



STATE OF MISSOURI
 DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
 SCHOOL FOOD SERVICES SECTION
 P.O. BOX 480, JEFFERSON CITY, MISSOURI 65102
METHODS OF COLLECTION AND MEAL COUNTING

Local Education Agency (LEA):	Agreement Number
LEA Contact:	Phone Number:

DIRECTIONS:
 Mail or fax the completed form to: School Food Services Section, Department of Elementary and Secondary Education, PO Box 480, Jefferson City, MO 65102-0480 Fax to: (573) 526-3897
 If the Methods of Collection and Meal Counting system(s) that will be used for the current school year is/are different from the previous school year a new form must be completed. Contact 573-751-3526 or a School Food Service area supervisor regarding questions about this form.

All meal counting methods must have a built-in accounting system at the point of service to record numbers of free, reduced price and full price meals actually served daily. The point of service is that point at which it can be determined that the food items served/selected constitute a reimbursable meal.

From each of the sections below, choose all methods currently used. If a different method is used or if additional information is required to explain the method used, please describe in the space provided or on a separate sheet of paper. If a computerized system is used, please go to Section IV after completing Section I.

I. Fund collection for full and reduced price students (check all that apply)

- a. Students pay for meals daily weekly monthly by semester yearly
- b. Students may may not prepay meals.
- c. Students may charge their meals and pay at a later date.
- d. Students do not pay for meals.
- e. Meal payment is made in the classroom school office cafeteria another location
- f. Another method is used. Explain: _____

II. Meal cards, tickets or tokens (check all that apply)

- a. All some schools use meal cards or tokens.
 elementary middle/junior high senior high
- b. All some students at these schools use meal cards, tokens or tickets.
- c. Meal cards, tickets, or tokens are distributed in the classroom school office cafeteria another location
- d. Meal cards, tickets or tokens are coded using a number code letter code date code signature code
 Another code. Explain: _____
- e. Yes No All Student meal cards, tickets or tokens are same size and color. If No, explain:

III. Meal accountability and monitoring methods (check all that apply)

- a. All some schools use meal cards, tickets, or tokens.
 elementary middle/junior high senior high
- b. All students are listed on a roster.
- c. The roster is marked by the teacher food service employee another person
- d. The students' names are marked on the roster after a reimbursable meal is served/selected.
- e. The students' names are marked on the roster before a reimbursable meal is served/selected. (Requires State Agency approval.)
- f. Marks on the roster are counted to arrive at a total number of free, reduced price, and full price reimbursable student meals served.

- g. Each student presents their meal card, ticket or token to a teacher food service employee another person at the point of service after a reimbursable meal is served/selected.
- h. Each student presents their meal card, ticket, or token to a teacher food service employee another person before a reimbursable meal is served/selected. (Requires State Agency approval.)
- i. Another method is used. Explain: _____
- j. Meals are monitored for compliance to the appropriate meal pattern.
- k. All students eligible for free or reduced price meals have access to all serving areas offering a reimbursable meal.

IV. Computerized point of sale systems (check all that apply)

- a. The name(s) of the computerized system used _____
- b. All some schools use this system.
elementary middle/junior high senior high
- c. This is a debit system. Students deposit money into an account. Purchases are subtracted from the balance.
- d. This is a meal card card-less system.
- e. Meal cards are scanned at the point of service.
- f. Meal cards are collected at the point of service and scanned later.
- g. Students food service employee another person enters an identifying number into a keypad at the point of service.
- h. Each student presents the medium of exchange to the cashier before a reimbursable meal is served/selected. (Requires State Agency approval.)
- i. Meals are monitored for compliance with the meal pattern.
- j. All students eligible for free or reduced price meal benefits have access to all serving areas offering a reimbursable meal.
- k. After all students are served a daily report is generated indicating the number of free, reduced price and full price reimbursable student meal served/selected.
- l. Another method is used. Explain: _____

SAMPLE CODING METHODS

Number Coding: Free meal cards, tickets or tokens may use a four-digit number, reduced price a five-digit number and full price a six-digit number.

Number coding by Series: Numbers 1 through 1,999 may be free meal cards, tickets or tokens, numbers 2,000 through 2,999 may be reduced price and numbers 3,000 through 3,999 may be full price.

Names: Meal cards, tickets or tokens may have the child's name on them and can later be compared to a roster.

Date Stamp: Meal cards, tickets or tokens may have the date stamped on them in different locations. For instance, cards, tickets or tokens with the date stamped at the top may be full price, in the middle free and on the bottom reduced price.

Hole Punch: Holes may be punched in different locations on the meal card, ticket or token. For instance, a hole punched at the top may be full price, in the middle free and at the bottom reduced price. Location codes should be changed two or three times during the year.

NOTE: Marking codes that can be easily duplicated or altered to a different code must be avoided.

PROHIBITED CODES: Free, reduced price or paid. F, R, P. Color Coding.

CODES NOT RECOMMENDED: X,Y,Z. 1,2,3. A,B,C. AAA,BBB,CCC