MEAL COUNTING AND CLAIM PREPARATION/SNP
NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION
CHILD NUTRITION AND FOOD DISTRIBUTION PROGRAMS
SFN 9188   5/04

Name of Sponsor

Meal count and collection procedures must prevent overt identification of students receiving free or reduced price meals.

If more than one system of selling tickets or counting meals is used, explain each system and indicate which facilities use which system. A separate form may be completed for each facility.

If participating in the School Breakfast Program, and the same method is used, indicate this. If a different method is used for meal counts at breakfast, complete a separate copy of this form for breakfast.

Ticket Sales – Do not complete this section if students, regardless of eligibility, are not charged for meals.

1. Are tickets sold for meals?
    ☐ Yes   ☐ No

If yes, describe the method of selling and distributing tickets:

Meal Counts

2. Indicate the method used to obtain counts:

    ☐ Tickets   ☐ Name checklist   ☐ Tally   ☐ Cash register   ☐ Electronic/computer

If an electronic/computer system is used, name of software:

3. Are meal counts taken at the end of the line?
    ☐ Yes   ☐ No

4. Who is responsible for taking meal counts? (If different people for different grade levels, specify for all.)

5. Who is responsible for ensuring that each meal claimed for reimbursement meets reimbursement requirements?

6. Describe how meal counts are separated into the free, reduced-price, and paid categories on a <u>DAILY</u> basis.

7. Is there any separation of free, reduced-price, and paid students at mealtime or at the time meal counts are recorded?
    ☐ Yes   ☐ No

If yes, explain:

Claim Preparation

8. Who is responsible for totaling the meal counts and preparing the claim for reimbursement?

9. Describe the procedure that is used:

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*Once this method has received state approval, it becomes permanent. Pull this form forward with other current program information. Any alterations to this method **must** receive state agency approval **prior** to implementation.*

Signature	Date