

**Life Source International Charter School**  
**Child Nutrition Services**  
**COVID-19 Meal Count & Collection Procedures**  
Revised 01/2021

Life Source International Charter School participates in the National School Lunch and Breakfast, Seamless Summer Option/Summer Food Service Program. For accurate program oversight the following procedures have been implemented.

**Program Updates for COVID-19 during SY 20-21**

1. Non-congregate breakfast and lunch meals are served at the same time through grab n' go meal at the school site.
2. Between the start of SY 20-21 and June 30, 2021, meals will be served under the Seamless Summer Option with the use of the area eligibility waiver.
3. Meals will be served for free to all children ages 18 and under.
4. Meal counts will be taken using the COVID-19 Emergency Feeding Daily Meal Count Form.
5. The Meal Pattern Waiver is on file for the entire SY 20-21.
6. The Parent/Guardian Meal Pick Up Waiver is in use for the entire SY 20-21.

**Eligibility**

1. The SFA utilizes the state prototype applications for free and reduced-price meals.
2. The SFA utilizes the state prototype letter to households for free and reduced-price meals applications.
3. The SFA utilizes the state prototype letter to households for direct certification.
4. The SFA utilizes the state prototype public media release.
5. The SFA utilizes the current year state agency income eligibility guidelines for free and reduced-price meals applications.
6. Applications are distributed to households via email and posted online. Paper applications are also available at the front office of each school. Overt identification is prevented by making meal applications available to all families regardless of eligibility status.
7. Applications are distributed to families at the beginning of the school year and are always available online or in the front office throughout the year.
8. Lunch applications are collected from all households at the beginning of the school year and throughout the year via multiple methods. Families are welcome to submit applications in person or via mail. Families may also submit the application by email. Overt identification is prevented by accepting meal applications from all families regardless of eligibility status. Overt identification is also prevented by treating all application submissions in a confidential manner.
9. When a student qualifies for free or reduced-price meals, their eligibility status is carried over to the following school year during the 30-day grace period. The grace period is honored for the first 30-days of the following school year or until a new determination is made via direct certification, household meal application, or other means. On the 31<sup>st</sup> operating day of the new school year, the grace period ends and if no other eligibility determination has been made, then the student eligibility shall change to full pay status. Every attempt is made to certify students for free and reduced price meals prior to the 31<sup>st</sup> operating day.
10. The area eligibility waiver is on file for SSO/SFSP operations between the start of SY 20-21 and December 31, 2020.

**Benefit Issuance**

1. Benefit rosters are saved for three years plus the current year.
2. All drops, transfers and newly enrolled students are reported automatically and updated within the POS by the student information system. These electronic systems are synced daily via an automated system.
3. All staff responsible for issuing benefits are notified of changed in eligibility automatically through the point of sale system which is automatically updated when eligibility status changes.

4. All changes due to verification are reported automatically and updated within the POS by the POS system as the benefit issuance and the eligibility determination system are one and the same.
5. Parents/guardians are permitted to pick up meals for their children. Please refer to the parent/guardian meal pick up policy for more details.
6. During SSO/SFSP meal services, meals are provided at no charge to all children 18 and under.

#### **Payment for Meals**

1. Meal charges are/are not allowed. Please see the SFA meal charge policy for more details.

During SSO/SFSP meal services, all meals are provided at no charge to all children 18 and under

**Medium of Exchange Used** (edit below accordingly if not utilizing a POS or if process does not match your POS practices)

1. The PIN cannot be used twice because it is coded within the POS to prevent duplicate meals. If a PIN is entered twice during the meal service, an alert will pop up stating "second meal." The second meal will be deleted. The student name pops up on the computer screen when the student enters their PIN. This is done to assist the medium of exchange from being utilized by an unauthorized person.
2. The medium of exchange is distributed to all students by the cafeteria staff. All students are given a PIN regardless of eligibility status.
3. If a student forgets their PIN, they are able to request it from the cafeteria staff who will perform a search by first and last name within the POS.
4. The PIN is collected at the Point of Service by the cashier. The student enters the PIN into a key pad which is linked to the POS computer system.
5. During SSO/SFSP meal services, all meals are counted using a Daily Meal Count tally Form.

#### **Accuracy of Counts**

1. The point of service for both lunch and breakfast is located at the end of the meal service line. Child nutrition staff are responsible recording meal counts once a reimbursable meal has selected.
2. The balance point is the food item count as recorded on the menu production record/transport record. This count is used to compare with the number of meals claimed. This number is just an indicator and is never used as the claim count.
3. Offer versus Serve is in place for breakfast and lunch. For breakfast, at least 4 food items are offered, and students must select a minimum of 3 items including ½ cup of fruits or vegetables. For lunch, at least 5 components are offered, and students must select a minimum of 3 components including ½ cup of fruits or vegetables.
4. The person trained to monitor the point of service is responsible for counting meals served. The point of service for both lunch and breakfast is located at the end of the meal service line. If any student takes a meal that does not meet reimbursable meal standards under offer versus serve, the cashier is to request that the student obtain the additional missing food items. If the student does not wish to add sufficient food items to comprise a reimbursable meal, the meal is not counted for reimbursement.
5. The age grade groups are K-8.
6. Dropped and second meals are not claimed for reimbursement.
7. Field trip meals are claimed in the appropriate student eligibility category. Field trip meals are ordered and prepared prior to students leaving campus. A roster is sent along with meals. Teachers are advised to check off the roster as meals are served in order to obtain an accurate meal count at the time of service. The roster is returned to the cafeteria after the field trip along with any leftover meals. A balance point reconciliation is completed to ensure the meal count does not exceed the number of meals served. Meals are then recorded into the POS for the date of service and claimed in the appropriate student eligibility category. There are no field trips during the COVID-19 outbreak.
8. Visiting students from outside of the SFA or LEA are not offered reimbursable meals. During SSO/SFSP operations, meals are offered to all children 18 and under, regardless of where they are enrolled.
9. If the electronic system fails, then paper rosters are utilized.
10. All of the above answers apply to breakfast and lunch.
11. The after-school snack program operates under area eligibility where all snacks are claimed as free. A head count is used and recorded via tally sheets. The daily attendance is also recorded, and an edit check

is completed to ensure the snack count does not exceed attendance. The after-school program monitors the meal count and completed the tally sheet. The child nutrition department conducts regular site monitoring of this program. There are no after school snacks served during the SSO/SFSP operations.

### **Reports and Internal Controls**

1. The totals for each meal service are recorded in the POS and automatically consolidated within the software. At the end of each month, a report is generated that compiles the counts for each day of service and for each site. This information is then transferred to prepare the reimbursement claim.
2. An edit check is completed on a monthly basis using the local attendance factor or the state number of 93.8%. This is done to ensure that meal counts do not exceed attendance adjusted enrollment.
3. Other methods to ensure sites are in compliance include training, regular staff meetings, site monitoring reviews, email communications, and collaboration with site administrators to support staff needs.

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