Meal Counting & Claiming System

What must I be able to do with my Meal Counting system?

D_____
I _____
R _____
T _____

What is the purpose of a policy?

Where do I describe my meal counting system's policy and procedures to the State Agency?
_____
_____

Why is the "Attachment B" that is on file with the State Agency important?
_____
_____

By following the policies and procedures submitted and approved in the "Attachment B", I'll save
_____ & _____.

Implementing the policies and procedures at the POS

Question 301: How does my SFA's point of service system identify a student's eligibility? Include all types of distinct counting methods (e.g., check-off list for grades 1-3, tickets for grades 4-8).

_____

_____

Question 302: Does my SFA have a backup system to the primary meal counting and claiming system should the primary system fail/not operate?   YES   NO

If YES, describe backup system:
_____

_____

Charge Policy
Who must sign off on the charge policy? _____

Where do you communicate your charge policy with TDA? _____

Where do you communicate your charge policy with students and families?

_____

8. What are the meal counting and collecting procedures that are used to record free, reduced-price, and paid meals or charged meals at the point of service (POS) and on the roster?
_____

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_____

Point of service: Where should the cashier/point of service be located?

_____

We must record and retain the following information:

_____

_____

_____

_____

_____

We must retain the information for _____ years.

Training discussion notes/idea

_____

_____

_____

_____

_____

_____

Question 303: How often are cashiers and substitute cashiers trained on the meal counting and claiming system (including the backup system)?

_____

_____

Question 304: At the end of meal service, how do you obtain the daily meal counts by category from each point(s) of service?

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_____

_____

Question 310: At the site level, how are the total daily meal counts by category submitted to you for consolidation?

_____

_____

Question 311: Describe your procedures for consolidating daily meal counts by category for each site to process the claim for reimbursement.

_____

_____