

## Meal Count and Collection Procedure

Meal count and collection procedures *must* prevent overt identification of students receiving free or reduced price meals.

School Year: 2015-2016

Sponsor Name: Seaside SD 10 - Gearhart Elementary, Heights Elementary, Broadway Middle, Seaside High

### 1. Will all schools/sites use the same meal count and payment collection procedure?

NO If no, complete this form for every count and collection procedure used in your district/organization.  
(Make copies of this form as needed.) Attach a list of school(s) using each procedure to the forms.

YES If yes, complete one form and submit for entire district.

### 2. How will your paid and reduced price students pay for meals?

Cash in Serving Line NOTE: Cash in the serving line must be used in conjunction with a prepayment or post-billing system. An all-cash line, where reduced-price and paid students pay and free students do not, is unacceptable because it does not prevent overt identification.

Advance Payment (prepaid)

Payments accepted at: mPower Cashier

How often:                     Daily                     Weekly                     Monthly

Monthly Billing (postpaid)

Other (describe) Credit Card Payments

Non-pricing (students are not charged for meals) Heights Elementary/Broadway Middle participate in "Breakfast on the Go."

### 3. What will be the medium of exchange?

The medium of exchange is defined as a ticket (any type), token, name, number, verbal identifier, "PIN" #, bar coded ID card, bar coded student list, cash, or any other identifier which students "exchange" to obtain a meal.

Cash

Coded Ticket or Token

Name/Number Check-Off (Roster)

Computerized: Name of Software: mPower MealTime

Pin #

Barcode reader (for cards or lists)

Verbal identifier (Student gives name or number)

Any other – Please describe:

**4. Where will the medium of exchange take place?**

- At the end of the serving line (The "Point-of-Service," where reimbursable meals can be determined)
- At the beginning of serving line (Describe in detail how you identify a reimbursable meal for each student meal claimed):
- How does each school determine a reimbursable meal? POS Cashier Staff Member

**5. What is the method for tallying meals by category at the end of the meal period?**

- Automated (Computerized). Name of Software: mPower MealTime
- Spreadsheet developed by Sponsor (such as Excel, Lotus, etc.)
- Manual (physically counting coded tickets, counting check marks on a roster, etc): Describe process:

**6. Other System(s)**

If the above questions do not describe your meal count and collection procedure, please explain your alternative system in detail:

**7. Do you offer second meals?**

NO

- YES If yes, describe how you insure that second meals (non- reimbursable) are not counted for Reimbursement. The first meal is the only served meal that can be claimed for reimbursement. If a student wishes to purchase a second meal, it is entered as an ala carte purchase.

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