



MAINE DEPARTMENT
OF EDUCATION
Child Nutrition Programs

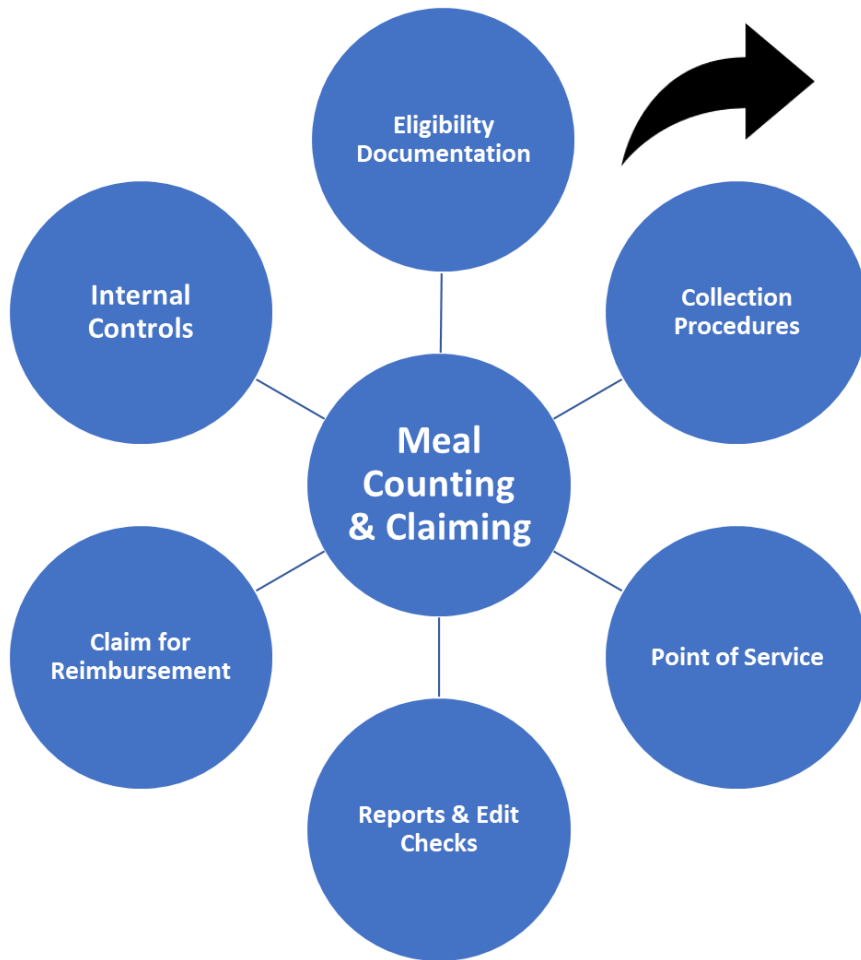
Counting and Claiming Reimbursable Meals

Presented by: David Hartley, Child Nutrition



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 to 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-SNAP, TANF, Medicaid-Free and Reduced
 - 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

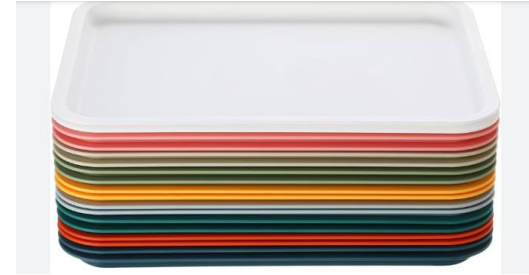
POS Meal Counts

- 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)

This form is available on the CHS web page

Daily Edit Check Worksheet for School Breakfast

Month/Year	1-Sep								Attendance Factor (AF):	95.00%	
									<i>enter as a decimal ex: 0.95</i>		
School	Any School										
Enter total enrollment, student eligibility (F,R,P) and reimbursable meals claimed (F,R,P). For special Provisions, enter total meals claimed each day in the 'Paid' section.											
Day of Month	Enrollment	Free Eligible	Free Eligible x AF	Free Claimed Breakfast	Reduced Eligible	Reduced Eligible X AF	Reduced Claimed Breakfast	Paid Eligible	Paid Eligible X AF	Paid Claimed Breakfast	TOTAL (F+R+P) Claimed Breakfast
1	250	100	95	94		0			0		94
2	250	100	95	95		0			0		95
3	250	101	96	90		0			0		90
4	249	99	95	90		0			0		90
5	249	98	94	99		0			0		99
6	251	90	86	89		0			0		89
7	251	90	86	95		0			0		95
8			0			0			0		0
9			0			0			0		0

CEP Edit Checks

Daily Edit Check Worksheet for School Breakfast

Month/Year	1-Sep									Attendance Factor (AF):	95.00%
											<i>enter as a decimal ex: 0.95</i>
School	Any School										
Enter total enrollment, student eligibility (F,R,P) and reimbursable meals claimed (F,R,P). For special Provisions, enter total meals claimed each day in the 'Paid' section.											
Day of Month	Enrollment	Free Eligible	Free Eligible x AF	Free Claimed Breakfast	Reduced Eligible	Reduced Eligible X AF	Reduced Claimed Breakfast	Paid Eligible	Paid Eligible X AF	Paid Claimed Breakfast	TOTAL (F+R+P) Claimed Breakfast
1	250	250	238	235		0			0		235
2	250	250	238	236		0			0		236
3	250	250	238	237		0			0		237
4	249	249	237	239		0			0		239
5	249	249	237	248		0			0		248
6	251	251	239	252		0			0		252
7	251	251	239	252		0			0		252

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

Flow of Counting & Claiming Data

- Approved student eligibility information
 - Except Special Provision, non base year.
- Proper meal accountability – POS
- Consolidate information monthly by school
- Submit for reimbursement
- Approved by Legal Agent
- Money deposited.

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 25% or greater as of April 1st-unrounded 24.99%=NO
 - ISP = students certified for free meals without a household application

Directly Certified Students	138
Enrollment	375
Identified Student Percentage (ISP)	36.80%

Special Provision II (SPII)

- 4-year program, any district eligible
- Meal benefit applications collected in base year only
- Base year only - meal counts taken and claimed by student name/eligibility (traditional method)
- Years 2-4, meals claimed based on percentage of F/R/P meals served for breakfast and lunch during the base year
 - CNPweb determines the claiming percentages
 - Each site has its own claiming percentages.

What Program Are you Operating? Site Information Sheet in CNPweb

- Participation

- Regular
- Provision II
- CEP

- Both

Lunch: line 39

Breakfast: line 42

National School Lunch Program

39. Participation: **Regular Claiming**

40. Months Meals Served: All Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun

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: **Regular Claiming** **Eligible for Severe Need Breakfast**

48. Months Meals Served: All Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun

49. Provision 2 or 3 Breakfast Base Year:



Questions

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