

Meal Counting & Claiming System

Participant Guide

This participant guide provides resources, hand-outs, activities, and space to write notes during class. It is designed to supplement the class rather than directly mirror the PowerPoint slides in a one-to-one manner.

Training Overview

Length	6 Hours
Description	This course is designed to assist personnel in child nutrition programs to effectively establish and implement an effective counting and claiming system, acceptable meal collection procedures, quality assurance measures, financial responsibilities, and compliance.
USDA Key Areas	2000 – Operations, 3000 - Administration
USDA Professional Standards Codes	2310, 2320, 2330 – Cashiering & Point of Service 3310 – Financial Management
Learning Objective(s)	<ol style="list-style-type: none">1. Identify the required elements to establish effective and accurate meal counting system procedures.2. Describe acceptable meal counting and collection procedures.3. Identify the elements of an Accuclaim System.4. Describe the importance of meal counting and claiming within the nonprofit school food service financial system.5. Describe the review process of meal counting and claiming in a compliance review.



TEXAS DEPARTMENT OF AGRICULTURE
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Food and Nutrition Division
Nutrition Assistance Programs

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www.SquareMeals.org

Common Acronyms

ADP	Average Daily Participation
AR	Administrative Review
ARM	Administrator's Reference Manual
CACFP	Child & Adult Care Food Program
CBI	Certification and Benefit Issuance
CE	Contracting Entity (same as RA)
FND/F&N	Food & Nutrition
F/R/P	Free, Reduced, Paid
NSLP	National School Lunch Program
POS	Point of Service/Point of Sale
RMS	Resource Management Summary
TDA	Texas Department of Agriculture
USDA	United States Department of Agriculture

Resources

SquareMeals.org	TDA Food & Nutrition Website	News, resources, and trainings for all 12 Food & Nutrition programs in Texas
ARM	Administrative Review Manual (located on SquareMeals.org)	A reference document used to provide guidance on the administration of federally funded programs.
TASB.org	Texas Association of School Boards Website	TASB is a voluntary, nonprofit, statewide educational association that serves and represents local Texas school boards to share information through publications and training to help Texas board members serve their communities more effectively.
TheICN.org	Institute of Child Nutrition Website	The ICN is the only federally funded national center dedicated to applied research, education and training, and technical assistance for child nutrition programs.

Why does this Matter?

Me

- How will this class help me?

My Organization

- Which specific areas within this course topic does their organization needs help or guidance with?

My Food Program Participants

- How will this class help the recipients of my food program?

Notes

Next Steps

1. Identify Key Take-Aways

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-

2. Create a Plan

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3. Contact for TA

- My ESC Number:
- My ESC Contact Name:
- My ESC Contact Email:
- My ESC Contact Phone Number
- Other Info:

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