



## Meal Counting Count and Collection Procedures (Policy Statement and Meal Counting and Claiming Procedures Worksheet-SNP-03) 2022-2023

***PUSD is participating in the Community Eligibility Provision (CEP) where all students eat for Free - both breakfast and lunch at all school sites.***

**Below are the Meal Count and Collection Procedures for when students are on campus full-time and no/or minimal social distancing practices are in place, due to Covid-19 Pandemic.**

All agencies are required to have detailed written meal count and collection procedures, approved by the Nutrition Services Division (NSD), on file at their central office and at all sites serving lunch, and/or breakfast, and/or supper/snack. Revisions must be sent to NSD prior to implementation. This form is an *optional* management tool to assist in describing and evaluating meal count/collection procedures. Meal count procedures may vary by site and may differ for breakfast and lunch. Describe all meal count and collection procedures.

### **Eligibility**

1. Do you use the State agency prototype of the Application for Free and Reduced-Price Meals? If you make any changes to the eligibility application, does it include all of the required elements?

**Paramount USD operates under Community Eligibility Provision (CEP), all Students eat for free. No eligibility applications for Free and Reduced-Price Meals are given to students.**

2. Do you use the State agency prototype of the Letter to Households? If not, does your Letter to Households contain all the required elements?

**Yes, we use a modified version of the State Agency prototype for the letter to Households.**

3. Do you use the State agency prototype of the Letter to Households - Direct Certification? If not, does your Letter to Households - Direct Certification contain all of the required elements?

**Yes, we use a modified version of the State Agency prototype for the letter to Households for Direct Certification.**

4. Do you use the State agency prototype of the Public Media Release? If not, does it include all of the required information?

**Yes, we use the State agency prototype of the Public Media Release, and it includes all the required information.**

5. Are you using the State agency income guidelines (eligibility scale) for the current year for free and reduced-price meals?

**Not Applicable- PARAMOUNT USD IT'S OPERATING UNDER Community Eligibility Provision (CEP).**

6. How are applications distributed to households? Is overt identification prevented in the distribution process?  
**PARAMOUNT USD uses Educational Benefit Forms (LCFF) that are on the district's online enrollment platform called SchoolMint. We also provide paper copies upon request and those are also uploaded on to SchoolMint.**

7. When are applications distributed to households?

**PARAMOUNT USD informs the families during open enrollment and registration to fill out the Educational Benefit Forms (LCFF).**

8. How are applications accepted from families applying for free or reduced-price meals? How is overt identification prevented in the application acceptance process?

**Not Applicable- PARAMOUNT USD IT'S OPERATING UNDER Community Eligibility Provision (CEP)  
PARAMOUNT USD only collects Educational Benefit (LCFF) forms.**

9. How does your system change the eligibility category of students who no longer qualify for free or reduced-price to paid on the 31<sup>st</sup> operating day of the new school year?

**Not Applicable- PARAMOUNT USD IT'S OPERATING UNDER Community Eligibility Provision (CEP).**

### **Benefit Issuance (Roster)**

In order to have accurate claims and to ensure that students receive the eligibility benefits for which they have been approved, a system must be in place to accurately transfer eligibility information from application to medium of exchange (ticket, checklist, etc.). Many agencies develop a roster from the currently approved free and reduced-price applications.

This is then used to issue eligibility benefits. If you use a roster, begin with question 1. If you issue benefits directly from the approved free and reduced-price applications in the computer, **skip question 1, a - c, and begin with 2.**

1. Codes for each child's eligibility must be non-overt if access to rosters is available to anyone without "need to know". Effective dates of eligibility should be clearly indicated. Attach sample roster to your procedures.
  - a. Who creates and maintains rosters?
2. **Not Applicable. Student Nutrition Services Office sends Cafe Managers a monthly master list of the student roster.**
  - a. How are rosters created and coded for eligibility?
3. **Not Applicable. Under the Community Eligibility Provision (CEP) all students eat free meal and coded as free.**
  - a. How do rosters indicate effective dates of eligibility?  
**Not Applicable**
4. Are copies of all benefit issuance documents (rosters) saved for three years plus the current year of operation as required?  
**Yes, all documents are saved for 3 years plus the current year of operation as required.**
5. How is the person who maintains the eligibility applications notified of the effective dates of changes, such as drops, transfers and new students approved for benefits?  
**Not Applicable- PARAMOUNT USD IT'S OPERATING UNDER Community Eligibility Provision (CEP) staff receives Calpad, DPSS, Foster families, DC, Medical check eligibility updates.**
6. How and when is site staff responsible for issuing benefits (tickets, tokens, I.D.'s or coding checklists) notified of changes in eligibility?  
**Not Applicable- PARAMOUNT USD IT'S OPERATING UNDER Community Eligibility Provision (CEP).**
7. How and when is site staff notified of changes due to verification?  
**Not Applicable- PARAMOUNT USD IT'S OPERATING UNDER Community Eligibility Provision (CEP) Starting October 1 – November 11, Data collection, we notify based on changes.**

### **Payment for Meals**

1. Describe all the times, locations and methods of payment and prepayment that are accepted. How is prepayment, which helps avoid overt identification, advertised, and encouraged?  
**Under CEP all students eat for free, no payments are accepted. For Adults/Staff cash or check payments are accepted at the point of sale (POS). Adults staff are also issued a meal pin number and can make pre-payments ahead of time.**
2. Are charged meals allowed? If so, they must be offered to reduced-price eligible as well as to full price students. Charged meals must be claimed on the day served, not on the day paid. Describe your policy. Is a different meal offered for a charged meal?  
**Not Applicable- PARAMOUNT USD IT'S OPERATING UNDER Community Eligibility Provision (CEP).**

**Medium of Exchange Used** (cash or any ticket, token, I.D., name or number students exchange to obtain a meal.) Describe the medium of exchange used. Attach a sample.

1. How is the medium of exchange non-overtly coded for free, reduced-price, and full price? *Prohibited* - color coding by category or obvious identifiers such as F, R, RP, P or D. *Not Recommended*- single symbols or digits of any kind, e.g., A, B, C or 1, 2, 3. Attach a sample.  
**PUSD-Student Nutrition Services operates under the Community Eligibility Provision (CEP), all students eat for free. All students in PUSD are assigned a meal pin number, this number is entered every time the students receive a reimbursable breakfast/lunch meal.**

2. What safeguards are used to prevent your medium of exchange from being duplicated, used by an unauthorized person, or used twice in one meal service?  
**Students punch in their meal pin number into a keypad, their name/photo is shown on the POS computer screen which is operated and viewed by Student Nutrition Staff (SNS) only. If a meal pin number is duplicated a pop up a message "Meal Previously Served" will show in the screen and SNS staff will request to see an identification card (school ID).**
  
3. Who distributes the medium of exchange? Where and when? Common locations and times must be offered and not only in the serving lines.  
**All students that are enrolled in PUSD are issue a meal pin number which follows the student from first date of registration until they checked out or graduated from Paramount's high schools.**
  
4. What is your policy for the replacement of lost and/or stolen medium exchange?  
**For stolen/misused meal pin numbers, SNS staff will enter a popup warning notice on the POS screen where the students must show their school ID to identify the correct person to the correct meal pin number. If this continues, we will re-issue this student a new meal pin number.**
  
5. How is medium of exchange collected at point of service? Include who collects and at what place in the serving line. Who ensures that meal tickets, if used, are not used twice?  
**All students in PUSD are assigned a meal pin number. This meal pin number is punched in every time the students receive a reimbursable meal. SNS operates the POS computer at the end of the serving line. If a student's meal pin number has been used for that day breakfast/lunch service, the POS will not allow for a second meal to be served. The POS flags the terminal SNS staff that this student's meal pin number has already been used for that meal service.**
  
6. If cash for full price and reduced-price meals is accepted in the serving line, how are those meals accounted for at point of service, i.e., with a tally, counter, cash register, or checklist?  
**Not Applicable- PARAMOUNT USD IT'S OPERATING UNDER Community Eligibility Provision (CEP).**
  
7. How is overt identification avoided for reduced price eligible students who choose to pay in line?  
**Not Applicable- PARAMOUNT USD IT'S OPERATING UNDER Community Eligibility Provision (CEP).**

### **Accuracy of Counts**

You must accurately count all *reimbursable* meals at the point of service and ensure those counts are used for claiming purposes. All counts must be positive or actual counts. No meal counts claimed may be backed out of another count or be based on a pre-count.

1. Where is the point at which a meal is counted? Who counts the number of meals to claim?  
**The point at which a meal is accounted for is at the Point of Service (POS). At the POS location the students punch in their meal pin number and/or scan their ID, and this is how the reimbursable meal is counted for claiming. For CACFP – the Star Coordinator passes out reimbursable snack/supper and claims the students on the transport list.**
  
2. What balance point (tray, plate, food item count) is used to compare with number of meals claimed? Claim cannot be based on the balance point.  
**Trays/Plates are used to compare with number of meals claimed. At the beginning of each meal service a counted number of trays/plates are set up by the serving line and by the end of the meal service SNS staff counts the leftover trays/plates. This number is reconciled with the POS meal counts/drops/display meals to check if the POS number is approximate to the number of meals served.**
  
3. Do you have traditional meal service where all items are given to children, or do you have offer versus serve? If you have offer versus serve at lunch, how many components do you require (3 or 4) to claim a reimbursable meal? If you have offer versus serve at breakfast, how many food items do you require (3 or 4) for a reimbursable meal?  
**Offer vs. Serve is implemented at all school sites for both breakfast and lunch. Students are offered 5 components daily at lunch and 4 food items for breakfast. Students must select 3 out of the 5 components and 1 must be ½ cup of fruit or vegetable or combination of both to be a reimbursable lunch meal. For breakfast students must select 3 of the 4 food items and 1 must be ½ cup of fruit or vegetable or a combination of both to be a reimbursable breakfast meal. If not, the manager doesn't claim that lunch/breakfast meal. For CACFP, the traditional meal service is allowed for both snack and supper are given to students.**
  
4. Who monitors the meals to ensure only reimbursable meals are claimed? Where is that person located in relation to the serving line? Explain what occurs when a student does not take a reimbursable meal.  
**SNS staff monitors that only reimbursable meals are claimed. Managers are located at the end of the**

servicing line. All sites have a salad bar attendant that also ensures that the students are taking a reimbursable meal. SNS staff encourages students to make additional selections to make it a reimbursable meal. If the student doesn't change the meal, the meal is not claimed. SNS staff are trained on how to recognize a reimbursable meal and know the procedures that only reimbursable meals are claimed. For CACFP – the Star Coordinator monitors that only reimbursable meals are claimed. The café manager trains all the Star Coordinators on these procedures.

5. Do you use portion adjusting for different age/grade groups? If yes, describe the grade groups.

**We use portion adjusting for different age/grade group. K-5, 6-8<sup>th</sup>, and 9-12<sup>th</sup>.**

6. How do you account for adult and a la carte meals and ensure they are tracked, but not claimed for reimbursement?  
**Adults Staff are provided with a meal pin number to punch in when purchasing a meal. Pre-payments are accepted for adult staff. Adult visitors can purchase a meal at any school cafeteria. The POS software records it separately from reimbursable meals.**

7. What is your policy on dropped and second meals? (Only one breakfast and/or one lunch) per student may be claimed for reimbursement each day.  
**SNS takes the loss on any dropped meals, and we don't serve second meals. Only one meal is claimed for breakfast/lunch serving times.**

8. How are earned student meals accounted for at point of service? Are the earned student meals claimed in the student's eligibility category?  
**We don't have students helping in cafeterias in lieu of a meal.**

9. How do you account for field trip meals at point of service?  
**The teacher informs the cafeteria manager of how many students are attending the field trip and which students would like a field trip lunch. The teacher is the POS and uses a roster to check off the name of who receives the field trip lunch. Teacher returns the roster to cafeteria manager and manager enters the meals into the system to account for the reimbursable packed meals.**

10. How are visiting students' meals accounted for? There must be supporting documentation such as a roster from the school students are enrolled in if any meals are claimed as free or reduced-price.  
**Visiting students can punch in their meal pin number at any PUSD cafeteria. The POS system will claim that meal in the school where the student is enrolled.**

11. If you use any type of mechanical or automated system (i.e., a cash register or computerized ticket system), what is your plan if that system fails?  
**As a backup system, all school cafeterias have a student master list/roster by alphabetical order which can be used if the POS system fails to operate for the meal service.**

12. Is the same system used for breakfast as for lunch? If not, answer all of the questions that apply for breakfast as well.  
**Yes, the same system is used for breakfast.**

13. Is the same system used for snack as for lunch?  
**No, the same system is not used for snack.**

If not, answer all of the questions that apply for snack as well.

- a. All snacks may be claimed in the free category if your site is area eligible. In this case, you may use a head count.

**PUSD operates under CACFP sites are eligible for all the supper/snack to be claim under the free category.**

- b. What system is used to ensure that the daily snack count does not exceed the daily attendance?  
**The students' names are checked off from the daily attendance roster when the reimbursable supper/snack is handed out to the student.**

- c. Who monitors to ensure that all meal components are taken?  
**Cafeteria manager leaves the reimbursable snacks/supper prepared in a designated area for the Star Coordinators to hand out to the students.**

### **Reports and Internal Controls**

1. How are meal counts compiled by site? Attach a sample daily (sales) report and summary of daily meals summarized to monthly total to your procedures.  
**All reimbursable meals are entered at the POS. SNS staff is trained on how to recognize a**

reimbursable meal and knows the procedure for ensuring that only reimbursable meals are claimed. Adult meals have a designated key to punch and charge the meals. When the students go through the line, they punch in their meal pin number on the keypad and its recorded automatically into the breakfast/lunch account. All the information is transferred live to the Student Nutrition Services accounting system. The Meal Count Reports are sent to the SNS Accounting Technician, which verifies that the information on the daily sales report is the same information transferred to SNS office. SNS Accounting Technician reviews the Edit Check Report daily, SNS Director reviews the Edit Check Report monthly before the monthly claim is uploaded to Child Nutrition Information and Payment System (CNIPS).

For snacks/suppers service a daily transport sheet and attendance roster is provided. Students' names are checked off from the attendance roster. The Café Managers enter the daily counts into ETrition (SNS accounting software) to generate the final reimbursable supper/snack counts to be uploaded to CNIPS.

2. How do you ensure reports submitted by sites are accurate? How, when and by whom are edit checks of daily meal counts conducted?  
**The Meal Count Reports are sent to the SNS Accounting Technician, which verifies that the information is the same information transferred to SNS office. SNS Accounting Technician reviews daily the Edit Check report, SNS Director reviews the Edit Check report monthly before the monthly claim is uploaded to CNIPS.**
3. Who counts the money daily? **2 SNS Office staff count the money for a la carte sales and adult meals**  
Who prepares the deposits? **2 SNS Office staff prepare the deposit.**  
Who deposits the money? **The warehouse picks up the money from SNS office and brings it over to the Fiscal Department. The armored transport picks up the deposits from Fiscal Department and delivers it to Wells Fargo Bank.**  
Who reconciles the deposited money to the bank statement?  
**SNS Accounting Technician reconciles the daily deposits to bank statement. The statements and reconciliation sheets are reviewed and signed by the Sr. Accounting Assistant and SNS Accounting Technician.**
4. Who conducts required site monitoring and how often? To monitor effectively the monitor should be aware of all requirements and stay until the completion of the daily (sales) report.  
**SNS Director and Supervisors conduct site monitoring twice a year to all school sites and are aware of all the requirements and stay until the completion of meal count reports of the site chosen for monitoring. Supervisors follow and complete the California Department of Education-SNP 23 Provisions form.**
5. What other methods do you use to ensure sites are in compliance (Staff Training)?  
**SNS staff employees are trained at the beginning of their employment, in addition we have monthly managers' meeting, and a training kitchen to ensure sites are updated and in compliance.**