Weekly/Monthly Number Coded List Form

Breakfast/ Lunch						Site:						Month/Year:						Signature:					
Number	M	T	W	T	F	**Number**	M	T	W	T	F	**Number**	M	T	W	T	F	**Number**	M	T	W	T	F
Daily Total																							
Code 1																							
Code 2																							
Code 3																							
Monthly Total																							

Code 1		**Code 2**		**Code 3**		

Directions: Weekly/Monthly Number Coded List Form

Purpose

This form is designed to provide a template for recording the total number of reimbursable meals that are served by eligibility category. CEs should update the form each day as meals are served.

Advantages of This Type of Form

As children provide their coded numbers to the cashier, the cashier is able to quickly mark the child's choice as reimbursable or not. This type of process allows the cashier to record meals served when there are large numbers of students.

Use This Form	
Frequency	Daily
Required Form Format	Use this form or a similar reporting instrument.
Record Retention	Form kept onsite and made available on request. State Board of Education policies require public and charter schools to maintain records for a period of five years. Private schools and RCCIs maintain records for three years.

Directions for Completing the Form

Prior to Meal Service

- **Breakfast/Lunch:** Circle Breakfast or Lunch to indicate the meal being served.

- **Site:** Record the site name in the designated box.

- **Month/Year:** Record the month and year in the designated box.

- **Code:** Record the number code assigned to each participant in the columns labeled Number. Children will give this number to the cashier at the point-of-service.

  In assigning codes, <u>CEs must prevent overt identification</u>.

- **Code:** Record each child's code in the designated box.
  In assigning codes, <u>CEs need to prevent overt identification</u>.

  For Example:

  - *Coding Series—Free designation assigned 1–1,999; reduced-price assigned 2,000–2,999*

  - *Coding by number —Number ending in 0, an odd or even number.*

Giving the Code to Child

- Provide each child with his or her personal code prior to meal service. Cashiers should have a backup list of codes for any child who has forgotten a code or write the child's name and grade level down so the code can be looked up later.

During Meal Service

- **M/T/W/T/F:** Mark the meal the child has chosen in the box under the day of the week. Cashiers <u>must prevent overt identification</u> as each child's meal choice is marked; therefore, they should be careful to shield this form from the sight of other children. Therefore, cashiers need to use designations that are not easily recognizable.

For Example: The cashier might (1) mark a ✓ *(check) for every child who receives a reimbursable meal whether the child is eligible for free, reduced-price, or paid and (2) mark a la carte sales with an A. The cashier has the coded sheets in a notebook, so he or she can turn pages easily. The point-of-service is located on a counter that allows the cashier to hold the notebook at an angle that cannot be read by other children.*

Code	M	T	W	T	F
744039	✓	✓	✓	✓	A
705737	✓	✓	✓	A	✓
729621	✓	A	✓	✓	✓
744697	A	✓	✓	✓	✓

*(**NOTE:** Whenever possible, participant meal information should be recorded out of the sightline of participants or other adults. For those CEs that record meal information on a computer located at the point-of-service, using a privacy shield on the monitor screen may also help protect participant privacy.)*

- **Total:** Total the number of meals served by category in the designated boxes at the bottom of the form each day. The free, reduced-price, and paid digits are used for this purpose.