

iLEAD Schools

Meal Counting, Collection and Claiming Procedures

Our organization operates the National School Lunch Program and serves ALL students two meals free of charge (breakfast and lunch) during each school day to students requesting a meal, regardless of their free or reduced-price meal eligibility.

Our School Food Authority (SFA) participates in Community Eligibility Program (CEP) and families are not required to submit a meal application.

Point of Service:

At the point of sale, a monitor checks each student's tray for the required components. If a student is missing a component they are instructed to return to the counter and complete their meal. If the student refuses, that meal cannot be counted as a reimbursable meal.

For schools counting manually, meals are counted at the end of the line using a tally sheet, and transferred into our meal tracking spreadsheet. The total number of meals served daily is compared to our attendance factor, and summarized at the end of each month.

For schools using a POS system, meals are counted at the end of the line using our point of sale software. The software has a built in daily edit-check, comparing the total number of meals to the attendance factor. The system provides a report at the end of the month with the total number of meals served.

Dropped Trays: The SFA'S policy is to provide a child a second lunch if the first meal is dropped. In order to receive a second meal, the child must be escorted to the cashier by a noon aide, teacher, or other adult where the child will be given a second lunch. Dropped trays cannot be counted as a reimbursable meal. *THE MEAL CAN ONLY BE COUNTED ONCE.*

Second Meals: Only one meal per student is counted and claimed for reimbursement. Duplicate meals/second meals are prevented due students not being allowed to re-enter the line until all students have been served. Students requesting and receiving a second meal will be charged the full-paid meal price. These meals are not counted in the reimbursable meal summary.

Adult Sales: Meals sold to adults are not counted for reimbursement. All adult meals include sales tax and are priced according to current regulation.

Electronic System Outage Procedure:

- Students will come through the serving lines if they are capable.
- The students or their aides will select complete meals.
- The person distributing the meals will verify that the meals are complete and use the Student Roster to indicate the student has received a reimbursable meal.

- The site will keep a roster of enrolled students. The Roster will be used to determine student eligibility when completing the edit check and meal claim report.

Field Trip Lunches: The Field Trip order for the meal count will be provided to the meal program site manager to coordinate order and delivery. Students go through the cafeteria serving line to receive their lunch for a positive point of sale at the time of departure or a classroom roster is sent with the lunches. As the lunches are distributed, the teacher checks off the students as they receive their lunches. The roster is then returned to the cafeteria **at the end of the day** to be entered into the POS.

Meal Claiming:

All meals are tracked in the POS or on a tracking document. The cashier is responsible for entering/tracking meals on a daily basis. They also complete the daily meal production records, which are kept on site. The SFA food service manager is responsible for running the consolidated monthly report and edit check.

Edit checks are compiled on a daily basis through the meal tracking system. Monthly edit checks are generated by site.

Monitoring Procedure:

The SFA food service manager shall visit all participating sites two times per year to observe the collection procedures and to assure compliance with written procedures. Monitoring will be conducted prior to the February 1st deadline each year. The required monitoring forms will be completed as well. All forms pertaining to the meal program will be kept at the SFA office for a minimum of 3 years plus the current school year.

Discrimination Complaint:

Site manager is trained on Civil Rights annually, and instructed to have students complete the discrimination complaint form in the event they determine a discriminatory act has occurred. The form is then submitted to the appropriate authorities as outlined in the SFA Complaint Procedure.

Special Dietary Needs:

The SFA requires a written medical statement in order to receive reimbursement for meals served to children with disabilities that do not meet Program meal pattern requirements.

The medical statement must include the following:

- Information about the child's physical or mental impairment that is sufficient to allow the SFA to understand how it restricts the child's diet;
- An explanation of what must be done to accommodate the child; and

The food or foods to be omitted and recommended alternatives, if appropriate.

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance

program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, [AD-3027](#)  (PDF), found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to USDA by:

1. mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW, Mail Stop 9410
Washington, D.C. 20250-9410;
2. fax:
202-690-7442; or
3. email:
Program.Intake@usda.gov.

This institution is an equal opportunity provider.