



WILTON SIMPSON
COMMISSIONER

Florida Department of Agriculture and Consumer Services
Division of Food, Nutrition and Wellness

**AFTER SCHOOL SNACK MEAL COUNT
PROCEDURES FOR CODED ROSTER
SCHOOL YEAR _____**

Instructions: Copy and paste the below procedures on your school's letterhead.

Agreement Number: _____

For Snacks Served On Site

Children enter the serving room and line up at the service counter. A child takes a complete snack from the line and then proceeds to the cashier. The cashier visually verifies that the child has a complete reimbursable snack and verifies the student's ID as the child states his or her name, or the cashier will state the child's name. Once the snack and ID are verified, the child is marked on the roster with a \checkmark as receiving a reimbursable meal. The point of service (POS) is located at the end of the line.

After the snack meal service is complete, the roster will be totaled by the cashier. A second-party check of the snack meal counts by eligibility will also be conducted by administrative personnel. In addition, administrative personnel will conduct edit checks on a daily basis to ensure that the number of snacks served and counted do not exceed the number of snacks delivered/prepared or the number of children in attendance.

At no time will staff use their memory to mark the POS roster.

Roster/Eligibility Codes

Each student will be issued a four-digit student ID number. Eligibility for students will be identified by using the following codes to prevent overt identification of meal benefits:

Student ID numbers beginning in: 1000 = Free, 3000 = Reduced-Price, 5000 = Paid

Payments

Monies for reduced-price and paid snacks will be collected in the main office prior to the snack service to prevent overt identification of those students with a free or reduced-price eligibility benefit.

I have read the above procedure, understand it, and this is the procedure we have chosen for counting reimbursable meals.

Sponsor Signature

Date

"In accordance with Federal law, and US Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer."