

Connecticut School Nutrition Programs

SITE INFORMATION ON MONEY COLLECTION AND POINT-OF-SERVICE (POS) MEAL COUNT SYSTEMS

for the Local Educational Agency's (LEA) Policy Statement for Free and Reduced-price Meals

INSTRUCTIONS: Use the chart on page 2, “Money Collection and POS Meal Count Systems,” to identify the type of money collection system and POS system used at each school or site under the LEA. If the LEA has more than 15 schools, attach additional pages as necessary. **NOTE: If a site or school has multiple systems, all systems must be identified in the list below.** For example, if an elementary school has a POS system for grades K-5 and also has a preschool classroom that uses a roster system, list both systems.

- Indicate the LEA’s name and sponsor agreement number for Child Nutrition Programs (CNP).
- **Column A:** List the names of all district schools/sites, including interschool agreement sites. If the district uses the same money collection system and point of service system at all schools/sites, write the district name in column A, leave column B blank, and complete columns C-E.
- **Column B:** Indicate the site ID code. This is the number assigned to each school/site in the Connecticut State Department of Education’s (CSDE) [Child Nutrition Program \(CNP\) Online Application and Claiming System](#).
- **Column C:** Indicate the money collection system used at each school/site.
- **Column D:** Indicate the POS system used for lunch at each school/site. Check (☑) box if meals are served *outside* of the cafeteria, e.g., in classroom or grab and go in a hallway.
- **Column E:** Indicate the POS system used for breakfast at each school/site. Check (☑) box if meals are served *outside* of the cafeteria, e.g., in classroom or grab and go in a hallway.

Upload the information on this form to the CSDE’s [CNP Online Application and Claiming System](#). *Do not send a hard copy of this form to the Connecticut State Department of Education (CSDE).*

LEA Name:			Agreement Number:			
COLUMN A			COLUMN B	COLUMN C	COLUMN D	COLUMN E
School/Site Name <i>(include full-service interschool agreement sites)</i>			Site ID	Money Collection System	POS System	
					Lunch	Breakfast
<i>Example: ABC Elementary School</i>			<i>02</i>	<i>A</i>	<i>1</i>	<input type="checkbox"/>
<i>Example: ABC Elementary School Pre-K</i>			<i>02</i>	<i>A</i>	<i>5</i>	<input checked="" type="checkbox"/>
1.					<input type="checkbox"/>	<input type="checkbox"/>
2.					<input type="checkbox"/>	<input type="checkbox"/>
3.					<input type="checkbox"/>	<input type="checkbox"/>
4.					<input type="checkbox"/>	<input type="checkbox"/>
5.					<input type="checkbox"/>	<input type="checkbox"/>
6.					<input type="checkbox"/>	<input type="checkbox"/>
7.					<input type="checkbox"/>	<input type="checkbox"/>
8.					<input type="checkbox"/>	<input type="checkbox"/>
9.					<input type="checkbox"/>	<input type="checkbox"/>
10.					<input type="checkbox"/>	<input type="checkbox"/>
11.					<input type="checkbox"/>	<input type="checkbox"/>
12.					<input type="checkbox"/>	<input type="checkbox"/>
13.					<input type="checkbox"/>	<input type="checkbox"/>
14.					<input type="checkbox"/>	<input type="checkbox"/>
15.					<input type="checkbox"/>	<input type="checkbox"/>
16.					<input type="checkbox"/>	<input type="checkbox"/>
17.					<input type="checkbox"/>	<input type="checkbox"/>
18.					<input type="checkbox"/>	<input type="checkbox"/>

SITE INFORMATION ON MONEY COLLECTION AND POS MEAL COUNT SYSTEMS

The chart below provides an overview of the different types of money collection and POS meal count systems that LEAs can use for meals in the U.S. Department of Agriculture (USDA) school nutrition programs. All money collection and POS systems must prevent overt identification of eligible students. LEAs must contact the CSDE for prior approval to use any systems not listed below.

The federal regulations (7CFR 210.2) define POS as that point in the food service operation where a determination can accurately be made that a reimbursable free, reduced-price or paid meal has been served to an eligible child. POS includes two distinct aspects: identifying a student's eligibility status (free, reduced, or paid) when they receive a reimbursable meal; and identifying that the student has selected a reimbursable meal that can be counted and claimed.

Money Collection System	POS Meal Count System
Computer/POS System	
<p>A. Student brings money for meals either to pay in the line or to deposit in their computer account. Parents may also deposit funds online. Student accounts are debited by the computer system as they receive their meal. Students eligible for free meals have accounts without cash balances, unless a la carte funds are deposited.</p>	<p>1. Student enters PIN, scans an ID card, scans fingerprint, or enters code in a keypad when they receive a meal or milk. The computer system tallies the meal counts by category.</p>
Ticket-based Systems (Not Recommended)	
<p>B. Students buy coded tickets or receive free tickets. All categories are available at the same times and places. No announcement of category is made. Sufficient time and locations are available to prevent groups of children in line openly viewing the exchange process. Efforts are made to encourage purchase of tickets by students paying full price.</p>	<p>2. Coded tickets are surrendered when the meal is received. Students must have a ticket to receive a meal.</p> <p>3. Long-term (weekly) tickets are punched or marked, and a tally sheet is used to keep a count of the number of meals by category.</p>
<p>C. Students bring money for meals in an envelope marked with their name. Students eligible for free meals also turn in an envelope. Tickets are distributed in no special order to students in the envelopes.</p>	<p>4. Students who have pre-paid and received a ticket surrender the ticket when they receive a meal. Students with cash pay when they receive a meal, and cash meal counts are kept on a tally sheet or programmed cash register. The pre-pay option is adequately publicized and is convenient. Enough paying students use the option so children using the tickets in the service line are not easily distinguished as free or reduced eligible.</p>
Roster-based Systems (Not Recommended)	
<p>D. Students bring money for lunch, and a roster or accounting form is marked to indicate the number of meals that have been pre-paid. Sufficient time and locations are available to prevent groups of children in line openly viewing the exchange process. Students eligible for free meals are marked as having paid.</p>	<p>5. Children are individually marked off on a check list or an accounting roster as they receive their meal. The checklist is coded so that meal categories can be determined, but are not overt. The checklist may be the same form on which student payments have been entered.</p>

SITE INFORMATION ON MONEY COLLECTION AND POS MEAL COUNT SYSTEMS

Money Collection System	POS Meal Count System
Roster-based Systems, continued	
E. Students bring money for meals in an envelope marked with their name. Students eligible for free meals also turn in an envelope. The money is recorded on a roster or accounting form.	6. Children turn in an identification card when they receive a meal. The cards are used to determine a count by category and are sorted by classroom and returned to children for the next day's meal or are available in the cafeteria.
F. All students either pay cash or charge meals at the time they receive them. Full-paying or reduced-price-eligible students are billed accordingly each month. Free students receive no bills.	7. A head count of total meals served is taken at the point of service.
G. No monies are collected because the school is operating a nonpricing program, a Provision 2 program or a Community Eligibility Program (CEP).	8. An approved alternative POS count is taken and recorded. Alternative POS counts require prior written approval by the CSDE.



For more information, see the CSDE's [Meal Counting and Claiming](#) webpage or contact the [school nutrition programs](#) staff in the Connecticut State Department of Education, Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This form is available in PDF at www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/mealcount/SFadata.pdf and Word at www.sde.ct.gov/sde/lib/sde/word_docs/deps/nutrition/mealcount/SFadata.doc.

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

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