
EXAMPLES OF COLLECTION PROCEDURES FOR BREAKFAST/LUNCH

(To be used with Form MS CNP-3)

L1. Number System No Advances Sales

A shield or booth will be used to protect the identity of student transactions.

All students are issued a number.

All meals to be claimed for reimbursement shall be based on daily counts at the point of service.

The point of service count shall be taken after the student has made all menu item selections, and it is determined that the meal selected is reimbursable by category, free, reduced price, and paid.

Any automated point of service count must have a manual backup system.

L2. Number System Advance Sales

A shield or booth is not required.

All students are issued a number.

All meals to be claimed for reimbursement shall be based on daily counts at the point of service.

The point of service count shall be taken after the student has made all menu item selections, and it is determined that the meal selected is reimbursable by category, free, reduced price, and paid.

Any automated point of service count must have a manual backup system.

L3. Coded Roster No Advance Sales

A shield or booth will be used to protect the identity of student transactions.

The student name is the verbal identifier.

All meals to be claimed for reimbursement shall be based on daily counts at the point of service.

The point of service count shall be taken after the student has made all menu item selections, and it is determined that the meal selected is reimbursable by category, free, reduced price, and paid.

Any automated point of service count must have a manual backup system.

L4. Coded Roster Advance Sales

A shield or booth is not required.

The student name is the verbal identifier.

All meals to be claimed for reimbursement shall be based on daily counts at the point of service.

The point of service count shall be taken after the student has made all menu item selections, and it is determined that the meal selected is reimbursable by category, free, reduced price, and paid.

Any automated point of service count must have a manual backup system.

L5. Coded Tickets Advance Sales

All students will use a ticket and will present a ticket at the point of service.

All meals to be claimed for reimbursement shall be based on daily counts at the point of service.

The point of service count shall be taken after the student has made all menu item selections, and it is determined that the meal selected is reimbursable by category, free, reduced price, and paid.

Any automated point of service count must have a manual backup system.

L6. Coded Tickets Advance Sales

Some students have tickets and some students pay on serving line.

Some tickets will be sold in advance.

All meals to be claimed for reimbursement shall be based on daily counts at the point of service.

The point of service count shall be taken after the student has made all menu item selections, and it is determined that the meal selected is reimbursable by category, free, reduced price, and paid.

Any automated point of service count must have a manual backup system.

L7. ID Cards and/or Bar coded Electronic Equipment Advance Sales

All students present ID card at point of service.

Some students will pay in advance.

All meals to be claimed for reimbursement shall be based on daily counts at the point of service.

The point of service count shall be taken after the student has made all menu item selections, and it is determined that the meal selected is reimbursable by category, free, reduced price, and paid.

Any automated point of service count must have a manual backup system.

L8 Id Cards and/or Bar Coded Electronic Equipment No Advance Sales

All students present ID card at point of service.

Payments will be made at point of service.

A booth or shield will be used to protect the identity of student transactions.

All students are issued a number or their student number is used as the identifier. Computer assigns category (Free, Reduced, and Paid) to unique numbers.

All meals to be claimed for reimbursement shall be based on daily counts at the point of service.

The point of service count shall be taken after the student has made all menu item selections, and it is determined that the meal selected is reimbursable by category, free, reduced price, and paid.

Any automated point of service count must have a manual backup system.

L9. Electronic Equipment with unique numbers

Advanced Sales are available.

All students are issued a number or their student number is used as identifier. Computer assigns category (Free, Reduced, and Paid) to unique numbers.

All meals to be claimed for reimbursement shall be based on daily counts at the point of service.

The point of service count shall be taken after the student has made all menu item selections, and it is determined that the meal selected is reimbursable by category, free, reduced price, and paid.

Any automated point of service count must have a manual backup system.

L10. Electronic Equipment with unique numbers

No advanced sales.

Payments will be made at point of service.

All students present ID card at point of service.

A booth or shield will be used to protect the identity of student transactions.

All students are issued a number or their student number is used as the identifier. Computer assigns category (Free, Reduced, and Paid) to unique numbers.

All meals to be claimed for reimbursement shall be based on daily counts at the point of service.

The point of service count shall be taken after the student has made all menu item selections, and it is determined that the meal selected is reimbursable by category, free, reduced price, and paid.

Any automated point of service count must have a manual backup system.

Definitions:

Ticket - one which is printed in numerical sequence and issued for a limited period of time.

I.D. - a permanent identification card.

Non-Pricing Programs and Detailed Meal Count Procedure

Non-Pricing Programs please complete your detailed written meal count procedure:

All meals to be claimed shall be based on daily counts at the point of service. The point of service count shall be taken after the student has made all menu item selections, and it is determined that the meal selected is reimbursable. Any automated point of service count must have a manual backup system.

Note: Non-Pricing Programs Detailed Meal Count Procedure—complete and file your detailed written meal count procedure which includes the statements on Form MS CNP3a, but do not return to Office of Child Nutrition.
