



School Breakfast Point of Service

DONE RIGHT!

The POS (point of service) is where an individual student is served a meal and a trained teacher or staff member determines that the meal is reimbursable.

An “alternative” breakfast point of service is considered anywhere meals are served to students other than the cafeteria or traditional service line.

- Breakfast in the Classroom (when delivered to classroom)
- Second Chance Breakfast/Breakfast after 1st hour (whether classroom, cart or kiosk)
- Hallway kiosk
- Grab N’ Go
- Breakfast on the Bus

Every meal served must meet specific guidelines to be considered a reimbursable meal and must be counted appropriately. The counts for each point of service are then consolidated by the School’s Food/Nutrition Service Department for claim submission to MDE School Nutrition Programs.

Counting Reimbursable Meals

- Count must be taken at the point of service
- A teacher or other staff member must count students as they are served a reimbursable breakfast; daily attendance counts and pre-counts are not acceptable.
- Breakfasts in the Classroom must be counted at the point when each individual student is served the breakfast.
 - > Breakfast items delivered to a classroom in bulk are not considered ‘served’ or the ‘point of service.’
- Grab ‘n Go breakfasts must be counted at the point when the breakfast is picked up by each individual student.
- Second Chance Breakfast/Breakfast after 1st hour must be counted at the point where the students are served the breakfast, either at the cart or kiosk, or in the classroom.
- A teacher or other staff member must ensure that all required components have been selected when counting the breakfast as a reimbursable meal.
- All students must have the opportunity to refuse a meal.
- All procedures used to count reimbursable meals must prevent overt identification of students’ eligibility categories.

Payment

- A prepayment system may be the most convenient method for all staff involved
- If payment must be made at point of service
 - > Money must be collected by trained staff person/cashier
 - > The cashier should be stationed where breakfasts are served and counted
 - > Overt identification of students' eligibility categories must be prevented
- If students are not charged for breakfast (Universal Breakfast), then no money is collected, but breakfasts must still be counted by each students' eligibility category (free, reduced, paid).
- The maximum charge for a reduced-priced breakfast is \$0.30.

Methods for Counting/Payment

- The school may use a variety of procedures to count each breakfast served
 - > It is of the utmost importance that eligibility categories remain confidential
- Checklist/Roster: A teacher or other staff member checks off each student's name or ID number as they are served a reimbursable breakfast.
 - > A column for reimbursable breakfasts served may be added to the attendance roster to save teachers time and eliminate the need for another list!
- Ticket/Token: A teacher or other staff member collects a coded Ticket/Token from each student as they are served a reimbursable breakfast.
- Computerized Point of Sale Systems (POS): the students may enter their name, PIN, or other information into a computerized system as they are served a reimbursable breakfast. A teacher or staff member must still monitor the breakfasts to be sure that they are reimbursable.
- Other procedures as approved by MDE School Nutrition Programs
- NOTE - Only the individual tallying daily meal counts by category need to be aware of a student's eligibility status and any associated coding system. Usually this person is within the Food/Nutrition Service office or business office.

Common Errors at Point of Service

- Using a pre-count as the final count
- Using the attendance count as the final count
- Counting breakfasts that do not contain the appropriate number of components/items.
- Counting breakfasts before all components are taken
 - > For example, serving bagged breakfasts in the hallway and serving the milk in the classroom but counting the bagged breakfasts in the hallway as reimbursable before the student picks up the milk.
- Taking a tally at attendance of children planning to eat breakfast
- Taking a headcount after breakfast is served without counting whether each student received a reimbursable meal.
- Counting the number of entrée items that were served.
- Counting only free and reduced-price breakfasts served and "backing them out" of the total number to determine paid breakfasts served.