



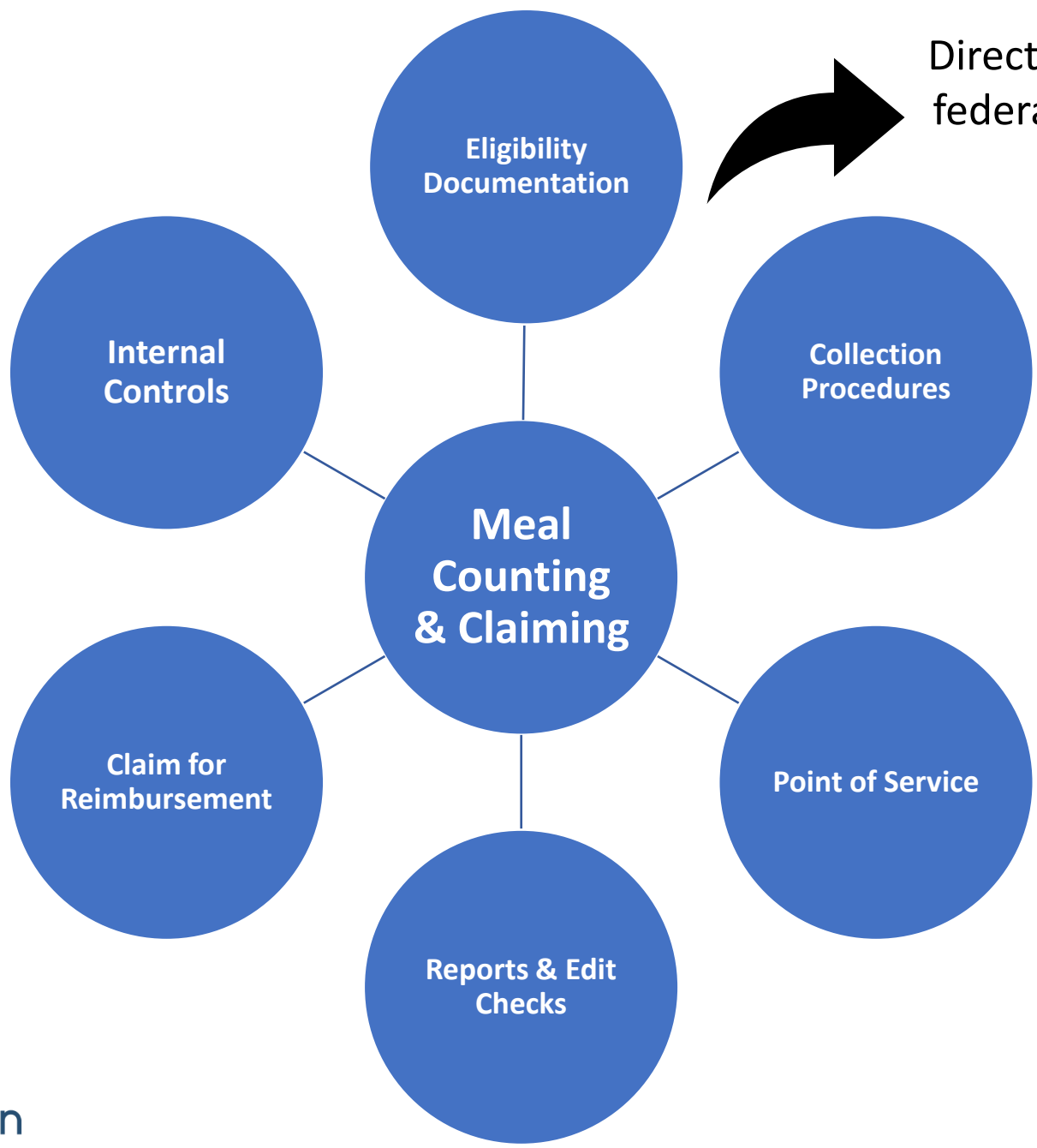
# Counting and Claiming Reimbursable Meals

Maine Department of Education  
Child Nutrition Programs



# Purpose of Meal Counting & Claiming

- Reimbursement is provided for a meal that
  - Meets meal pattern requirements
  - Served to an eligible student
- Important that meals are accurately recorded and claimed to ensure proper use of funds
- Must have documentation for meals recorded and claimed support the claim



Directly tied to federal dollars



## Note:

Various meal counting methods will be described that may not be appropriate for all programs.

Sites operating Provision 2 non-base year or Community Eligibility Provision (CEP) only need an accurate count of total meals served.

All other sites must obtain an accurate count of the free, reduced-price and paid meals served.



# Eligibility Documentation

Must have documentation supporting student eligibility:

- Completed, approved free/reduced meal application
  - Direct Certification (DC) list
  - Migrant listing
  - Homeless listing
  - Foster
  - Head Start
- Keep for 3 years plus the current year
    - Special Provisions: 4 years of program and 3 additional.



# Collection Procedures at POS

- How meals are paid for as part of a meal counting system
- Computerized or Manual
  - Cash
  - Enter PIN
  - Scanning bar code
  - Recording student names on a roster
  - Tally method if allowable
- Occurs at the same time as meal counting
- No charge meals for public schools/certain private schools



# Meal Counting at POS

- POS: That point where it can be determined that a reimbursable meal has been served to a student (end of the line)
- Includes:
  - All meal service lines
  - Alternate locations where meals are served (classrooms, hallways, special education classrooms)
  - Meals sent on field trips



# POS Meal Counts

- Acceptable POS meal count accurately records:
  - 1 reimbursable meal per enrolled student
  - By program (SBP, NSLP, ASSP)
  - Counted by category (free, reduced price, paid)\*
  - Daily at the time of service
  - Recorded at the time the student receives a complete meal
  - Does not overtly identify students' eligibility categories



# Unacceptable Procedures at POS

- Tray Counts
- Attendance Records
- Classroom/head counts
- Counts taken PRIOR to a student physically taking a meal
- Incomplete/non-reimbursable meals
- Second meals are not reimbursable





# Preventing Overt Identification

- Eligibility information is confidential
- May not be publicized or used in a way recognizable by others
- The same payment options for meals must be available to all students
- The same options of meals must be available to all students



# Reports & Edit Checks

- Numbers of daily reimbursable meals, by category (F/R/P)\* to eligible students are recorded for each site
- Adult meals and second meals tracked separately
  - not reimbursable
- Have edit checks to ensure accuracy of meal counting



# Edit Checks

- Edit check report compares daily meal counts with attendance factor
  - Attendance factor =  $\text{Average Attendance} \div \text{Current Enrollment}$
  - Part of electronic POS software system
  - Must be done manually if no electronic POS software
- Red flag – if meal counts exceed the number of eligible students in attendance
- Required for all systems (traditional/CEP/SP2)

School:	ME School Academy				Enrollment				500								
Month:	October				Attendance Factor (AF)				95.00%								
Day of Month:	A	B	C	D	A	B	C	D	A	B	C	D	Total Counts				
	Free Eligible		Free Eligible X AF	Free Meals Served	Reduced Eligible		Reduced Meals Served	Paid Eligible			Paid Eligible X AF	Paid Meals Served					
1	250		238	220	100		95	90	150		143	140	450				
2	250		238	230	100		95	94	150		143	138	462				
3	250		238	240	100		95	87	150		143	141	468				
4	250		238	235	100		95	90	150		143	135	460				
5	250		238	220	100		95	75	150		143	130	425				
6			0				0				0		0				
7			0				0				0		0				
8	250		238	222	100		95	90	150		143	137	449				
9	250		238	231	100		95	92	150		143	140	463				
10	250		238	235	100		95	89	150		143	131	455				
11	250		238	251	100		95	102	150		143	151	504				
12	250		238	228	100		95	90	150		143	130	448				
13			0				0				0		0				
14			0				0				0		0				
15	250		238	223	100		95	90	150		143	142	455				
16	250		238	230	100		95	95	150		143	139	464				
17	250		238	227	100		95	94	150		143	140	461				
18	250		238	235	100		95	96	150		143	138	469				
19	250		238	220	100		95	85	150		143	130	435				
20			0				0				0		0				
21			0				0				0		0				
22	250		238	220	100		95	90	150		143	140	450				
23	250		238	232	100		95	94	150		143	138	464				
24	250		238	237	100		95	87	150		143	141	465				
25	250		238	239	100		95	90	150		143	144	473				
26	250		238	218	100		95	75	150		143	130	423				
27			0				0				0		0				
28			0				0				0		0				
29	250		238	235	100		95	89	150		143	140	464				
30	250		238	230	100		95	88	150		143	138	456				
31	250		238	226	100		95	90	150		143	130	446				
				5,284				2,062				3,163	10,509				



# Edit Checks

Patterns to look for with meal counts:

- Exceeding # eligible
- Same each day
- High percentage of eligible students are eating
- Patterns



# Monthly Claim for Reimbursement

- Meal counts from each school are entered in CNPweb = “Filing a Claim”
- Must be approved by the claim approver
- Claims can be submitted starting the 1st day of the month following the operating month, up to 60 days
- Best practice to have claim submitted by the 8th of each month



# Monthly Claim for Reimbursement

- Will need approval by the claim approver
- This generates the monthly reimbursement
- Claims submitted by the 8<sup>th</sup> of each month will be paid in the same month as submission





# Flow of Counting & Claiming Data

School Level Daily POS Meal Counts

School District Completes the Claim for Reimbursement

State Agency

Federal Level (USDA Food & Nutrition Service)



# Internal Controls - Monitoring

- On Site monitoring: (more than 1 site)
  - Conducted annually by February 1
  - By an SFA employee
  - Menus served are reimbursable
  - Accurate POS meal count daily
  - Review daily meal count with edit check
- Sponsor level monitoring:
  - Review meal counts for irregularities & review edit checks
  - Check that claim status is “Approved” & reimbursement check is deposited in a timely manner



# Counting & Claiming With Special Provisions

- Special Provisions
  - Effort to reduce paperwork
  - Alternative to the annual determination of F/R eligibility and meal counts by eligibility
  - Community Eligibility Provision (CEP)
  - Special Provision II (SPII)



# Community Eligibility Provision (CEP)

- 4-year Program
- No meal benefit applications collected
- No verification conducted
- Meal counting is not by eligibility
- Meal claiming is based on the % of directly certified students



# Community Eligibility Provision (CEP)

- District eligibility:
  - LEA/School must have an “identified student percentage” of 40% or greater as of April 1<sup>st</sup>-unrounded
  - ISP = students certified for free meals without a household application



# Special Provision II (SPII)

- 4-year program, any district eligible
- Meal benefit applications collected in base year only
- Meal counts taken and claimed by student name/eligibility (traditional method) base year only
- Years 2-4, meals claimed based on percentage of F/R/P meals served for breakfast and lunch during the base year

# What Program Are you Operating?

## Site Information Sheet in CNPweb

**National School Lunch Program**

39. Participation:

40. Months Meals Served:

All	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

41. Provision 2 or 3 Lunch Base Year:

42. Lunch is a  Pricing Program  Non Pricing Program

43.  Yes  No Is Offer vs Served Lunch implemented?

44.  Yes  No Is there a A la Carte Service?

45.  Yes  No Is A la Carte Milk Only?

46. Time Lunch Begins:

**School Breakfast Program**

47. Participation:  **Eligible for Severe Need Breakfast**

48. Months Meals Served:

All	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

49. Provision 2 or 3 Breakfast Base Year:

# Questions?

