

Child Nutrition - Collection Procedures and Accountability System

In collecting payments for meals or milk school officials must ensure that there is no overt identification of recipients of free or reduced-price meals or free milk. Care must be taken to prevent such identification at the time of collecting payments as well as the serving line.

All collection systems must have a built-in accounting system to record numbers of full price, reduced-price, or free meals or the quantities of full price and free milk served daily. Keeping these counts is a requirement. Count records and reports will be submitted to the FOOD SERVICE DIRECTOR and NEVADA Department of Education.

- I. The district will provide the appropriate personnel:
 - A. A copy of policy and written detailed procedures on annual workshops or training sessions;
 - B. An annual workshop or training session:
 - (1) The names of trainers and trainees and topics covered shall be documented.
 - C. Technical assistance as needed during the actual operation of the meal service;
 - D. Orientation when new or substituting.

- II. The district will:
 - A. Review all information for accuracy at least monthly;
 - B. Review the meal count system for compliance with the approved policies;
 - C. Evaluate the extent to which all personnel follow established policies and procedures.

END OF POLICY

Legal Reference(s):

Nondiscrimination on the Basis of Handicap in Programs and Activities, 7 CFR Part 15b (2001).
National School Lunch Program, 7 CFR Part 210 (2001).
Special Milk Program for Children, 7 CFR Part 215 (2001).
School Breakfast Program, 7 CFR Part 220 (2001).
Determining Eligibility for Free and Reduced Price Meals and Free Milk, 7 CFR Part 245.8 (2001).
Uniform Federal Assistance Regulations, 7 CFR Part 3015 (2001).