Meal Production/Food Service

**Private Non-Profit**
- Almost 20% of the CEs had findings based on not having food purchase receipts, documentation of food donations and recycled food.
- Over 10% of the meal production records did not show that meals contained all components, measurable serving sizes or food items that met meal pattern requirements.

**Educational Institutions**
- Sites did not have an accurate point of service meal count.
- Meal production records did not show that meals contained all components, measurable serving sizes or food items that met meal pattern requirements.

**Common Examples**
- CEs’ records of purchases and acquisitions of food do not support the menu and confirm that enough food was available for each reimbursable meal claimed.
- CEs did not document milk leftovers using the current TDA form.
- The CE receives food donations from a local food bank. However, the invoices provided do no indicate that any grains/bread components were donated.
- The 1 staff member on site could not serve the meal and take the meal count at the same time. Counts were based on participants, not on each child receiving a reimbursable meal.
- The CE provided delivery invoiced that had been altered to reflect higher quantities of purchases per each line item.

**Effects on the Claim**
TDA may disallow meals and may reduce the claim accordingly.

**Suggested Steps to Take**
- Develop a system to keep all the required documents and forms organized. Schedule time to maintain the paperwork.
- Work with the regional ESC to ensure that menus meet the meal pattern requirements.
- Make sure someone is counting the number of meals served at the point of service.