

# Point Of Service



Office of School Support Services  
School Nutrition Programs  
2012



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## What is Point of Service (POS)?

- The point in the serving line when you can determine 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.



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## POS Systems

POS systems must ensure that meals counted:

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



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**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




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**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 must be on file documenting eligibility for each student claimed as free or reduced
- Never claim more free or reduced than applications on file




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**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




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**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




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**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 1<sup>st</sup> period
- Breakfast has the same standards for counting meals as Lunch




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**Unacceptable Breakfast POS Counting Systems**

**Universal Breakfast**

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




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**POS Roster**

- Benefit Issuance Roster
  - Must be up-to-date
  - Contains all student names



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**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.



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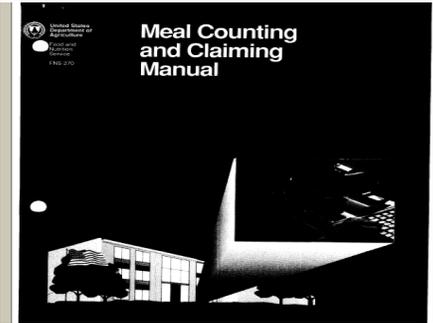
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**Counting and Claiming Manual**



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**Additional Guidance**

Go to:

[www.michigan.gov/schoolnutrition](http://www.michigan.gov/schoolnutrition)

Scroll down to Guidance and click on:

**"Counting and Claiming"**



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**Questions?**



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Contact MDE School Nutrition Programs at:

Phone: 517-373-3347

*or*

E-mail:

MDE-SchoolNutrition@michigan.gov



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