



A Beginner's Guide to Correctly Counting and Claiming Meals

**NEW JERSEY DEPARTMENT
OF AGRICULTURE
SCHOOL NUTRITION
PROGRAMS**

Learning Objectives



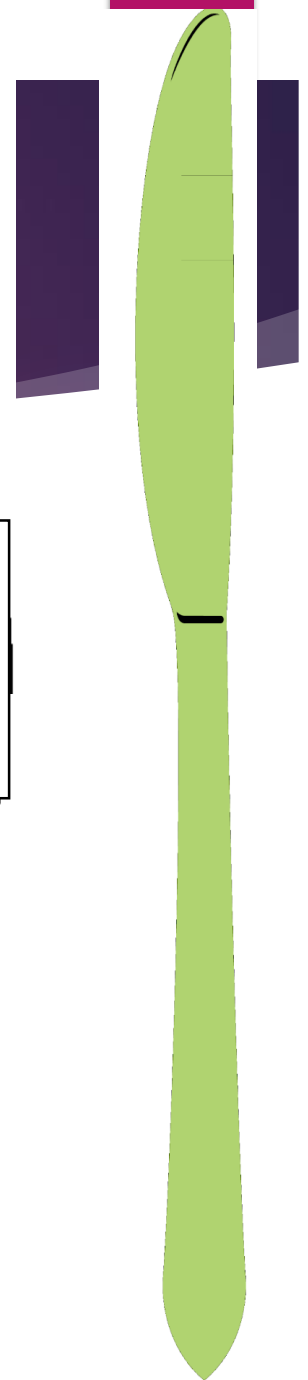
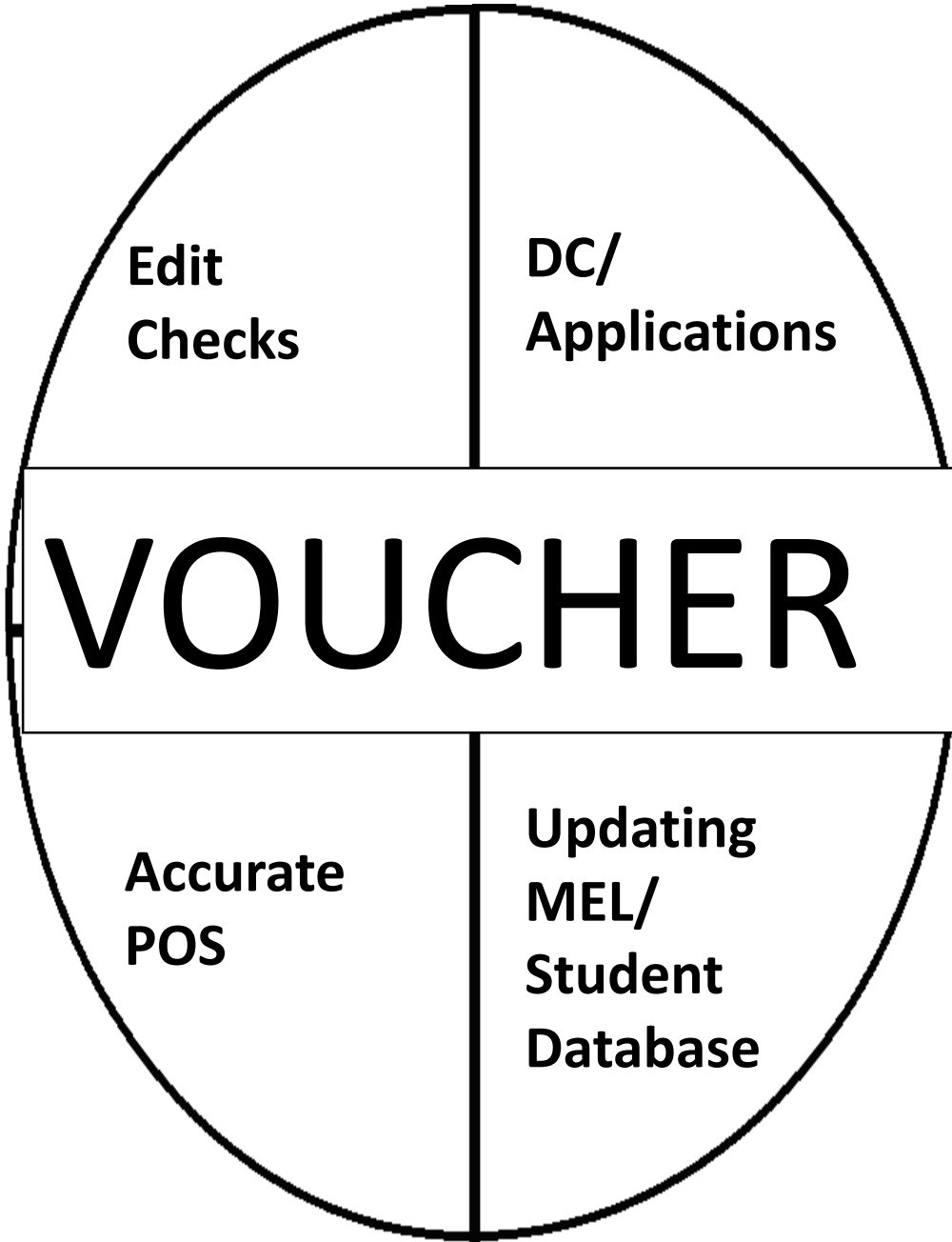
Correctly count and claim all meals and snacks

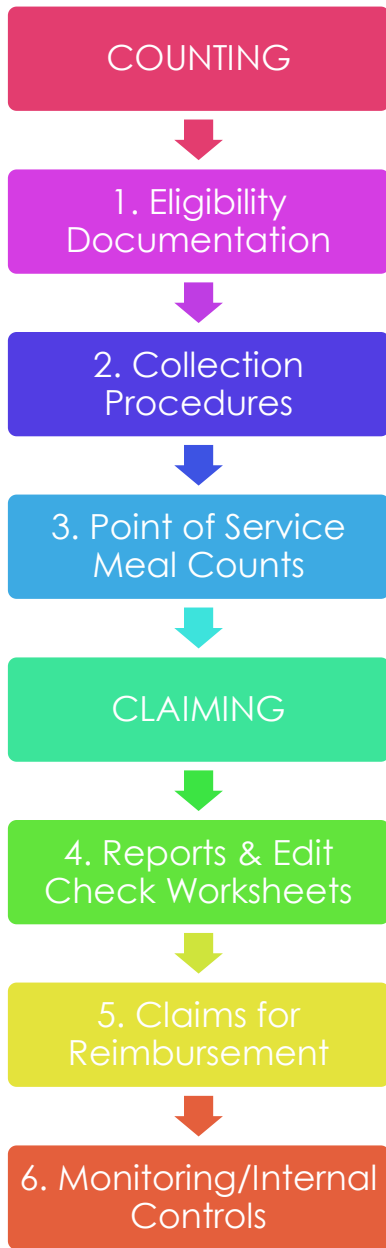


Complete Edit
Check Worksheets



Input accurate
monthly voucher





6 Elements

Eligibility
Documentation

Direct Certification

Applications

Master Eligibility List
(MEL)

- MUST match list at the Point of Service

Collection Procedures

- ▶ All the steps within the meal count system involved in paying for meals and issuing and collecting the medium of exchange.

- ▶ Acceptable Methods of Collection:

- ▶ Computerized POS/Cash register
- ▶ Classroom
- ▶ Non-pricing

Meal Counts

Point of service: That point in the food service operation/meal service where a determination can accurately be made that a reimbursable meal has been served.

Applies to :

- All meal service lines
- Classrooms/locations where meals are served
- Meals sent on field trips and claimed for reimbursement

Must prevent overt identification of students receiving free or reduced price meals/snack.

Preventing Overt Identification

- ▶ Eligibility information must never be publicized or used in such a way that student's categories may be recognized by other students or individuals
- ▶ The same payment options must be available to all students regardless of eligibility
- ▶ Publicize prepayment of meals
- ▶ Ensure that the medium of exchange is not distinguishable from the paid eligible
- ▶ All students **MUST** have the same options when ordering meals

Meal Counts

Meal counts must be maintained:

- By program
 - SBP, NSLP, ASSP, SMP
- Daily by category
- Daily categorical counts for SBP, NSLP and ASSP must be recorded on an edit check worksheet
- Count for free and paid milk must be recorded on a milk count worksheet

QUIZ TIME!

▶ **QUESTION:**

▶ Students are offered different meal options based on eligibility. Is this allowable?

▶ **ANSWER:**

▶ NO! All menu items must be available to all students, regardless of their eligibility.

Point of Service



Computerized Point of Sale (POS)



Coded Ticket



Coded Roster



Tally Method

Point of Service

Unacceptable Point of Service Methods:

- ▶ Tray Counts
- ▶ Daily Attendance/Attendance Records
- ▶ Classroom/Head Counts
- ▶ Taking point of service count prior to a student physically taking a meal
- ▶ Counting Non-reimbursable Meals

Point of Service

Develop written procedures for claiming student meals:

- Counting & claiming backup if computerized POS is down
- Field trips
- Second meals
- Visiting students
- Charge meals

QUIZ TIME!

▶ **QUESTION:**

▶ A teacher that has classroom feeding is pre-filling the roster for the day in the morning before breakfast is served based on the attendance. Is this allowable?

▶ **ANSWER:**

▶ **NO!** Teachers must be trained to take meal counts after a complete reimbursable meal is served to the student.

Reports & Edit Check Worksheets

- ▶ Record and report the number of reimbursable meals served daily on the edit check worksheet by site and meal type
- ▶ Inaccuracies will result in fiscal action

Reports & Edit Check Worksheets

- ▶ Required for all sites for NSLP, SBP and ASSP
- ▶ Edit checks must be completed:
 - ▶ Daily by Cashier/Manager
 - ▶ Monthly by SFA prior to certifying claim

Reports & Edit Check Worksheets

- ▶ Select the correct edit check worksheet depending on if meals are prepared on site or received from a commercial vendor or other SFA:
- ▶ Form 40
 - ▶ Tab 1 Instructions
 - ▶ Tab 2 Meals Prepared On-Site
 - ▶ Tab 3 Vended Meals from Commercial Vendor or another SFA
- ▶ CEP Schools Must Use Edit Check Worksheet #218

Sample Edit Check Worksheet

EDIT CHECK WORKSHEET

The following worksheet must be used by School Food Authorities (SFAs) as part of the claims review process:

HHFKA Elementary School	October	3	94%	350
School	Month	Operating Days	Attendance Factor (AF)	Total Enrollment

5	6	7	8	9	10	11	12	13	14	15	16
Day of Month	Free Served	Free Eligible	Free Eligible x AF	Reduced Served	Reduced Eligible	Reduced Eligible x AF	Paid Served	Paid Eligible	Paid Eligible x AF	Total Served (6+9+12)	Comments
1	92	125	118	17	50	47	63	175	165	172	
2	119	125	118	36	50	47	96	175	165	197	Pizza Day
3	89	125	118	40	50	47	93	175	165	262	

Claim for Reimbursement

Source documents:

Edit Check Worksheet

Cashier reports

Coded rosters

POS reports

MEL/BID/
Student database

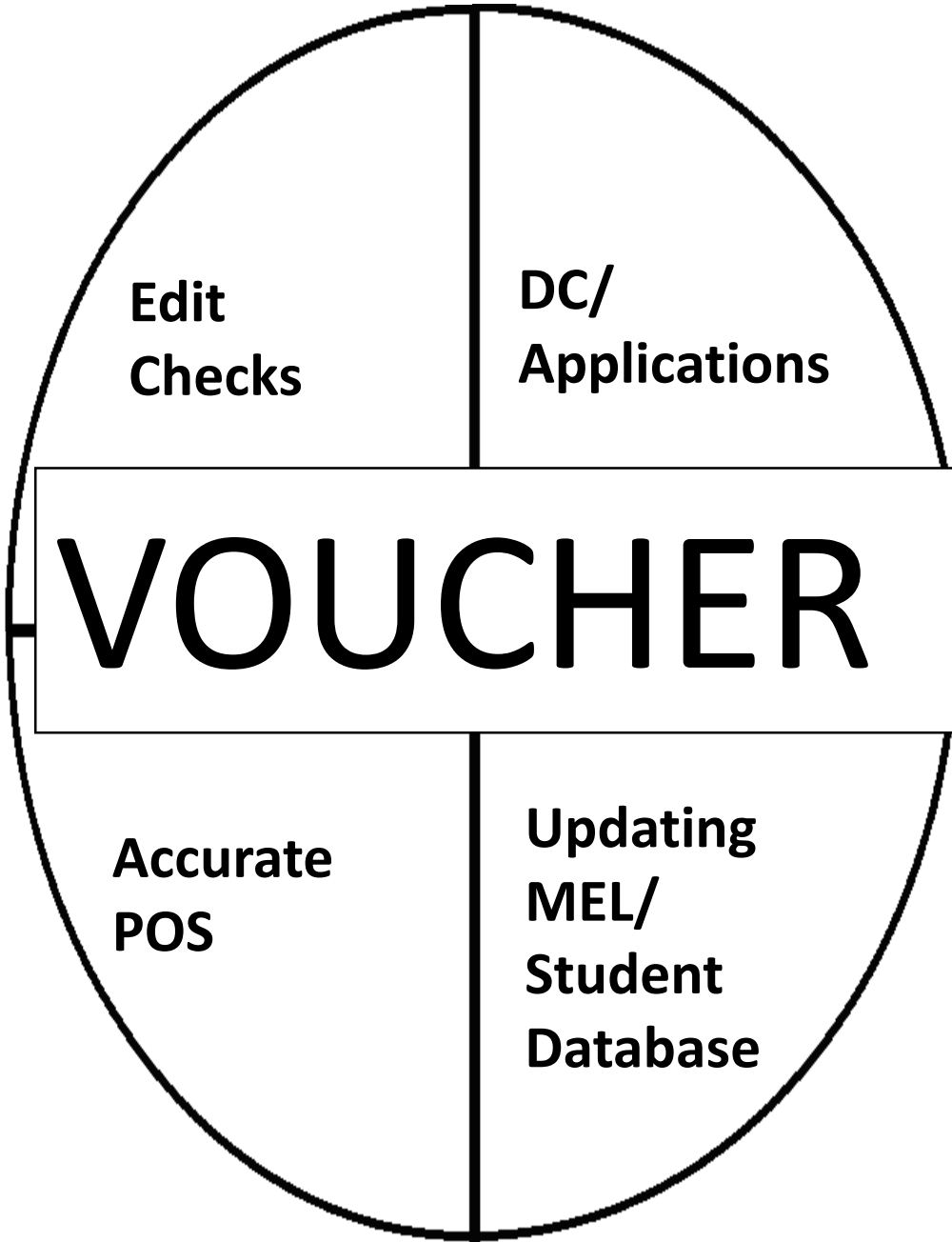
Applications/DC documentation

Monthly voucher submission

Accurate counting and recording of the number of meals/snacks served by category is essential for the SFA to be paid

Internal Controls & Monitoring

- ▶ On-Site Accountability Reviews
- ▶ Required for all sites listed in Site Details
- ▶ Must be conducted:
 - ▶ Annually
 - ▶ By an SFA employee
 - ▶ By February 1
- ▶ Must use the SA forms
 - ▶ SBP-On-site Accountability Review
Non CEP School - Form 292
 - ▶ SBP-On-site Accountability Review
CEP School - Form 293
 - ▶ NSLP-On-site Accountability Review –
Non CEP School - Form 142
 - ▶ NSLP On-site Accountability Review
CEP School - Form 211



VOUCHER

**Edit
Checks**

**DC/
Applications**

**Accurate
POS**

**Updating
MEL/
Student
Database**



Thank you for attending the webinar!

This webinar will count toward 1 hour of professional standards training:

Key Area: Administration

Learning Topic: Financial Management

Topic Code: 3310 - Meal Counting, Claiming, Managing Funds

NJ Department of Agriculture

School Nutrition Programs

609-984-0692

www.nj.gov/agriculture

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