

Sisters School District 6

Code: **EFAH**
Adopted: 12/11/89
Readopted: 3/11/08
Orig. Code(s): EFAH

Child Nutrition - Collection Procedures and Accountability System

In collecting payments for meals or milk and in distributing tickets, school officials must ensure that there is no overt identification of recipients of free or reduced-price meals. Care must be taken to prevent such identification at the time the ticket is issued as well as in the serving line.

All collection systems must have a built-in accounting system to record numbers of full price, reduced-price or free meals served daily. Keeping these counts is a requirement. Count records and reports will be submitted to the superintendent and Oregon Department of Education.

Sisters School District uses the following system:

Meal payments are collected by the nutrition services staff. All students have computerized meal accounts. These accounts are debit accounts. Payments may be made by the students or parents on a daily, weekly or monthly basis. Checks deposited in accounts are deposited in full. No cash back will be given. A student who qualifies for the Federal Meal program and receives free or reduced price meals is also computerized. The end of day computerized report counts the number of meals served by eligibility. Student meal eligibility is entered into the school point of service computers by the nutrition services eligibility official(s).

Coding Method

The following coding method is used:

Names – Tickets have the student's name and home room teacher's initial placed on them in a different manner than the full price tickets so they are easily identified by the ticket counter.

1. The district will provide the appropriate personnel:
 - a. A copy of policy and written detailed procedures on annual workshops or training sessions.
 - b. An annual workshop or training session:

The names of trainers and trainees and topics covered shall be documented.

- c. Technical assistance as needed during the actual operation of the meal service;
- d. Orientation when new or substituting.

2. The district will:
 - a. Review all information for accuracy at least annually;
 - b. Review the meal count system for compliance with the approved policies;
 - c. Evaluate the extent to which all personnel follow established policies and procedures.

END OF POLICY

Legal Reference(s):

Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance, 7 C.F.R. Part 15b (2001).

National School Lunch Program, 7 C.F.R. Part 210 (2006).

Special Milk Program for Children, 7 C.F.R. Part 215 (2006).

School Breakfast Program, 7 C.F.R. Part 220 (2006).

Determining Eligibility for Free and Reduced Price Meals and Free Milk, 7 C.F.R. § 245.8 (2006).

Uniform Federal Assistance Regulations, 7 C.F.R. Part 3015 (2006).