



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
DIVISION OF FINANCIAL AND ADMINISTRATIVE SERVICES – FOOD AND NUTRITION SERVICES

**METHODS OF COLLECTION AND MEAL COUNTING**

LOCAL EDUCATION AGENCY (LEA):	AGREEMENT NUMBER:
LEA CONTACT:	PHONE NUMBER:
SIGNATURE OF CONTACT:	DATE:

**DIRECTIONS:**

Mail or fax the completed form to: Food and Nutrition Services Section, Department of Elementary and Secondary Education, PO Box 480, Jefferson City, MO 65102-0480 or Fax to: (573) 526-3897

For questions regarding this form, contact a Nutrition Program Specialist at (573) 751-3526.

All meal counting centers 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.

Complete all sections that apply to all buildings within the LEA. 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.

**SECTION I**

**If LEA participates in Community Eligibility Provision (CEP) complete Section I (otherwise go to Section II)**

- a. All buildings participate in CEP?  Yes  No

If **NO**, list only the buildings participating in CEP:

\_\_\_\_\_

- b. Describe CEP counting method:

\_\_\_\_\_

**SECTION II**

**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 not listed above is used. Explain: \_\_\_\_\_

**SECTION III**

**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: \_\_\_\_\_
- \_\_\_\_\_

**SECTION IV****Meal accountability and monitoring methods (check all that apply)**

- a.  All students are listed on a roster.
- b. The roster is marked by the  teacher  food service employee  another person
- c.  The students' names are marked on the roster after a reimbursable meal is served/selected.
- d.  The students' names are marked on the roster before a reimbursable meal is served/selected.  
**(Requires State Agency approval.)**
- e.  Marks on roster are counted to arrive at a total number of free, reduced price, and full price reimbursable student meals served.
- f. 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.
- g. 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.)**
- h.  Another method is used. Explain: \_\_\_\_\_
- i.  Meals are monitored for compliance to the meal pattern.
- j.  All students eligible for free or reduced price meals have access to all serving areas offering a reimbursable meal.

**SECTION V****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: \_\_\_\_\_

**SECTION VI****Effective Date of Free or Reduced Price Eligibility Determinations**

- a. The LEA will establish the date of submission of an application as the effective date of eligibility, rather than the date the official approves it.
- Yes  No