Point Of Service

Office of School Support Services
School Nutrition Programs
2015

What is Point of Service (POS)?

- The point in the serving line when you determine if a student has chosen a reimbursable meal.
- If meals are counted at the beginning of the serving line, someone must check to ensure all required components have been taken.

POS Systems

POS systems must ensure that meals counted:

- Meet the meal pattern requirements
  - Are served to eligible students
  - Are counted daily by category

Acceptable POS Counting Systems

- Class roster check list
- School roster check list
- Computerized barcode I.D. cards
- Ticket system
- Cash register code system
- Prepaid list

Acceptable POS Counting Systems – Key Points

- Daily counts must be taken at the point of service
- The counts must be by category (free, reduced, and paid)
- An application or documentation of Directly Certified must be on file for each student claimed as free or reduced
- Never claim more free or reduced than eligible students on file

Unacceptable POS Counting Systems

- Morning classroom counts
- Claims based on attendance records
- Counts based on tickets/tokens sold in advance
- Counts based on number of children eligible
- Counts at beginning of serving line with no verification that required components were taken

Unacceptable POS Counting Systems

- Meal counts based on visual identification
- Tray or plate counts
- Back out systems
- Systems that overtly identify free or reduced students
- Any system that allows students to be counted twice

Acceptable Breakfast POS Counting Systems

- Daily counts must be taken at the point of service regardless of the serving method:
  - Traditional breakfast in the cafeteria
  - In the classroom during school hours
  - Grab n' Go from a central location
  - In the hallway
  - Mid-morning, after 1st period
- Breakfast has the same standards for counting meals as Lunch

Unacceptable Breakfast POS Counting Systems

Universal Breakfast

- counting all students as free
- Counting all students present as having had breakfast

CEP-Community Eligibility Provision Schools

- Point of Service Meal Counts must be accurate
- Use the Daily Meal Count Form
- You may also continue use POS terminals which helps to avoid students eating twice and to monitor ala carte sales.

POS Roster

- Benefit Issuance Roster
  - Must be up-to-date
  - Contains all student names that are eligible for free or reduced benefits

POS Roster

- Rosters must be updated in accordance with Food and Nutrition Service (FNS) regulations and policies when there is any change in eligibility determinations.

Meal Counting & Edit Checks

- Guidelines require edit checks be completed prior to consolidation of the daily lunch counts for the monthly reimbursement claim
- Purpose is to identify errors and/or problems with the meal counting and claiming procedures so that necessary corrections are made

Counting and Claiming Manual

Additional Guidance

Go to:

www.michigan.gov\schoolnutrition

Scroll down to Guidance and click on:

"Counting and Claiming"

Questions?

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