**Sponsor Name**

*Date Created/ Revised*

**Procedure for**: SFSP Point of Service (POS) Meal Counts

**This Record Applies to:** All Sponsor Types

*When completed, this template will serve as your organization’s written procedure for the task above. All staff involved in this procedure must review and be knowledgeable on how to implement this. ODE CNP expects that following this procedure will produce accurate outcomes when replicated. Please complete all fillable fields, as applicable, to your program. If a field is not applicable, you may delete the information in the field. If an item has a checkbox, only select the item if it will be included in your procedure. If not, do not select the checkbox item. If you have any questions, please contact your assigned Child Nutrition Specialist.*

**Overview of Record:** Meal counts must be taken and recorded at the “point-of-service” for the specific meal service style chosen by the Sponsor. The point-of-service is when the participant has received a complete reimbursable meal in a serving line. For camps and closed enrolled sites, this may be when the participant is seated at the dining table with the complete reimbursable meal set on the table. **The point-of-service meal count must be taken as the participant leaves the serving line or, in the case of camps and closed enrolled sites, before the participant leaves the table.** Meal counts cannot be taken after participants leave the meal site or, the table (camps and closed enrolled sites).

The following are examples of meal count methods that are **not** acceptable:

* Counting the number of meals prepared or delivered;
* Determining the meal count by subtracting the number of entrees left over after the meal service from the number of entrees prepared;
* Counting the number of meals ordered from a vendor;
* Counting meals after the meal is completed based on memory; or
* Counting the number of trays or plates on which food is served.

Sponsors should maintain completed point-of-service meal count forms and summary or meal count consolidation sheets in a file with other monthly SFSP records.

1. **Record Process & Timeline:**
	1. Sponsor Name uses:

[ ]  Cafeteria Style Point of Service Meal Count - Used for list meals this meal service type is used for, example: breakfast, lunch, am/pm snack

* + 1. The Position Title will take meal count when participants have a complete reimbursable meal in hand and before/as they leave the serving line.
			1. The Position Title will supervise the serving line to ensure each participant selects at least the minimum required portions of all required food components to meet reimbursable meal requirements
			2. It is the responsibility of the Position Title to ensure the participant receives a complete reimbursable meal prior to including in the meal count
			3. It is the responsibility of the Position Title to ensure that second meals are properly documented on the meal count form
			4. It is the responsibility of the Position Title to ensure that meals not eligible for reimbursement (adult meals, non-eligible children, etc.) are properly documented on the meal count form
			5. The Position Title will record meal counts on describe the form or electronic system used to document meal counts

[ ]  Restaurant Style Point of Service Meal Count (camps or closed enrolled only) - Used for list meals this meal service type is used for, example: breakfast, lunch, am/pm snack

* + 1. The Position Title will count the number of participants that receive a reimbursable meal during Meal Type (breakfast, lunch, etc.)once all meal components are placed on the table and the participants are seated at the table with a complete meal in front of them
			1. [ ]  Position Title will use roster, participant list, etc to take an actual meal count (required for camps)
			2. [ ]  The Position Title will supervise participants’ meals being eaten and make certain no meal components are taken off-site (if a camp or congregate meal site)
			3. It is the responsibility of the Position Title to ensure the participant receives a complete reimbursable meal prior to including in the meal count
			4. It is the responsibility of the Position Title to ensure that second meals are properly documented on the meal count form
			5. It is the responsibility of the Position Title to ensure that meals not eligible for reimbursement (adult meals, non-eligible children, etc.) are properly documented on the meal count form
			6. The Position Title will record meal counts on describe the form or electronic system used to document meal counts

[ ]  Family Style Point of Service Meal Count (camps or closed enrolled only)- Used for list meals this meal service type is used for, example: breakfast, lunch, am/pm snack

* + 1. The Position Title in CNPweb will take meal count when participants are seated at the table with all required components placed on the table for Meal Type (breakfast, lunch, etc.).
			1. [ ]  Position Title will use roster, participant list, etc to take an actual meal count (required for camps)
			2. The Position Title will be seated at each table to supervise and actively encourage participants to take the full required portion of each food amount
			3. It is the responsibility of the Position Title to ensure the participant receives a complete reimbursable meal prior to including in the meal count
			4. It is the responsibility of the Position Title to ensure that second meals are properly documented on the meal count form
			5. It is the responsibility of the Position Title to ensure that meals not eligible for reimbursement (adult meals, non-eligible children, etc.) are properly documented on the meal count form
			6. The Position Title will record meal counts on describe the form or electronic system used to document meal counts
	1. The Position Title in CNPweb will describe process of what is done with the meal counts after meal service. Example: Daily meal count forms are collected by the XXX at the end of the day and given to the XXX.
	2. The Position Title in CNPweb will do the initial check to ensure all meal count records match the number of operating days and records are available for each site within number days from the meal count records being collected.
		1. [ ]  Camps only- Once the Position Title in CNPweb completed the initial check, the Position Title in CNPweb will double check the meal count against Participants with CIS forms, Eligible Participant List, etc within number days of initial check to ensure only eligible participants are claimed for reimbursement
			1. If an error in the meal count is found, Position Title in CNPweb is responsible for describe steps that will be taken in order to document the correct meal count
1. **Where records are kept:**
	1. The Position Title in CNPweb will compile all daily meal count data into describe the process of where and how meal count records will be stored. Include any information that would be necessary for someone to locate these forms.
2. **Procedure back-ups:**
	1. If the Position Title in CNPweb is unavailable for taking point of service meal counts, the Position Title in CNPweb will be responsible for stepping in.
	2. If the Position Title in CNPweb or Position Title in CNPweb are unavailable to conduct the initial and/or double check of meal counts, the Position Title in CNPweb is responsible for completing the check.

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