



POTENTIAL NEW SPONSOR TRAINING



Child Nutrition Program
School Programs
April 1, 2021

Click on the link below to access the recorded training:

<https://alsde.webex.com/alsde/lr.php?RCID=07bc9b888b904a958d07ebee9e2937bf>

The image features two thick black L-shaped brackets. One is positioned on the left side, with its vertical bar extending downwards and its horizontal bar extending to the right. The other is on the right side, with its vertical bar extending upwards and its horizontal bar extending to the left. These brackets frame the central text.

MEAL COUNTING AND CLAIMING



Agenda:

- Meal Counting
- Student Eligibility
- Policies
- Meal Claiming
- Record Keeping
- Cashier Assessment
- System for Checks and Balances



What is Meal Counting?

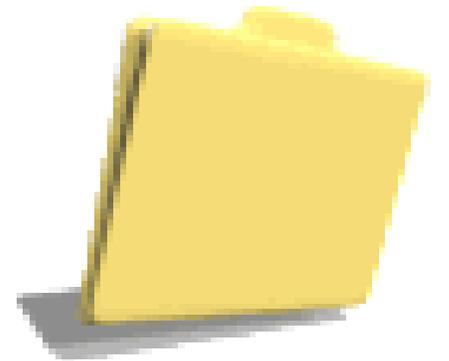
Cashier:

- Observes tray
- Determines if the food items = reimbursable meal
- Finalizes the transaction by ringing meals in by student number

(Computer, roster, or other approved meal counting procedures)

When is a student eligible for free or reduced meals?

- *Free and Reduced Application*
- *Direct certification, homeless, runaway or migrant list*





Meal Counting

How do you accept payment from students, teachers, and staff members?

- At the register**
- Before a meal**
- Online**
- Others?**

Policies

- Do you know your district policies?
 - *Unpaid Meal Charge*
 - *Worthless/Bad Check*
 - *Change Cash/Fund*



What is Meal Claiming?

- Daily Counts per meal service
- Added = monthly counts for individual school site
- Sent to district office who sends it electronically to state department



Daily Evaluations



- ➔ Daily Edit Checks from POS system
- Edit Check
 - *Free count* \leq *free count on file*
 - *Reduced count* \leq *reduced count on file*
 - *Paid count* \leq [*daily attendance* - (*free* + *reduced*)]



Recordkeeping



- *Daily sales reports*
- *Daily edit checks from POS system*
- *Roster totals, cash register tapes, ticket/token count*
- *Backing up computer system*
- *Daily bank deposit slips*

Cashier Assessment



- Can the cashier
 - *identify a reimbursable meal?*
 - *review the menu before the meal service?*
 - *leave the cashier station unattended?*

- Is a trained backup cashier available?



Cashier Assessment

- Does the cashier know the procedures for handling?
 - *Misplaced IDs, Forgotten Numbers*
 - *Visiting student meals*
 - *Adult meals*
 - *Second meals*
 - *Charging meals*

Cash Handling Procedures

1. Cashier
 - a) *Remove change cash/fund*
 - b) *Counts drawer*
 - c) *Records coins and bills*
 - d) *Counts checks*
 - e) *Totals money*

2. 2nd Person
 - a) *Counts drawer*
 - b) *Records coins and bills*
 - c) *Counts checks*
 - d) *Totals money*

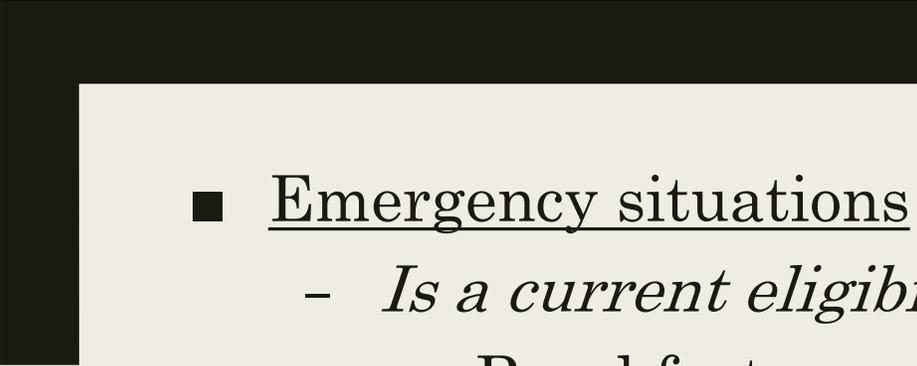
3. Enter into Computer

Currency	Count	=	Total
\$100's	_____	=	_____
\$50's	_____	=	_____
\$20's	_____	=	_____
\$10's	_____	=	_____
\$ 5's	_____	=	_____
\$ 1's	_____	=	_____
Coins			
50	_____	=	_____
25	_____	=	_____
10	_____	=	_____
5	_____	=	_____
1	_____	=	_____
TOTAL Cash		=	_____
Total Checks		=	_____
TOTAL Drawer		=	_____
_____		_____	
Signature		Signature	
		Date _____	

Depositing Cash Procedures



1. Manager (or designated person)
 - a) *Combines money from drawers*
 - b) *Counts money*
 - c) *Fills out deposit slip with checks*
 - d) *Puts money, checks, & deposit slip into bank bag*



- Emergency situations

- *Is a current eligibility list printed and maintained weekly?*

- Breakfast

- *By Alphabetical/Bus Number*

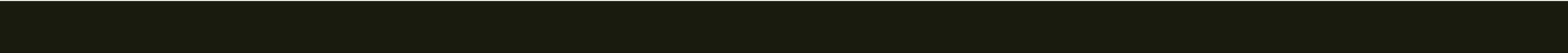
- Lunch

- *By Numerical*

- *By class or when meal periods are scheduled*

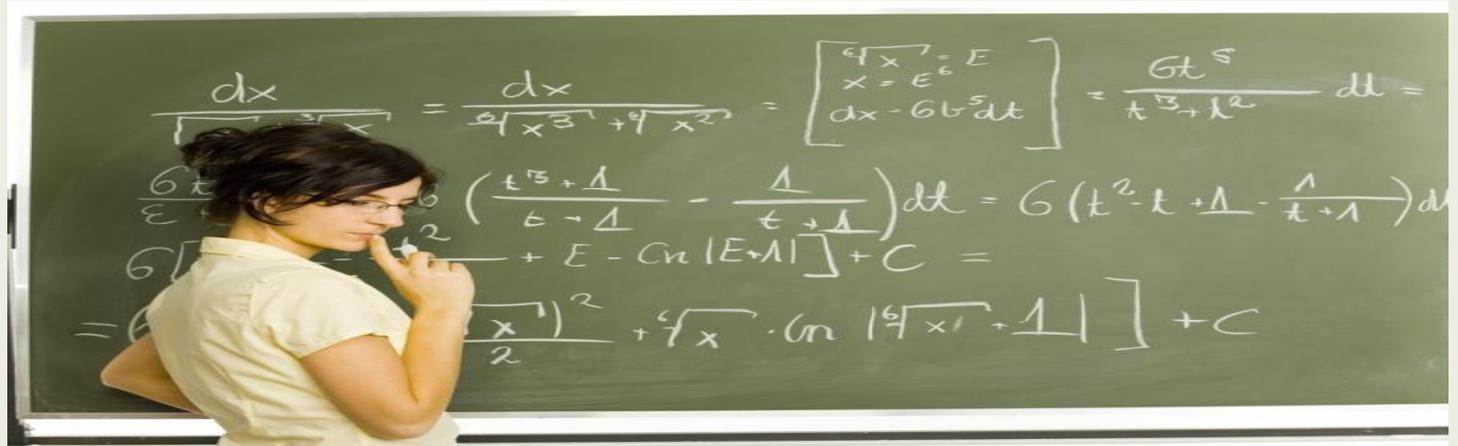


Emergencies Happen, Be Prepared





Systems for “checks & balances”



- ✓ *Eligibility Documentation is correct and current*
- ✓ *Meal Counting is accurate*
- ✓ *Computerized POS counting (data entry is accurate) – program checks are in place*
- ✓ *Daily reports are accurate*
- ✓ *Daily edit checks are accurate*
- ✓ *Accurate claim consolidation*
- ✓ *Cash Reconciliation Report (Overage/Shortage)*

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QUESTIONS

