

East Central ISD Fall Reopening Plan & Counting and Claiming Training



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

This product was funded by USDA.
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Food and Nutrition Division
National School Lunch Program



Updated 07/2020
www.SquareMeals.org



01

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*Facilitated by Krystle Haney,
Special Programs Specialist,
Program Support, TDA*

Presenters

We feed the future-

New challenges for all of us.

Students, teachers, families, and Child Nutrition.

East Central ISD- San Antonio
7 Elementary, 2 MS, 1 HS
10,000 students

- Scheduled start- Aug 17
- TEA mandate virtual only until after Labor Day- Sept 8 students on campus
- Meal service adjustment for 3 weeks Aug 17- Sept 4
- Transition to Fall meal service with students on campus

- Flexibility continues to be our main challenge and opportunity to shine.

What will the meal service models look like for East Central?

- 3 Types- All Virtual, Combination/ Hybrid, All Students
 - Initial 3 wk start- multi-day meals served on Tue & Thurs curbside and buses
 - To be counted and claimed as intended for consumption
- Sept 8 Hybrid- students on site (40%) and remaining students virtual
 - On site service
 - Elementary- BIC, Lunch- grade rotation in serving line for eating in class and eating in café with social distancing
 - Middle School- Bft 6th & 7th hallway serving lines set up for grab & go to class, 8th grade in café- lunch-grade rotation in café
 - High School – wide space range for multiple kiosk grab & go for bft and lunch
- Working with site admin for coordination and collaboration- social distance, timing, and compliance.

How will we all manage this?

PPE & Social distancing

Start the joint meetings early so the expectations and responsibilities are understood

- Large Plexiglas shields at curbside with carts to social distance delivery.
- Smaller Plexiglas shields at POS counters where space allows.
- Clear plastic tablecloths (restaurant style) to hang (like clear shower curtains) for kitchen work space (summer was spaced out in café area, now back in smaller work areas)
- Face shields for employees where other methods may not work
- Lane dividers (like at theater) for students traffic and directional paths for one way in and one way out to avoid students not crossing
- Tables marked for social distance seating
- Masks and gloves for all employees
- TDA floor decals to identify 6 ft spacing- 2 step serving line process to expedite serving time
- Buses- Monitors and POS serve with a table for social distancing (shout out to other districts on this one)

Counting and Claiming CEP

Waivers are our friends, and we still need to do our part.

- CEP- Middle Schools added this year
- Elementary- BIC class roster sold back at POS, Lunch- sell by homeroom
- Secondary- Bft and Lunch-Bar code scanners ordered for touchless transaction- no more pinpads. Cash/checks taken at campus drop boxes to assist with quicker and safer POS transactions with prepayments. Online payment system encouraged. (Charge policy)
- TDA waivers

Flexibility

- ECISD might go in and out of service models due to impact of positive tests and Covid-19 requirements.
- Be ready to shift- menus, work schedules, equipment, and service method.
- We are all so amazing in Child Nutrition – I see it all the time.
- Keep our purpose close to our hearts-
 - We are here for the children
 - We feed the future.

Thank you TDA for your support.

Nancy Britton, MBA, R.D.

East Central ISD- Child Nutrition Director

nancy.britton@ecisd.net

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Presenters



THIS IS BANANAS

BUT YOU GOT THIS!

Hello!



Heather Morris

MBA, RDN, SNS




Ashley Phillips

RDN, LDN, SNS



Introduction



Alternative meal model problems

- How will I do production records?
- How will I prevent multiple meals?
- How do I prevent angry parents, staff or students?
- How do I prevent food allergy problems?
- How do I prevent overt identification?
- Forecasting meals?
- Counting & Claiming?
- Sanitation & Safety?

Alternative Meal Model Solutions

- Work backwards
 - I am feeding kids in the classroom. How can I claim them? Do I have a portable POS? Can the teacher check off a roster? Do I have the equipment to keep food at the correct temperature? Etc.
- Call Software company to find capabilities
- Complete a SWOT Analysis
- Bring all Child Nutrition players into the conversation, then all School players



BREAKFAST



TRADITIONAL BREAKFAST IN THE CLASSROOM

- Can be offer versus serve or serve only
- Teachers can eat for free if part of the counting & claiming process

BIC COUNTING & CLAIMING

- Rosters -

<https://www.youtube.com/watch?v=qvxubE3LdBo&feature=youtu.be>

- Pencil bag method-

<https://www.youtube.com/watch?v=IXiSON8-4FI&feature=youtu.be>

- Mobile POS system

MAKING IT SUCCESSFUL

- Train all staff including the principal
- Everyone must take civil rights
- Great time to teach student responsibility
- Re-evaluate process to ensure it is working
- Monitoring that guidelines are being followed





KIOSKS

- Kiosks are stationed at the entrances of the school
- Meals are pre-bagged
- As students enter the school, they grab their breakfast and proceed to their classroom to eat
- Roster or POS

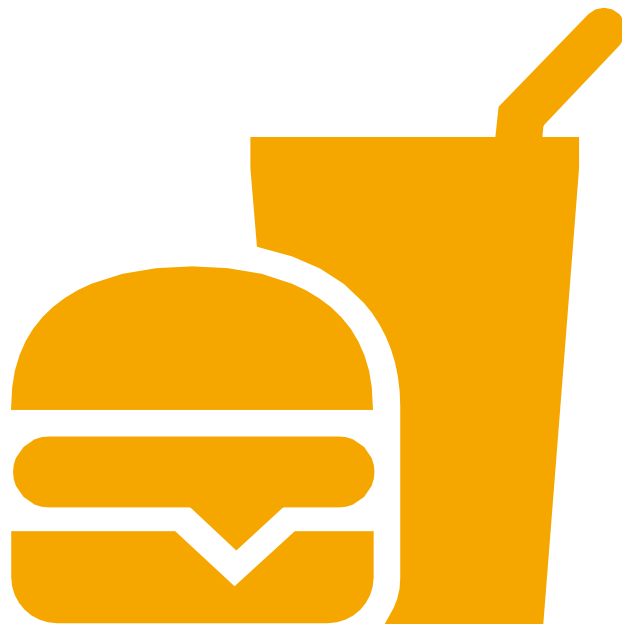


ALTERNATIVE BIC

- Students come through cafeteria line
- Breakfast items are bagged on the line
- Once the meal is counted, student takes it to the classroom to eat
- Roster or POS



LUNCH



OPTIONS



Lunch in the classroom



Food trucks



Grab & go



Vending machines



Bus Routes



Eating outside

VIRTUAL STUDENTS



Virtual Students & Things to consider



All students must have the opportunity for meals



All students must be claimed out of their home campus



I don't have an age grade waiver



I want to prevent multiple meals



I have to make things as smooth as possible



I must make this easy on my staff



SOLUTIONS

- Provide virtual meals out of one campus (works best with smaller districts)
- Provide meals out of each campus
- Central Kitchen
- Online order form
- Set a specific time for virtual learners to pick up meals in the cafeteria



OTHER CONSIDERATIONS



CIVIL RIGHTS

- And Justice For All poster
- Civil Rights Training for Teachers
- New posters were released in February 2020



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To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online, at <https://www.ascrusda.gov/sites/default/files/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
fax:
(833) 256-1665 or (202) 690-7442;
email:
program.intake@usda.gov.

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Para presentar una queja por discriminación en el programa, el reclamante debe completar un formulario AD-3027, Formulario de queja por discriminación del programa del USDA, que se puede obtener en línea, en <https://www.ascrusda.gov/sites/default/files/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, en cualquier oficina del USDA, llamando al (866) 632-9992, o escribiendo una carta dirigida al USDA. La carta debe contener el nombre, la dirección y el número de teléfono del reclamante, y una descripción escrita de la supuesta acción discriminatoria con suficiente detalle para informar al Subsecretario de Derechos Civiles (ASCR, por sus siglas en inglés) sobre la naturaleza y la fecha de la presunta violación de los derechos civiles. La carta o el formulario AD-3027 completado debe enviarse al USDA por medio de:

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Esta institución ofrece igualdad de oportunidades.

MILK

- Must offer a choice of milk
- Can submit Meal Pattern Waiver if you have trouble



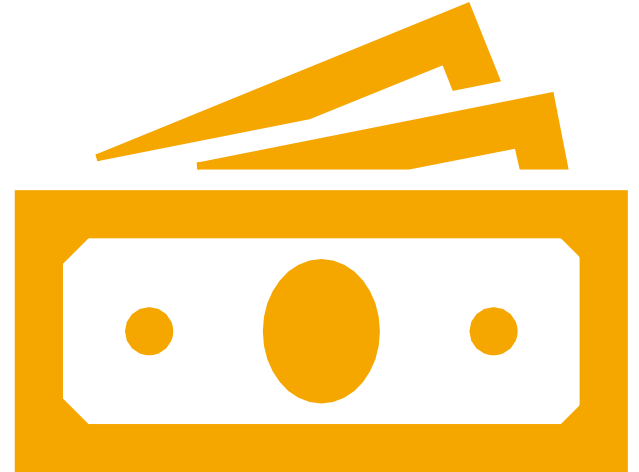
COUNTING AND CLAIMING

- Must be claimed at home campus
- System to ensure only one meal claimed



PAYMENTS

- Students should be charged based on eligibility
- Must have a way of taking payments
- You may use an online payment system, but it cannot be the only system you have



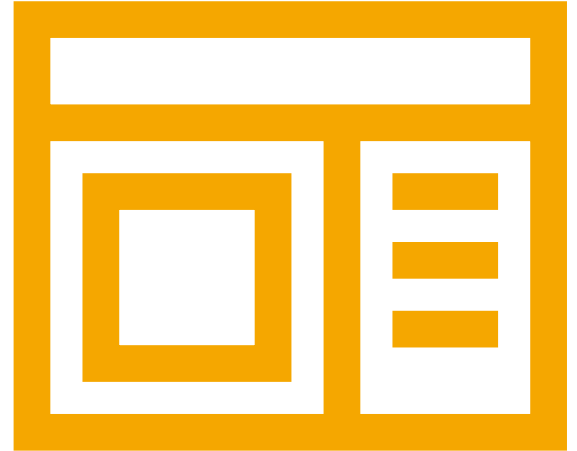



Scanning Cards

- Print Student ID cards with a barcode
- POS would need to have barcode scanning capabilities
- Would reduce points of contact in the serving line
- Can be used at kiosks, in the serving line, for meals served in the classroom, and in a grab and go line

PRODUCTION RECORDS

- Common questions, problems, and solutions





If I am claiming
the students at
the home
campus
wouldn't that
mess up my
production
records?

- Multiple production records
- Roster to go with the record
- Type of service determines the number and type of production record
- Central kitchen records, receiving records, etc
- Add visiting student column to your production record

BUS ROUTE SCENARIO

- You are distributing breakfast and lunch in the Zone 1 bus route from the high school. The roster from Zone 1 includes K-12 from 2 elementary schools, 1 middle school and the distributing high school. After the bus driver checks off the roster, checks ids, determines eligibility, etc, he/she returns the roster to you. You use this completed roster to enter the claims in the POS for the appropriate campuses. Then you use that roster to finish the production record.

In this case you will need these production records:

- K-12 breakfast
- K-8 lunch
- 9-12 lunch (note: you can have 1 lunch production record with columns for K-8 and 9-12 and different serving sizes; if your software allows)

You'll use your completed roster to fill in the production records. Then attach the roster to the production record and save it for audit purposes.

RESOURCES



- NOKIDHUNGRY.ORG
- <https://squaremeals.org/FandNResources/CoronavirusUpdateforContractingEntities/Fa//PlanningResources.aspx>
- ps://squaremeals.org/Portals/8/files/H1N1/Coronavirus/COVID-19%20-%20FAQs_NSLP_FallOperations_200703_REV%201.pdf



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CHILD NUTRITION

NATIONAL SCHOOL LUNCH PROGRAM

*Adriana Diaz,
Assistant Director for
School Operations*



Counting & Claiming Outside the Cafeteria and the Administrative Review



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National School Lunch Program



Updated 06/2020
www.SquareMeals.org

The Coronavirus or COVID-19 has forced our contracting entities (CEs) to think outside the box in order to continue to serve healthy, reimbursable meals to the schoolchildren of Texas.

TDA appreciates your questions, feedback and the multitude of ideas and suggestions that you have provided.

“You are braver than you believe, and stronger than you seem, and smarter than you think”.

Christopher Robin



www.squaremeals.org
homepage, click on this icon



Coronavirus Updates for Contracting Entities

CACFP Resources
Disaster Resources
Fall Planning Resources
Farmer Resources
Farmers to Families Food Box
Food Bank Resources
NSLP Resources
Outreach Resources
P-EBT Resources
Public Resources
School Meal Delivery Support
SFSP Resources

Need Assistance? Contact Us

TDA understands the disruption that school and child/adult care facility closures is causing across the state of Texas. We are working diligently to create new resources and tools to assist you with continuing to feed Program participants during this trying time. If you can't find what you need on this page or one of the Program Resources pages to the left, please contact 877-TEX MEAL or email squaremeals@texasagriculture.gov for assistance.

Please look at the Latest News section just below for the latest updates to guidance!

LATEST NEWS

Updated 6/30/2020

TDA will be hosting a webinar for school nutrition professionals on

[COVID-19 FAQ for
SFSP and SSO](#)

[COVID-19 FAQ for
NSLP School Year
2020-21](#)

[COVID-19 FAQ for
CACFP](#)

[COVID-19 FAQ for
Household
Programs](#)

[TDA Task Force
Collaborative](#)

Resources

Food and Nutrition has numerous resources available regarding child nutrition operations, including resources for operating during the COVID-19 public emergency.

Resources, Publications, and Forms available on www.squaremeals.org or by clicking the links below.

<https://squaremeals.org/FandNResources/CoronavirusUpdateforContractingEntities/FallPlanningResources.aspx>

<https://squaremeals.org/Publications/Forms.aspx> for available TDA forms and publications

The material being presented is to assist and support CEs as they operate alternative meal service models.

The material is not all-inclusive. It is the CE's responsibility to operate the programs in compliance with all Federal and State policy, rules and regulation.

Each contracting entity (CE) has the flexibility to determine the meal model(s) that provide the best fit for their school operations.



TDA expects to see multiple meal service models during ARs in School Year 20-21



Socially Distant Cafeteria

Meals are served to students in the cafeteria with additional safety, distancing and sanitation practices implemented.



Meals in the Classroom

Meals are served to students in the classroom.



Kiosk/Mobile Stations

Meal are served on mobile food carts located throughout and school's campus.



Home Delivery and Curbside Meal Distributions

Students that elect to continue distance learning are provided meals through Home Delivery or a Curbside Distribution models.

With multiple meal service models comes multiple points of service opportunities in SY 20-21



Socially Distant Cafeteria



Meals in the Classroom



Kiosk/Mobile Stations



Home Delivery and Curbside Meal Distributions



Point of Service



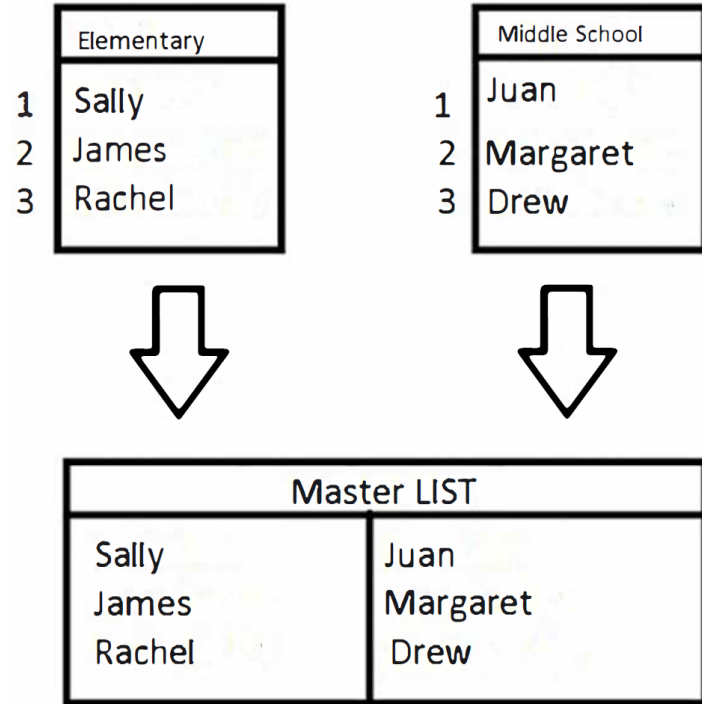
Point of Service

- The point of service (POS) must be located at the end of a service and/or distribution line.
- If it is not possible to do so, this must be disclosed in an updated and approved Attachment B per site, when applicable.
- An effective POS meal counting system must be in place to properly count and record the meals served whether in the cafeteria, classroom, kiosk/mobile station, home delivery method, and/or curbside distribution method.
- It is important to work with district/school staff, teachers and administrators on an ongoing basis to maintain a successful and accurate POS system.
- Training and consistent monitoring of all staff who are assigned to POS stations will be vital to a district's success in counting and claiming.

ARM 7.14



Master List or Roster of Program Participants



Master List or Master Roster

- Maintaining an accurate master list or roster of all free, reduced-priced, and paid students is critical to the efforts in providing an accurate POS count of meals served by eligibility category at each site and meal distribution method.
- The master list is used to match a student's eligibility status to the monthly claim for reimbursement as well as completing daily participation reports.
- Master lists should be updated frequently with changes in eligibilities tracked and noted by the person responsible for this list.
- Utilize proper coding methods of a student's eligibility category to prevent overt identification at the POS.
- In times of social distancing, it is likely that forms of coding methods will change from traditional lunch cards, numeric keypads, fingerprints, etc. to more "touchless" options.

ARM 7.16 – 7.17



Manual and/or Hand-counted Rosters



VectorStock®

VectorStock.com/3856491

CHILD NUTRITION



NATIONAL SCHOOL LUNCH PROGRAM

Manual and/or Hand-counted Rosters

- Manual and/or Hand-counted Rosters can be used at the point-of-service.
- They must be accurate, legible, and completed properly.
- Process must ensure **only one** meal for each meal type is claimed for each student per day.
- If adult meals, second meals, and a la carte items are served, they must be tracked separate from reimbursable meals.

Breakfast in the Classroom 10/15/2018 F

Site: 124 [REDACTED]
 Homeroom: 115

[REDACTED] 355153 [Barcode] M T W TH F	[REDACTED] 360433 [Barcode] M T W TH F	[REDACTED] 362720 [Barcode] M T W TH F
[REDACTED] 354643 [Barcode] M T W TH F	[REDACTED] 360424 [Barcode] M T W TH F	[REDACTED] 354990 [Barcode] M T W TH F
[REDACTED] 360423 [Barcode] M T W TH F	[REDACTED] 12413 [Barcode] <i>Teacher</i> M T W TH F	[REDACTED] 357883 [Barcode] M T W TH F



Manual and/or Hand-counted Rosters

- In an Administrative Review, the manual, hand-counted rosters will need to be provided for review.
- If transferring the manual counts into an electronic POS, the counts must match.
- In an Administrative Review, both the manual, hand-counted rosters, the electronic detailed transaction summary, and daily edit check will be required to submit for review.
- Meals must be recorded as counted on the day of intended consumption to prevent duplicate claiming and edit check errors.

Breakfast in the Classroom 10/15/2018 **F**

Site: 124 [REDACTED]
 Homeroom: 115

[REDACTED] 355153 (M) (T) (W) (TH) F	[REDACTED] 360433 (M) (T) (W) (TH) (F)	[REDACTED] 362720 (M) (T) (W) (TH) (F)
[REDACTED] 354643 (M) (T) (W) (TH) (F)	[REDACTED] 360424 (M) (T) (W) (TH) (F)	[REDACTED] 354990 (M) (T) (W) (TH) F

Transaction Log - Detailed Page 8

Site: [REDACTED] Elementary Date Range: 10/15/18 to 10/19/18 Session: Breakfast
 Program: NSBP

Site: 124 [REDACTED] Elementary Meal Type: Breakfast
 Session Date: 10/15/2018 Menu Planning Method: Food Based

		Terminal	Customer	Codes	Sales					Meals					
ID	Trans. No.	Oper.	Time	ID	Bar Code	Name	Status	R	E	Sales	Tax	Cash Due	Amount Entered	Total	2nd
0	1		10:17:15		ComputerName=124-CAF-A1										
1	2	6000	10:17:27		Sign-ON jp Keyboard: 6 MinC-2 MaxC-3										
1	3	6000	10:17:28		Single Action: CEP BRKF Ok.										
1	4	6000	10:17:34	363864		[REDACTED]	P			\$0.00	\$0.00	\$0.00	\$0.00	1	0
1	5	6000	10:17:36	12427		1 k5000 CEP BRKF	A			\$0.00	\$0.00	\$0.00	\$0.00	1	0
1	6	6000	10:17:37	362326		1 k5000 CEP BRKF	F			\$0.00	\$0.00	\$0.00	\$0.00	1	0
						1 k5000 CEP BRKF									



Manual and/or Hand-counted Rosters

- This example of a manual, hand-counted roster **is not** accurate, legible, or completed properly.
- This **would not** be compliant as part of an Administrative Review's examination of a district's method of proper counting and claiming.
- Corrective action and/or fiscal action may be applied.

100

USE BAL

		12-2-19	12-3-19	12-4-19	12-5-19
		12	12	12	12
		11	11	11	11
1	21	1	21	1	21
2	22	2	22	2	22
3	23	3	23	3	23
4	24	4	24	4	24
5	25	5	25	5	25
6	26	6	26	6	26
7	27	7	27	7	27
8	28	8	28	8	28
9	29	9	29	9	29
10	30	10	30	10	30
11	31	11	31	11	31
12	32	12	32	12	32
13	33	13	33	13	33
14	34	14	34	14	34
15	35	15	35	15	35
				16	36



Manual and/or Hand-counted Rosters

- This example of a manual, hand-counted tally sheet or “strike sheet” **is not** accurately tracking meals consistently or completed properly.
- The Meal Service Type was not identified by the CE and meal count numbers of 10, 15, & 38 are questionable.
- This **would not** be compliant as part of an Administrative Review’s examination of a district’s method of proper counting and claiming.
- Corrective action and/or fiscal action may be applied.

Daily Meal Count Sheet

To be completed at each Point of Service (POS)

Use one sheet per day

Meal Service Type: Breakfast / Lunch (Circle One) March 7,

School: Muley Twist Elementary Date: 3/7/2021

Manager's Name: Mr. O. Range Enrollment #: 170

First Meals Served to Children (cross off number as each child receives a meal)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40	41	42	43	44	45
46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75

Automated Meal Counts



Automated Meal Counts

- Automated meal counts can be used at the point-of-service.
- They must be accurate and consolidate properly across each site, meal distribution method, and point of service across the CE.
- Process must ensure only one meal for each meal type is claimed for each student per day.
- If adult meals, second meals, and a la carte items are served, they must be tracked separate from reimbursable meals.

Blue Bell ISD

Transaction Summary
Sprinkles High School - SHS
Line 1

Reimbursable Meals
For Wednesday, Dec 5, 2018

Trx #	ID #	Name	B/L	Total	Qty	Eligibility	Status	Time
1	0		B	0.00	11	FREE		12:00:00 AM
1	007173	[REDACTED]	B	0.00	1	FREE		07:25:04 AM
2	007437	[REDACTED]	B	0.00	1	FREE		07:25:09 AM
3	006923	[REDACTED]	B	0.00	1	FREE		07:25:40 AM
4	009239	[REDACTED]	B	0.00	1	FREE		07:26:14 AM
5	006976	[REDACTED]	B	0.00	1	FREE		07:26:48 AM
6	009279	[REDACTED]	B	0.00	1	FREE		07:27:28 AM
7	009217	[REDACTED]	B	0.00	1	FREE		07:27:52 AM
8	007186	[REDACTED]	B	0.00	1	FREE		07:28:01 AM
9	007168	[REDACTED]	B	0.00	1	FREE		07:28:09 AM
10	009367	[REDACTED]	B	0.00	1	FREE		07:28:14 AM
11	007178	[REDACTED]	B	0.00	1	PAID		07:28:20 AM



Automated Meal Counts

- The CE must have a back-up system in case the electronic POS system goes down or becomes inoperable at any site.
- It is recommended that CEs consult with their POS software vendor and district technology specialists to ensure safeguards are in place, especially for kiosks, outdoor feeding stations, curbside distributions, and home delivery options where limited wifi connectivity may occur.
- Meals must be recorded as counted on the day of intended consumption to prevent duplicate claiming and edit check errors.

Blue Bell ISD

Transaction Summary
Sprinkles High School - SHS

Reimbursable Meals
For Wednesday, Dec 5, 2018

Line 1

Trx #	ID #	Name	B/L	Total	Qty	Eligibility	Status	Time
1	0		B	0.00	11	FREE		12:00:00 AM
1	007173	[REDACTED]	B	0.00	1	FREE		07:25:04 AM
2	007437	[REDACTED]	B	0.00	1	FREE		07:25:09 AM
3	006923	[REDACTED]	B	0.00	1	FREE		07:25:40 AM
4	009239	[REDACTED]	B	0.00	1	FREE		07:26:14 AM
5	006976	[REDACTED]	B	0.00	1	FREE		07:26:48 AM
6	009279	[REDACTED]	B	0.00	1	FREE		07:27:28 AM
7	009217	[REDACTED]	B	0.00	1	FREE		07:27:52 AM
8	007186	[REDACTED]	B	0.00	1	FREE		07:28:01 AM
9	007168	[REDACTED]	B	0.00	1	FREE		07:28:09 AM
10	009367	[REDACTED]	B	0.00	1	FREE		07:28:14 AM
11	007178	[REDACTED]	B	0.00	1	PAID		07:28:20 AM



CEP and P2 Non-Base Year Point of Service Systems

- CEs are required to maintain a POS system that provides an accurate count of reimbursable meals served to students at each meal service.
- The CE must be able to associate each claimed meal type with the student receiving the reimbursable meal per day.
- The CE must have measures in place to safeguard against duplicative meals.
- USDA encourages school systems to maintain an accurate POS system that has a proven track record of reliability and security.

DAILY MEAL COUNT FORM <i>lunch</i>																			
Site Name: [REDACTED]					Meal Type (circle): B <u>L</u> SN SU														
Address: [REDACTED]					Telephone: [REDACTED]														
Supervisor's Name: [REDACTED]					Delivery Time: [REDACTED]			Date: <i>9/5/18</i>											
Meals received/prepared <i>375</i> + Meals available from previous day <i>0</i> = <i>375</i> (Total meals available) [1]																			
First Meals Served to Children (cross off number as each child receives a meal):																			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140
141	142	143	144	145	146	147	148	149	150	Total First Meals + <i>306</i>				[2]					
Second meals served to children:																			
1	2	3	4	5	6	7	8	9	10	Total Second Meals +				[3]					
Meals served to Program adults:																			
1	2	3	4	5	6	7	8	9	10	Total Program Adult Meals +				[4]					
Meals served to non-Program adults:																			
1	2	3	4	5	6	7	8	9	10	Total non-Program Adult Meals +				[5]					
TOTAL MEALS SERVED = <i>306</i>											[6]								
Total damaged/incomplete/other non-reimbursable meals +											[7]								
Total leftover meals + <i>69</i>											[8]								
Total of items: [6] <i>306</i> + [7] + [8] <i>69</i> = <i>375</i>											[9]								
(Item [9] should be equal to item [1])																			
Number of additional children requesting a meal after all available meals were served:																			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15					
By signing below, I certify that the above information is true and accurate: <i>atelic</i>																			



Multiple Meals Distributed on One Day

- CEs who offer curbside or home delivery distribution methods to enrolled students may choose to serve more than 1 day's worth of meals on one service day.
- CEs need to ensure that they accurately count the meals for the days the meal are intended to be served on. This should mirror a CE's site application's serving days.
- For Curbside and Home Delivery Methods - while any meals served via these methods must be claimed by the applicable site, non-congregate meal service can be provided at non-school sites as long as the meals served can be recorded at the correct eligibility status, meal price, and in a manner compliant with the board-approved charge policy. *(FAQ #8 7.29.2020)*
- Student meals must be claimed by the school at which the student is enrolled. However, if the CE's point-of-service (POS) system allows for meals served at a central, non-school location to be tracked to a student's enrolled site, then the CE may serve meals away from campus. It is important that CEs ensure that students are served at the correct eligibility status, meal price, and in a manner compliant with the board-approved charge policy. *(FAQ #13 7.29.2020)*



Keep Information Updated in TX-UNPS

School Nutrition Programs	
TX-UNPS	
Applications Claims Compliance Reports Security Search	
Applications > School Year: 2020 - 2021	
Item	Description
Contracting Entity Manager	SNP Contracting Entity's Profile, Site and Hold Information
Application Portal	Access to all program applications
Application Packet	Applications Forms (Contracting Entity and Site)
Attachment B	Policy Statement for Free and Reduced-Price Meals, Attachment B: Meal Count/Collection Procedure(s)
Attachment B Summary	Attachment B summary of submissions.
Second Review of Applications	FNS-874 report for Contracting Entitys selected to conduct a second review of applications.
Verification Report	Mandatory Annual Verification Report
Verification Summary	Mandatory Annual Verification Report (FNS-742) Summary
Food Safety Inspections	Number of Food Safety Inspections by Site
Food Safety Inspections Summary	Number of Food Safety Inspections by Site Summary
Annual Audits	Annual Audits
FFVP Summary	Fresh Fruit and Vegetable Program Invitations and Approvals
Financial Report	School Food Annual Revenues and Expenditures Report
Financial Report Summary	School Food Annual Revenues and Expenditures Report Summary
FFVP Application Packet	Fresh Fruit and Vegetable Program Application Forms (SFA and Site)



Contracting Entity Information in TX-UNPS

CEs are responsible to keep all information in TX-UNPS up-to-date.

During this time as situations are quickly changing, it is even more important that the information in TX-UNPS is current and correct.



Compliance Recommendations

It is recommended that the CE practices their counting and claiming systems before implementing them.

Do a dry run with staff so that staff understand the process and to ensure there are not any issues identified that would impact accurate counting and claiming.

Reviewing Administrator's Reference Manual Section 7.21 and 7.22 is recommended to review for examples Unacceptable Meal Counting Methods.

How will Administrative Reviews (ARs) be conducted in School Year 2020 – 2021?



ARs in School Year 2020-2021

School Year 20-21 is Year 2 of the Administrative Review (AR) four-year cycle.

TDA School Operations plans to conduct ARs as in previous years or virtually (if allowable). At the beginning of the AR off-site process, your AR Specialist will ask about district/school policies regarding visitors.

If visitors, including governmental agencies, are not allowed on any campus, the AR Specialist will notify you that the on-site portion of the AR will be conducted virtually. Virtually means through videoconferencing (i.e., Zoom, TEAMS, etc.) or by conference call. The AR Specialist will provide instructions if the AR becomes a virtual review.

As in previous years, TDA will practice collaborative compliance during the AR's as possible.



The Administrative Review will Require the Following:



**Timely Submissions
of Claims into
TX-UNPS**

**Prior to the
Day of Review
for an AR*



**Accurate Daily
Edit Checks &
Monthly
Accuclaim
Reports**



**Accurate Manual
Rosters and/or
Automated Meal
Count
Transactions
Reports**



**CEs Policies and
Procedures for
Counting &
Claiming, an
approved
Attachment B, and
Record-keeping
requirements**

Meal Service and Counting and Claiming

- CEs must retain food production records that demonstrate compliance with the meal pattern and the quantity of food prepared.
- It is recommended child nutrition staff or staff serving as the POS understand meal pattern requirements to ensure students receive a reimbursable meal.
- Accurate meal counting and claiming will be evident and apparent in the proper utilization and documentation of food prepared, reimbursable meals served, and leftovers on food production records.



Records Retention



Records Retention

- Master lists or rosters of program participants demonstrating the type of eligibility each student has as well as indication of source eligibility.
- All manual and automated meal count rosters demonstrating that a student received only one meal per meal service per day.
- Daily participation reports, daily edit checks, and monthly accuclaims.
- All documents that support claims submitted.
- Onsite Monitoring Forms (when not waived due to COVID-19).
- Public and charter school must maintain records for a period of 5 years.
- Private schools, other nonprofit organizations, and residential childcare institutions must maintain records for a period of 3 years.

Contact Us

TDA F&N School Operations Assistant Directors



CHILD NUTRITION
NATIONAL SCHOOL LUNCH PROGRAM

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CHILD NUTRITION



NATIONAL SCHOOL LUNCH PROGRAM

Webinar recording, presentation slides
and other fall planning resources
available at

www.squaremeals.org/fallplanningresources



Questions?

Moderated by Rachel Smith, Policy Analyst, TDA

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 U.S. Department of Agriculture
 Office of the Assistant Secretary for Civil Rights
 1400 Independence Avenue, SW
 Washington, D.C. 20250-9410;

fax: (202) 690-7442; or email: program.intake@usda.gov.



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Food and Nutrition Division
 Nutrition Assistance Programs

TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

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Updated 06/2020
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