last number marked is the total number of meals or snacks served. No money is collected.

EXAMPLE:

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

Total Number Meals Served: 20

- Other**

A collection procedure created that is different from listed collection procedures may be used if prior approval is obtained from the area consultant. A description of the procedure should be included in the comment section in the School Approval Module (SAM).

- Sign-in Sheet**

A list where students sign their name indicating they received a meal/meal supplement. At the end of the service the signatures are counted to determine the number of meal/meal supplements served. This option is used for meal supplements for At-Risk Afterschool Care Programs or Seamless Summer Option (SSO) meal service.

- Tally Sheet**

A collection procedure used for SSO sites that are area eligible and all students receive a meal at no charge at the free reimbursement rate. Students receive a reimbursable meal at the point-of-service. The cashier or other person counting meals served makes a mark on a tally sheet under the appropriately coded meal category section for each student served according to the type of ticket/token shown. The tallies are totaled for each meal category at the end of the meal service each day and are then recorded. A tally sheet may also be used as a way to check the accuracy of the ticket/token count.

An example tally sheet might look like this:

<u>DAILY MEAL TALLY SHEET</u>				
Date: _____		SSO Site Name: _____		
Lunch	Breakfast	AM/PM Snack (circle one)	Adult	Extra Sales

- **Tear-Off or Theater-Style Tickets (used in manual systems)**

Students are issued a booklet of tickets (weekly or longer periods of time) or individual tickets (daily with each ticket representing one lunch). The tickets may be dated or color-coded to indicate which day they are to be used (i.e. coded by day or week - NOT BY ELIGIBILITY CATEGORY) and students' names are printed on the tickets to prevent misuse. As the student receives a reimbursable meal, the cashier takes the appropriate ticket and puts it in a cash box to be tallied after the meal service to provide the count by category.

The following is an example of coded theater-style tickets (Free = 1000-1999, Reduced price = 2000-2999, Paid = 3000-3999):

Name: Admit One #1000	Name: Admit One #2625	Name: Admit One #3004
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- **Tickets/Tokens Automated**

Students prepay for their meal tickets/tokens and present them on the meal-service line at the point-of-service. The cashier taking the meal count takes the tickets and punches a coded key on the cash register that corresponds with the code on the ticket. A different key on the cash register is designated for each category of meal (free, reduced price and paid). The register automatically tallies the number of meals served in each category at the end of the meal service each day. Or the cashier may use the register tape to count the number of meals served by category as well as to find the sums of extra sales and adult meals. Cash registers must not have a window facing the students that indicated "\$0.00" or "\$0.40" or "\$1.00" (or any other dollar amount that would reflect a student's eligibility category). This would be a form of overt identification. Some systems permit/encourage entering fictitious amount into the cash register to mask actual amount due or paid.

- **Tickets/Tokens with Tally Sheet**

Students prepay daily, weekly or monthly to receive their tickets/tokens and present them at the point-of-service to obtain a reimbursable meal. The cashier or other person marking or punching the tickets makes a mark on a tally sheet under the appropriately coded meal category section for each student served according to the type of ticket/token shown. The tallies are totaled for each meal category at the end of the meal service each day and are then recorded. A tally sheet may also be used as a way to check the accuracy of the ticket/token count.

An example tally sheet might look like this:

<u>DAILY MEAL TALLY SHEET</u>				
<u>Date:</u> 10/2		<u>School:</u> Elm Elementary		
Lunch	Breakfast	(Circle One)		
1000 - 1999	2000 - 2999	3000 - 3999	Adult	Extra Sales

- **Uncoded Roster**

The cashier counting the meals is given a list of all participating students' names. Money is collected prior to the meal service and marked on the roster as prepaid. Students eligible for free meals are always marked as prepaid if roster is in full view of approaching students. As students pass the point-of-service, they identify themselves to the person with the roster or list who puts a mark by the student's name to indicate they were served a reimbursable meal.

Students may identify themselves by giving a verbal identifier like their name or an assigned number or they may present an ID card that shows the cashier the student's identity. After the meal service, the marks on the roster are compared to a master list of names or ID numbers that shows each student's eligibility category for free and reduced price benefits. From this comparison, the cashier is able to make a count by category.

EXAMPLE: Uncoded prepayment roster

The following is an example format of what an uncoded roster might look like for the afternoon of the date 10/5:

- Meal-service dates
- Paid meal = /
- Meal served = \
- Meal paid and served = X

UNCODED ROSTER					
Date	10/2	10/3	10/4	10/5	10/6
Name					
John Smith	X	X	X	X	/
Susan Roberts	X	X	/	X	/
David Brown	X	X	X	/	/

John - The cashier compares the roster with the master list and finds that John is eligible for reduced price meals and has prepaid and received all meals for the week up through 10/5.

Susan - Was absent on 10/4. The cashier compares the roster with the master list and finds that Susan is eligible for free meals and so is always marked on the roster as prepaid if the uncoded roster is in view of everyone.

David - Prepaid for the week but did not eat on 10/5. The cashier, seeing that David is eligible for reduced price meals when she compares the roster to her master list, will credit David for that meal the following week.

II. Code Procedures

Computer PIN/Scanner/Number/Code: (for use with a computerized POS)

The computer identifies the student by a series of numbers, letters, biometrics, bar code, or magnetic strip that corresponds to a database.

No Code: No code is used to identify eligibility. SFA must refer to the master roster in the central office to identify student eligibility.

Number of Digits: Varying the length of coded numbers by category. Digits, at a minimum, must have at least 4 digits. For example, free is indicated by four-digit numbers, reduced price is indicated by five-digit numbers and paid is indicated by six-digit numbers.

EXAMPLE: #3232 = Free; #43564 = Reduced Price; #312751 = Paid

Series: Using four- or five-digit numbers in a series, such as 1000 through 1999 for free, 2000 through 2999 for reduced-price and 3000 through 3999 for paid.

EXAMPLE: #1453 = Free; #2314 = Reduced Price; #3147 = Paid

Student ID Last Digit: Using the last digit in a student's ID number to indicate the appropriate eligibility category. For example, a number ending in 0, reflecting the free category, a number ending in any odd numeral signifying the reduced-price category, and a number ending with an even numeral indicating the paid category.

EXAMPLE: #12340 = Free; #22355 = Reduced Price; #45656 = Paid

Subtle Differences: Employing different printing styles or spacing or underlining parts of the student's name, etc., to indicate different categories.

EXAMPLE: Scott Daniels = Free; Scott Daniels = Reduced Price; Scott Daniels = Paid

Variations: Varying the way in which the student's enrollment data is written on the roster or varying the placement of some other item on the roster.

EXAMPLE: 10/2/90 = Free; 10-2-90 = Reduced Price; 10/2/1990 = Paid

NOTE: Eligibility codes must be based on current and correctly approved free and reduced price meal applications or direct certification identification.

III. Payment Methods

Cash/Prepay: Students prepay and pay on the meal service line at the point-of-service.

Cash/Prepay/Charge: Students prepay, pay on the meal service line, and charge for their meals.

Non-Pricing: Students do not pay (Non-pricing, Special Provision 2, or Community Eligibility Provision).

NOTE:

- In order to prevent overt identification, a student must have the opportunity to prepay for meals in a common location at designated times.
- The same payment options must be available to all students regardless of eligibility category. For instance, if students eligible for paid meals have the option to pay on a weekly basis, students eligible for reduced price meals must have the same option.
- Meal counts must be made when meals are served and not at the time of payment.
- In any type of payment system, any indication of balance paid/due or anything showing a student's eligibility category on the computer screen or programmed register, that is visible to students, violates overt identification requirements and is not permitted.
- To achieve adequate assurance of prepayment of meals, **Attachment J, *Paying for Meals***, should be posted in the cafeteria and other bulletin boards in the school.

PAYING FOR MEALS

You may pay for your

_____ Lunches

_____ Breakfast

In advance by the

_____ Week

_____ Month

Just go to _____ at _____
Location Time, Day(s)

and make your payments to _____
Person(s)

HANDLING LOST, STOLEN, AND MISUSED MEAL TICKETS

1. Parents and students must be advised in writing of the school's policy regarding missing meal tickets and of the student's corresponding responsibility for their tickets. Such notice shall be provided to all households at the time they begin receiving or purchasing meal tickets.
2. For a meal, a minimum of three ticket replacements, or special arrangements resulting from three lost or stolen tickets, must be allowed each student within each school year.
3. The school must maintain a list of students who have reported missing original(s) in the current school year and the number of occurrences for each student. Prior to denying a meal to any student without a ticket, the list should always be reviewed to determine if the student has already had at least three ticket replacements or special meal arrangements for lost or stolen tickets within that school year.
4. At least one advance written warning must be given to the student and the parent(s) prior to refusal to allow additional meals or ticket replacements. The written warning must include an explanation that the student has repeatedly requested replacement tickets and that each subsequent time the student fails to have a ticket, he/she will be expected to either bring lunch or pay full price for lunch.
5. Meals must always be provided to preprimary and young primary students or for any handicapped students who may be unable to take full responsibility for a meal ticket.

ALTERNATE COLLECTION METHOD

School Food Authority _____

Complete this page for each school that is using an alternative collection method that does not conform to the state prototypes or not listed in SAM.

School _____

Alternative Collection Methods: Check all that apply

_____ Breakfast

_____ Lunch

Offer versus Serve			
Lunch		Breakfast	
Y	N	Y	N

Describe alternative collection methods:

ATTACH SAMPLES OF THE CODED TICKETS/ID/TOKENS FOR FREE, REDUCED PRICE, AND PAID FOR EACH SCHOOL.

(Please copy this page for additional schools. If extra space is needed for alternate collection method, please copy this page.)

SCHOOL _____

Pre-Paid

Paid

Pre-Paid Reduced

Reduced

Free

Please copy this page for additional schools.