WISCONSIN SCHOOL NUTRITION

IN A NUTSHELL

Point of Service (POS)

Reimbursement is provided for each meal served to an eligible student that meets meal pattern requirements. To obtain this reimbursement, school personnel must accurately count, record, and claim the number of meals served to students by category (paid, reduced price and free). **The Point of Service (POS) is the point in the meal service where it can be determined that a reimbursable meal has been provided to an eligible student**. Student names are required so that students are claimed in the correct free, reduced price, or paid eligibility category and at the site where the student is enrolled. Daily meal counts by student eligibility category and school site are required to file the monthly claim and must be retained for three years plus the current school year.

Acceptable Forms of POS

At the end of the serving line

- The POS must be operated by an adult; students are not allowed to record POS counts or mark themselves as having received a meal, snack, or milk.
- The person recording meal counts at the POS is also responsible for determining if the meal is reimbursable. This person must be trained to identify reimbursable meals, including Offer Versus Serve (OVS), if utilizing.
- If a student's meal is incomplete, the cashier must send the student back in line to select items which make up a reimbursable meal or charge them a la carte prices for each item.
- Electronic:
    - Meal counts are directly entered into a software system.
    - Some examples include scanning student ID cards, entering student pin numbers, or providing the cashier with student names.
- Manual
    - Student roster sheets are used to mark students as they go through the line.
    - These rosters must be retained as source documents of the daily counts even if later entered in an electronic system or spreadsheet.

At the beginning of the service line

- The meal, snack or milk is recorded at the start of the serving line.
- An adult trained on the reimbursable meal requirements must be at the end of the line to ensure all students have selected a reimbursable meal.
- The adult at the end of the line must send students back in line if they do not have a reimbursable meal.
- The adults recording POS counts and the one checking meals at the end of the line cannot step away from the line during meal service.

Community Eligibility Provision (CEP)

- Student names are not required since all students receive free meals.
- A tally sheet is acceptable as long as the site where the student is enrolled can be determined.

Special Situations

Meals, snacks, or milk provided in locations outside of the cafeteria must be counted at the point where the student receives their meal.

Classroom, Hallway, Kiosks, or Carts:

- Teachers or other school staff marking student meal counts must be trained on meal pattern/OVS.

Field Trips

- Pre-bagged reimbursable meals are often used.
- Meal counts cannot be based on the number of meals picked up in the morning or student meal signup sheet for the field trip.
- Teachers or another adult supervising the field trip take meal counts as the students are handed their meals. This ensures that only students who take a reimbursable meal are counted.
    - For example: The teacher marks on a student roster sheet as each student is handed their pre-bagged reimbursable meal.
- The meal counts are provided to the food service department after returning from the field trip and then entered into the meal counting system, as applicable).

Unacceptable Forms of POS

Attendance Counts

- Morning lunch pre-orders taken in the classroom by teachers are not an acceptable counting method because there is no way to ensure students receive reimbursable meals at mealtimes. Students may go home early and miss lunch or may change their mind and decline a meal. This may only be used as a forecasting option for kitchen planning purposes.
- Counts based on attendance.

Backout Systems

- This is when students that did not take a meal are subtracted from all students to determine which students selected a meal.
- The back out system is unacceptable as it does not take meal counts as a student takes a meal or ensures a reimbursable meal was taken.

Tray Counts

- This method counts the number of students that selected a meal based on tray usage.
- This method is unacceptable since it does not ensure that each meal served included all the required components to make a reimbursable meal.
- Other potential errors include:
    - Miscounting
    - Teachers grabbing a tray.
    - Trays being dropped so additional trays are used.

Bundles

- When popsicle sticks, or other counting items are bundled together for a group of students and handed to the person at the POS, there is an issue with the meal counts.
- No way to verify the students have gone through the service line or that a reimbursable meal was taken.