Meal Counting Do's & Don'ts WEBINAR

August 20, 2020 Professional Standards Learning Code: 2310, 3310





Arizona Department of Education (ADE)

This training was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS).

Intended Audience

direction of ADE.

For attendee knowledge, there have been small modifications to the HNS website and handouts that have been implemented into these slides that differ from the recorded webinar.

This training is intended for **School Food Authorities (SFAs)** operating the National School Lunch Program (NSLP). All regulations are specific to operating the NSLP under the

Agenda



USDA guidance on meal counting

What do the regulations say about proper meal counting? What do reviewers look for during the Administrative Review?

2

"Do's and Don'ts" of meal counting

- Cafeteria
- Classroom
- Summer feeding
- Multiple meal/multiple day distribution
- General do's and don'ts

Eligibility Documentation

Claim for Reimbursement

Meal Counting and Claiming

Internal Controls

Reports



Collection Procedure

Directly tied to Federal dollars!

It is extremely important that care is taken to ensure accurate meal counts and reimbursement claims.

Claim for Reimbursement

> Meal Counting and Claiming

Eligibility

Documentation

Internal Controls

Reports



Collection Procedure

Please Note:

Throughout this training, various meal counting methods will be described that may not be appropriate for all sites.

Remember: Sites operating a Provision 2/3 non-base year or the Community Eligibility Provision (CEP) only need to obtain an accurate count of the total meals served.

All other sites must obtain an accurate count of the free, reduced-price and paid meals served.



Section 1 USDA Guidance

What do the regulations say about proper meal counting? What do reviewers look for during the Administrative Review?



7 CFR 210: National School Lunch Program

The Code of Federal Regulations (CFR) provides the agreements of the School Food Authority (SFA) in order to receive reimbursement for the meals served.

210.7 Reimbursement for SFAs

To ensure that the claim for reimbursement accurately reflects the number of lunches served to eligible children, the SFA shall, at a minimum: (i) Correctly approve each child's eligibility for free and reduced-price meals; (ii) Maintain a system to issue benefits and to update the eligibility of children approved for free or reduced-price meals;

(iii) Base claims for reimbursement on lunch counts, taken daily at the point of service, which correctly identify the number of free, reduced-price and paid lunches served to eligible children;

(iv) Correctly record, consolidate and report those lunch counts on the claim for reimbursement; and
(v) Ensure that claims for reimbursement do not request payment for any excess lunches produced, non-Program lunches or for more than one meal per child per day.

7 CFR 210: National School Lunch Program

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210.7 Reimbursement for SFAs

Point of service (POS) alternatives. State agencies may authorize alternatives to the POS provided that such alternatives result in accurate. reliable counts of the number of free, reduced-price and paid lunches served, respectively, for each serving day.

SFAs can provide ADE with their POS alternatives and describe how the alternatives result in accurate, reliable counts of the number of meals served in Section 6 of the Sponsor application in CNPWeb.

7 CFR 210: National School Lunch Program

The Code of Federal Regulations (CFR) provides the agreements of the School Food Authority (SFA) in order to receive reimbursement for the meals served.

210.8 Claims for reimbursement

SFA claims review process. Prior to the submission of a monthly claim for reimbursement, each SFA shall review the lunch count data for each school under its jurisdiction to ensure the accuracy of the claim. The objective of this review is to ensure that monthly claims include only the number of free, reduced-price and paid lunches served on any day of operation to children currently eligible for such lunches.

Daily edit checks. The SFA shall compare each school's daily counts of free, reduced-price and paid lunches against the product of the number of children in that school currently eligible for free, reduced-price and paid lunches, respectively, times an attendance factor.

The Administrative Review

Critical Areas of Performance

Areas tied directly to the Federal reimbursement you receive for meals served.

Reimbursement is given under the assumption that these core requirements are met.

Performance Standard 1—All free, reduced-price and paid school meals claimed for reimbursement are served only to children eligible for free, reduced price and paid school meals, respectively; and are **counted**, **recorded**, consolidated and reported through a system which consistently yields correct claims.

Performance Standard 2—Reimbursable meals meet the meal requirements for each age/grade group reviewed.

The Administrative Review

Critical Areas of Performance

Meal counting and claiming. The State agency must gather information and conduct an on-site visit to ensure that the processes used by the school food authority and reviewed school(s) to count, record, consolidate, and report the number of reimbursable meals/snacks served to eligible students by category (i.e., free, reduced-price or paid meal) are in compliance with Program requirements and yield correct claims.

For each school selected for review, the reviewer must: **1)** Review the daily meal counts for the entire review period. 2) Ensure that meal counts are correctly counted and recorded at each type of food service line. If an alternative POS location is in use, the reviewer must ensure that it provides accurate counts of reimbursable meals and is correctly implemented as approved by the State agency. 3) Ensure all meals are correctly counted, recorded, consolidated and reported for the day they are served.

The Administrative Review

Critical Areas of Performance

If the meal count appears questionable or significantly exceeds the product of the number of eligibles times an attendance factor (daily edit check), documentation showing good cause must be available for review by the State agency.

Performance Standard 1 violations. A State agency is required to take fiscal action (reimbursements taken back) for Performance Standard 1 violations. Fiscal action is applied to the incorrect meal counts at the SFA level, or only to the reviewed schools where violations were identified, as applicable.

Section 2 Do's and Don'ts

Let's avoid that fiscal action!



In the Classroom

Don'ts

- Using attendance counts -> assumes the student received a meal because they are in attendance
- Inconsistently marking when a meal is taken or not, an absence, or when a meal is taken that is not reimbursable (missing) components/items)
- Using the number of meals delivered to the classroom as the meal count

Do's

• Using a designated form **only** for meal counts that clearly demonstrates which students received a meal

• Using consistent marks for reimbursable meals taken or not taken

• Only including reimbursable meals taken in the meal count

• Having an adult (teacher) complete the meal counts

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Total Students: 20

This appears as though the teacher counted meals for all students except the absent one. Meal counts are not to be aligned with attendance.



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Total Students: 19

Page 51 of 55



teacher has clearly indicated which lents did and did not eive a meal. No extra kings or attendance. This is preferred.

Sample BIC Meal Count Form

- This form is a Word document, so it is customizable.
- Add or delete columns depending on your operation.

This form is located on page 61 in the <u>HNS</u> <u>Breakfast in the</u> <u>Classroom Toolkit.</u>

	B	reakfast in the Classr Meal Count Form			
acher Name:			School:		
oom Number:			Date:		
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*A reimbursable breakfast consists of 3 items, 1 being at least a ½ cup fruit or vegetable.



Sample BIC Meal Count Form

- This form is a Word document, so it is customizable.
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This form is located on page 61 in the <u>HNS</u> <u>Breakfast in the</u> <u>Classroom Toolkit</u>.

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*A reimbursable breakfast consists of 3 items, 1 being at least a ½ cup fruit or vegetable.

Serve Only, you may reword this to indicate that all items offered must be taken.

In the Classroom

Get creative! Find other ways to keep accurate meal counts that are easier for teachers and easier for you to consolidate.

- Envelopes and barcodes
- Cups and popsicle sticks

Get teachers' ideas for meal counting methods.

- Creativity is their bread and butter!
- They are more likely to execute the process correctly if they have been involved in creating the process.







Unified School District

2020-2021 Breakfast in the Classroom Procedure

- $\,\circ\,$ A cooler or bag will be delivered to the classroom by Nutrition staff.
- A packet will be in the cooler containing student ID cards.
 Student ID cards will be used to record complete/reimbursable meals. <u>To limit contact and until further notice</u>, the teacher must keep the cards in his/her possession. Do not distribute to students.
- Students eating breakfast must take all food items offered. Students may not decline any items and the <u>teacher must hand the student</u> <u>their meal</u>. Meal components will be grouped together.
- <u>The teacher must verify the complete/reimbursable meal</u> (student takes all items offered). At this time, the student's ID card must be placed in the designated envelope indicating that the student received a complete/reimbursable meal.
- $\circ\,$ If a student is absent or did not eat, their ID card must be left in the packet.
- If a student is missing their ID card and received breakfast, please write their name on the temporary ID card provided and place it in the appropriate envelope. The Kitchen Manager will print ID cards as needed.
- Per Federal guidelines, Nutrition Services must have an accurate count each day. The total number of meals provided must equal the meals served plus leftovers.
- ALL students must be offered a breakfast, even if they are tardy.
 All teachers receive a free breakfast! Please include your ID card in
- the designated envelope if you ate breakfast in the morning.
- Thank you for facilitating this important program for our students! A full belly supports a hungry mind!







- **1** Folder
- **2** Instructions
- **3** ID card for each student
- **4** Envelope for meals served
- **5** Spare student ID
- **6** ID card for teacher meal







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Why this method works:

- decipher or consolidate



Pre-COVID: Teachers handed out the ID cards to the students, when a student takes a reimbursable meal. they turn in their card.

Now: Teachers will keep possession of the cards.

• Accurate POS -> teachers confirm a reimbursable meal was taken and it is clear which student received a meal • Barcodes placed in the envelope are scanned after bags are picked up -> no messy meal count forms to

• Instructions are clear on what a reimbursable meal is



LET'S LOOK AT AN EXAMPLE

BIC Roster

Breakfast

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Breakfast



Breakfast

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Breakfast



In the Classroom

Consider Grab 'N' Go to the Classroom!

- Meals don't need to be delivered to the classroom
- Teachers aren't identifying reimbursable meals
- Teachers aren't responsible for the POS
- Allows the food service staff to keep an accurate POS!

Learn more about this option in ADE's <u>Grab 'N' Go to</u> <u>the Classroom</u> infographic!



Students pick up breakfast at a cart, stand, or the cafeteria





Take breakfast with them to-go



Eat breakfast in the classroom at the start of the day

In the Cafeteria

Don'ts

- Using tray counts or utensil packet counts
- No monitor to identify reimbursable meals when the POS is at the front of the line
- "I know all of my students": After meals have been served, person walks through the cafeteria marking the students who received meals
- Cashier/monitor leaving their post during meal service
- When meals are sent to classrooms. counting the trays sent, but not keeping track of the meals actually taken

- service
- cafeteria

Do's

• Meals are counted at the POS at the time the student receives the meal and the meal is identified as reimbursable • Cashiers/monitors do not leave their post or conduct other duties during meal

• When meals are sent to classrooms, someone is there to identify which students took a reimbursable meal, then the meal counts are returned to the

Clickers...proceed with caution!

If used properly, clickers can work great to collect a tally of meals served. But it is often used improperly.

- User can't remember if he/she clicked a student as they took a meal
- User clicked too many and have to remember how many students NOT to count so they can get back on track
- When it's put down, it can get bumped
- **Do:** Click slowly and deliberately
- **Do:** Ensure the line flow is controlled to facilitate an accurate count
- **Encouraged:** Take pictures of clicker count with time stamp





Catered Sites

Don'ts

- Using the number of meals the caterer delivered as the meal count instead of the number of meals actually served
- Using the number of meals pre-ordered by students as the meal count instead of the number of meals actually served
- Production records counts used for meal counts



Do's

• Meals are counted at the POS at the time the student receives the meal and the meal is identified as reimbursable • Meals not served or picked up are not included in the meal count • Production records are kept separate from meal counts

Summer Feeding

Incorrect use of SFSP Daily Meal Count Form:

• Crossing out the numbers in one line does not demonstrate that an accurate tally was taken as each meal was served.

Daily Meal Count Form

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Signature





Arizona Department of Summer Food Service Program

By signing below, I certify that the above information is true and accurate

4/13/20

This institution is an equal opportunity provider.

Summer Feeding

Correct use of SFSP Daily Meal Count Form:

• Crossing out the numbers one at a time as each meal is served.

Site Name

Second meals 12 3 4 Meals served 12 3 4 Meals served 12 3 4





Daily Meal Count Form

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By signing below, I certify that the above information is true and accurate

2 Date 8/12/20 his institution is an equal opportunity provider.

Multiple Meal/Day Distribution

Serving multiple meals at once and/or for multiple days:

• Not keeping separate counts for each day and each meal service.

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\cdot 37' \cdot 38' \cdot 39' \cdot 40' \cdot 41' \cdot 42' \cdot 43'$$52' \cdot 53' \cdot 54' \cdot 55' \cdot 56' \cdot 57' \cdot 58' \cdot 59' \cdot 60' \cdot 61' \cdot 62' \cdot 63' \cdot 64' \cdot 65' \cdot 66' \cdot 67' \cdot 68'$$77' \cdot 78' \cdot 78' \cdot 80' \cdot 81' \cdot 82' \cdot 93' \cdot 84' \cdot 85' \cdot 96' \cdot 81' \cdot 89' \cdot 90' \cdot 81' \cdot 92' \cdot 93' \cdot 84' \cdot 85' \cdot 86' \cdot 87' \cdot 88' \cdot 89' \cdot 90' \cdot 91' \cdot 92' \cdot 93' \cdot 93' \cdot 91' \cdot 92' \cdot 93' \cdot 91' \cdot$</td><td>Notes:Q Break fast and 210received/prepared133+Previous days' available 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available meals 28 = 14 Total Meals Available 2 3 4 5 8 7 8 9 10 11 12 13 14 15 16 17 16 18 20 21 22 23 24 27 28 29 30 31 32 33 34 35 36 37 38 39 40 44 42 43 44 45 46 47 49 49 52 53 54 55 56 57 58 59 60 81 62 63 64 65 66 67 68 89 70 71 72 78 74 74 75 89 96 91 91 91 91 91 92 96 94 95 96 97 98 99 102 103 104 105 <



Even though 4 meals are being served at once for 2 days, there must be a separate meal counting form for each "meal service" being served at one time.

Meal Count Form

Daily Edit Checks

Don'ts

- Completing at the end of the month, or not at all
- Not adjusting the attendance factor and underclaiming

- Identifying the cause of any issues immediately
- - Sheet so you can claim the correct number of meals

Do's

Completing DAILY

- Having the attendance factor adjusted
 - using the <u>Attendance Factor Calculation</u>

Daily Edit Checks

As stated in the CFR, daily edit checks are required as part of submitting the monthly reimbursement claim.

• The number of eligible students multiplied by the attendance factor (AF) should b than or equal to the number of mea

Example: There are 100 free eligible students. The AF is 90%. This means that on an average day, there would be no more than 90 students eligible to receive meals.

be greater eals served				us hig st	The enrollment count used should be the highest number of students enrolled during that month.				The Attendance Factor is found a bottom of the S claim in CNPW					e
	A	В	С	D	E	F	G	н	I	J	К	L	М	N
1	School:					Enrollme	nt (Membe	ership):		National School Lunch Program				
2	Month:					Attendand	e Factor	(AF):	F): School Breakfast Program			m		
4		Α	В	С	D	Α	В	С	D	Α	В	С	D	
5 6	Day of Month:	Free Eligible	AF	Free Eligible X AF:	Free Meals Served:	Reduced Eligible	AF	Reduced Eligible X AF:	Reduced Meals Served:	Paid Eligible:	AF	Paid Eligible X AF:	Paid Meals Served:	TOTAL COUNTS:
7	1		0.00%	0			0.00%	0			0.00%	0		0
8	2		0.00%	0			0.00%	0			0.00%	0		0
9	3		0.00%	0			0.00%	0			0.00%	0		0
10	<u> </u>		0.00%	0			0.00%	0			0.00%	0		0
11	5		0.00%	0			0.00%	0			0.00%	0		0



Sample Daily Edit Check

For sites operating regular NSLP or a Provision 2/3 base year.

School:	Arizona Elementary School							500		National S	-		
Month:	October				Attendance Factor (AF):			95.00%	L	School Breakfast Program			_
	Α	В	С	D	Α	В	С	D	Α	В	С	D	
Day of Month:	Free Eligible	AF	Free Eligible X AF:	Free Meals Served:	Reduced Eligible	AF	Reduced Eligible X AF:	Reduced Meals Served:	Paid Eligible:	AF	Paid Eligible X AF:	Paid Meals Served:	TOTAI COUNT
1	250	95.00%	238	220	100	95.00%	95	90	150	95.00%	143	140	4
2	250	95.00%	238	230	100	95.00%	95	94	150	95.00%	143	138	4
3	250	95.00%	238	240	100	95.00%	95	87	150	95.00%	143	141	
4	250	95.00%	238	235	100	95.00%	95		150	95.00%	143	135	
5	250	95.00%	238	220	100	95.00%	95	75	150	95.00%	143	130	
6		95.00%	0			95.00%	0			95.00%	0		
7	<u> </u>	95.00%				95.00%	0			95.00%	0		
8	250	95.00%		222	100	95.00%	95		150	95.00%	143	137	
9	250	95.00%		231	100	95.00%	95		150	95.00%	143	140	
10	250	95.00%		235	100	95.00%	95		150	95.00%	143		
11	250	95.00%		251	100	95.00%	95		150	95.00%	143		
12	250	95.00%		228	100	95.00%	95	90	150	95.00%	143	130	
13		95.00%	0			95.00%	0			95.00%	0		
14	┦───┤	95.00%				95.00%	0			95.00%	0		
15	250	95.00%		223	100	95.00%	95		150	95.00%	143	142	
16	250	95.00%		230	100	95.00%	95	95	150	95.00%	143		
17	250	95.00%		227	100	95.00%	95		150	95.00%	143		
18	250	95.00%	238	235	100	95.00%	95		150	95.00%	143	138	
19	250	95.00%		220	100	95.00%	95	85	150	95.00%	143	130	
20	┦───┤	95.00%	0			95.00%	0			95.00%	0		
21		95.00%	0			95.00%	0			95.00%	0		
22	250	95.00%		220	100	95.00%	95	90	150	95.00%	143	140	
23	250	95.00%			100	95.00%			150				
24	250	95.00%		237	100	95.00%			150	95.00%	143		
25	250	95.00%		239	100	95.00%			150	95.00%	143		
26	250	95.00%		218	100	95.00%			150		143	130	,
27	╢───┨	95.00%				95.00%				95.00%	0		
28		95.00%		0.05		95.00%				95.00%	0		
29	250	95.00%		235	100	95.00%			150	95.00%	i		
30	250	95.00%		230	100	95.00%			150	95.00%	143		,
31	250	95.00%	238	226	100	95.00%	95		150	95.00%	143	·	
Totals:				5284				2062				3163	10



Match these counts to your daily meal count forms.

Yellow cells: This should prompt the SFA to check that meal counts are accurate, but should not deter the SFA from entering the true meals served if it is found to be correct.

Red cells: If any meals served exceeded the number of approved eligibles, this is considered an error and the SFA needs to investigate further and make the correction.

These totals go directly into the monthly claim!





Sample Simplified Daily Edit Check

For sites operating a Provision 2/3 nonbase year or CEP.

School:	Arizona Middle S	School		Enrollment:			Vational School Lunch Program				
						200	✓ Scho	ol Breakfast (rogram		
Month:	October		Attendance Factor (AF			90.00%					
	BREAKFAST						LUNCH				
	A	В	С	D			A	В	C Total Enrollmen X AF:		
Day of Month:	Total Enrollment	AF	Total Enrollment X AF:	Total Meals Served:	TOTAL COUNTS :	Day of Month:	Total Enrollment	AF			
1	200	90.00%	180	160	160	1	200	90.00%	18		
2	200	90.00%	180	155	155	2	200	90.00%	18		
3	200	90.00%	180	161	161	3	200	90.00%	18		
4	200	90.00%	180	169	169	4	200	90.00%	18		
5	200	90.00%	180	154	154	5	200	90.00%	18		
6		90.00%	0		0	6		90.00%			
7		90.00%	0		0	7		90.00%			
8	200	90.00%	180	162	162	8	200	90.00%	18		
9	200	90.00%	180	149	149	9	200	90.00%	18		
10	200	90.00%	180	150	150	10	200	90.00%	18		
11	200	90.00%	180	155	155	11	200	90.00%	18		
12	200	90.00%	180	152	152	12	200	90.00%	18		
13		90.00%	0		0	13		90.00%			
14		90.00%	0	400	0	14		90.00%			
15	200	90.00%	180	160	160	15	200	90.00%	18		
16	200	90.00%	180	154	154	16	200	90.00%	18		
17	200	90.00%	180	162	162	17	200	90.00%	18		
18	200	90.00%	180	167	167	18	200	90.00%	18		
<u>19</u> 20	200	90.00%	180	159	159	19 20	200	90.00%	18		
		90.00%	0		0	20		90.00%			
21	200	90.00%	0	161			200	90.00%	10		
22 23	200 200	90.00% 90.00%	180 180			22 23	200 200	90.00% 90.00%			
23	200	90.00%	180			23	200	90.00%			
24	200	90.00%	180	156		25	200	90.00%	i		
26	200	90.00%	180	153		26	200	90.00%	i		
20	200	90.00%	0		0	20	200	90.00%			
28		90.00%	0		0	28		90.00%			
29	200	90.00%	180			29	200	90.00%	18		
30	200	90.00%	180			30	200	90.00%			
31	200	90.00%	180			31	200	90.00%	i		
Totals:	200	00.0070	.50	3631		Totals:	200	00.0070	10		



Match these counts to your daily meal count forms.

Yellow cells: This should prompt the SFA to check that meal counts are accurate, but should not deter the SFA from entering the true meals served if it is found to be correct.

Red cells: If any meals served exceeded the number of approved eligibles, this is considered an error and the SFA needs to investigate further and make the correction.

These totals go directly into the monthly claim!



180

180

180

180

180

180

180

180

180

180

D

Total

Meals

Served:

179

178

180

181

177

175

176

170

179

170

TOTAL

COUNTS

-

179

178

180

181

177

175

176

170

179

170



"Doing daily edit checks doesn't help me submit an accurate monthly claim."

- No one, ever

Daily Edit Checks

We have training for that!

To learn more about daily edit checks, take the online training: <u>Step by Step Instruction: How to</u> <u>Complete Daily Edit Checks</u>

This training provides detailed instructions on completing the Daily Edit Check Worksheet and the Simplified Daily Edit Check Worksheet (for sites operating a Special Assistance Provision).

The daily edit check templates used in the examples can be found on the NSLP Program Forms <u>webpage</u> under the 'Operational' accordion.

Step by Step Instruction: How to Complete Daily Edit Checks

Professional Standards Learning Code 3310 Length: 1 hour



"Stopp to Stop Instruction: How to Complete Dark fold Checks" is intended for the Girbard Hand Authentics, in the state of Arizona. All regulations are specific to operating the National School Lunch Program under the direction of the Arizona Degatiment of Education.

Other Best Practices

Print-outs with student barcodes

Can be used anywhere -> classroom, curbside, bus route, cafeteria

- Scan barcodes as students take their meals, or
- Place the print-outs in a sheet protector and place a checkmark next to each student's barcode who received a meal, then scan the barcodes when you get back to the POS





Other Best Practices

Provision 2/3 Non-Base Year and CEP sites:

- Simply use a tally sheet! Mistakes happen when manually counting meals by student. If you don't have an electronic POS, make the process as simple as possible—that's part of the benefit of operating a special provision!
- Remember, if using a clicker, be sure the person using it is well-trained.



Other Best Practices

General best practices for meal counting:

- Be diligent when consolidating meal counts from multiple POS, and consolidate them DAILY
- Keep the number of steps to a minimum
- Limit meal count sheets to one week
- If you use an Excel spreadsheet to consolidate your meal counts, consider using a laptop at the POS—internet is not needed to use Excel and can eliminate the step of moving meal counts from a paper sheet to Excel

• Make sure Excel formulas are correct!

 Save paper rosters after being transferred to the POS—you must keep original counts to support your claim



During Reviews

Methods that can make it difficult for your reviewer to verify your meal counting records:

- Unclear scans or copies that are difficult to read
- Not verifying that all sheets have been scanned properly
- Scanning sheets that are in a different order from day to day
- Not including eligibility codes on roster count sheets
- Not cross-checking final POS manual entries with totals on meal count sheets







SUMMARY

PUTTING TALL TOGETHER BE A MEAL COUNTING PRO!

Whatever you do, ask yourself if your meal counting process(es):

- **1.** Obtain accurate, reliable counts of the number of free, reduced-price and paid lunches served for each serving day.
- **2.** Correctly record, consolidate and report meal counts on the Claim for Reimbursement.
- **3.** Ensure daily edit checks are completed **daily**.



Thank you!

Please type any questions you have into the chat box.

If you are attending the live webinar, you will receive a link to complete the survey in EMS. After completing the survey you can print a certificate of completion.

If you are watching the recorded webinar, you can access the survey link and certificate of completion at the end of the webinar slides.



Congratulations!

You have completed the *Recorded Webinar: Meal Counting Do's and Don'ts*

To request a certificate, please go to the next slide.

In order to count this training toward your Professional Standards training hours, the training content must align with your job duties.

Information to include when documenting this training for Professional Standards:

- Training Title: Recorded Webinar: Meal Counting Do's and Don'ts
- Learning Codes: 2310, 3310
- Key Area: 2000-Operations; 3000-Administration
- Length: 1 Hour

Please Note: Attendees must document the amount of training hours indicated regardless of the amount of time it takes to complete it.



Congratulations!

Requesting a training certificate

Please click on the link below to complete a brief survey about this webinar. Once the survey is complete, you will be able to print your certificate of completion from Survey Monkey. **This will not appear in your Event Management System (EMS) Account.*

https://www.surveymonkey.com/r/RecordedWebinarOnlineSurvey

The information below is for your reference when completing the survey:

- Training Title: Recorded Webinar: Meal Counting Do's and Don'ts
- Professional Standards Learning Codes: 2310, 3310

