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# Standard Operating Procedures: Meal Counts & Collection BIC

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## **I. INTRODUCTION**

The district shall maintain documentation supporting all the steps within the meal count system involved.

Mercedes ISD participates in the Community Eligibility Provision Program in which allows ISDs with high percentage of low-income children the option to offer free school meals to all children in those schools without collecting lunch applications.

Based on the data collected, all Mercedes ISD students eat for free and are all in “free” category. Community Eligibility Provision is part of the Healthy, Hunger-Free Kids Act of 2010.

## **II. BREAKFAST IN THE CLASSROOM**

### **A. Accountability**

At the start of the new school year Child Nutrition Services will conduct training on Breakfast in the Classroom (BIC) procedures to all staff. This training will review correct counting and claiming procedures for BIC and answer any questions or concerns from staff regarding regulations and procedures.

1. To ensure BIC is being conducted correctly/accurately CNS staff will make weekly audits to various classrooms and observe procedures.
2. Any non-compliance will be address to teacher/paraprofessional.
3. Any unresolved or repeated violations of USDA regulations and/or CNS procedures will be brought to the school administrator (i.e., Assistant Principal, Principal, etc.)
4. If violations/noncompliance appears to be systemic the CNS Director will propose to Administration to remove Breakfast from the Classroom.

### **B. Counting & Claiming (BIC)**

1. A professional or paraprofessional is responsible for counting and tallying the number of students who received breakfast.
  - a. Reminder: all students must selected ½ cup of fruit or vegetable to receive a FREE breakfast.
  - b. Reminder: any student who does not select the 3 required items must pay for the items selected.
2. The meal count **MUST** be taken at the point of service as the student receives the complete meal.
3. Desk counts or attendance counts are **not acceptable** counting procedures per USDA guidelines.
4. Tallies are documented on the breakfast slips provided by CNS and are to be returned for claiming purposes.
5. Any discrepancies found on the tally breakfast slips will be addressed and corrective action is required immediately.

### **III. COMPUTERIZED MEAL ACCOUNTABILITY SYSTEM**

#### **A. Accountability**

1. The district uses a computerized POS accountability system [System's Design] to account for meals served.
2. Total breakfast served to students are tallied from the returned breakfast slips and inputted into an excel spreadsheet.
3. The excel spreadsheet calculates total breakfast counts; these counts are entered into the POS system (Systems Design).
4. Spreadsheet & breakfast slips are then sent the CNS office for review and safe keeping.

#### **B. Internal Controls**

1. CNS Clerk
  - a. Will review & verify breakfast counts from each school on a daily basis.
  - b. Any discrepancies found are resolved between appropriate manager and CNS Clerk
  - c. CNS clerk will notify CNS Director of any discrepancies resolved/unresolved on a daily basis.
2. CNS Accountant
  - a. CNS Accountant inputs average daily attendance and daily enrollment into a spread sheet for each campus.
  - b. CNS Accountant will carry out daily comparison of the total claimed reimbursed meals for each school to the ADA.
  - c. All discrepancies are resolved between the appropriate manager and CNS Accountant.
  - d. All discrepancies resolved/unresolved are communicated to the CNS director on a daily basis.
3. Systems Design
  - a. Mercedes CNS uses a computer program called Systems Design to record POS, conduct daily/monthly edit checks.
  - b. PEIMS data is collected daily into the recording daily enrollment and attendance factor.
4. Onsite Monitoring
  - a. CNS Field Supervisor weekly task is to conduct an onsite monitoring.
  - b. CNS Field Supervisor stays from beginning to end of meal service to ensure that the school's meal count reports are accurate.
  - c. If any monitoring discloses problems with the school's meal counting or claiming procedures, a corrective action plan is developed between Field Supervisor and manager.