COLLECTION PROCEDURE
School Lunch and/or Breakfast

A meal counting and collection procedure must be developed specific to your school division. It may include different methods for different schools or programs.

In collecting payments for meals and in distributing the medium of exchange (tickets, tokens, I.D. numbers, etceteras), school officials must ensure that there is no overt identification of the recipients of free or reduced price meals. Care must be taken to prevent such identification at the time the ticket, I.D. #, or token is issued as well as in the serving line. It is encouraged that money be collected prior to the meal service.

All collection systems must have a built-in accounting system to record numbers of full price, reduced price, and free meals served daily. [Keeping these counts is a regulatory requirement.]

Collection procedures must be described for all programs (breakfast and lunch) in which the schools participate.

If more than one system of collection is used, explain each system and indicate which schools will use each system.

Requirements of a Count and Collection Procedure

The following items must be included in the Count and Collection Procedure:

Describe in detail and include:

1. The method used to collect children's payments and to distribute tickets, etc., -- when, where, how.

   a. Provide for up-to-date masters list of students approved for free or reduced price meals so the medium of exchange may be distributed appropriately. Changes in status, additions, and withdrawals must be noted as they occur. **When a student transfers within the school division, a copy of the application must be transferred to the new school.**

   b. Identify the location(s) and method of distribution of ticket, I.D. #, token, etc. -- **the same location, method of distribution and time period for students of all eligibility categories to purchase or pick up his/her ticket must be used**. Allow enough time and space to prevent groups of children from openly viewing the process.

2. The method used to count full price, reduced price, and free meals served each day. Note: **A count by category must be taken at the point of service and based on a medium of exchange. Counts cannot be based on memory of student eligibility category.**

   a. Include a method for counting eligible students by category at the point of complete meal service (end of the line) without overt identification of a student's meal category **including reduced price cash on the line and meals served in other rooms such as special education classrooms**. Recording meals on a roster must be the same for all categories.

   b. Prevent counting more than one reimbursable meal per student served.

    c.   Have a method to prevent the use of stolen and lost tickets, I.D. #s, or tokens and the use of tickets, I.D. #s, or tokens of withdrawn or ineligible students. **Include school division's policy for replacement of tickets, tokens, or I.D. #s.**

3.   Identify the medium of exchange (ticket, token, name, number, I.D., etc.) to be used by all meal categories.

    Describe the coding system used for free, reduced price, and full price ticket, token, etc. Attach **an original** free, reduced price, and full price ticket, token, or other method used showing the code for each category. Describe the procedures for lunch; <u>and</u> for breakfast, if applicable.

    The method of coding for all categories must be inconspicuous.

    The "cashier" must be able to determine meal category of each student at the point of service.

    Number or letter codes on tickets or tokens should have at least **four digits or numbers.**

    Different colors, shapes, inks, symbols, use of "F," "R," "P," are prohibited.

Samples of **ORIGINAL** tickets, I.D. cards, tokens, and/or **sample rosters "<u>filled-in</u>,"** etc. must be attached. **<u>(SEND ORIGINAL CARD, TICKET, OR ROSTER WITH CHECK MARKS AS IDENTIFIER OF RECORDING PREPAYMENT AND/OR DAY OF USE).</u>**

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4.   Provide meal service that is designed to allow students eligible for free or reduced price meals to receive meals on any line, which provides meals that are claimed for reimbursement.

5.   Include a provision to advertise and promote the sale of pre-paid meals on a regular basis.

6.   Include the instructions to the cashier on the use of the collection procedure to ensure accurate counts, methods used to identify what food items make up a reimbursable meal, and only count as reimbursable those meals that meet requirements.

7.   Assure the method of totaling and recording meals does not allow, "backing into" meal counts. Tray and plate counts are not acceptable as a basis for recording claims.

8.   Totals for each day's meal counts must be checked for accuracy and against the number of students currently eligible for free, reduced price, or full price meals. They also must be checked.