

Meal Counting and Claiming Point of Sale Annual Training

2025/2026

Federal Reimbursement...

- We are reimbursed for all of the meals we serve under the School Nutrition Program.
- We use Infinite Campus to keep track of the free, reduced and paid meals we serve to students.
- Our reimbursement is based on the number of each of the above meals served for each of our schools. We are a K-12 but have three schools within the building. K-5, 6-8, and 9-12.
- We get a higher reimbursement rate for free and reduced meals served.
- Households must complete an annual application to determine eligibility.
- It is very important to keep the households payment status confidential.

Collection Procedure...

- We only accept student PINs to obtain a meal.
- Meals must be counted at the end of the serving line and salad bar.
- No items included in a reimbursable meal can be after the POS. (point of sale) Salad bar etc.
- In the event we have a student that is not physically able to get their meal, the person helping must first stop at the POS and the meal must be counted before it is delivered to the student.
- Student sack lunches contain all the required components. They can be counted at the POS with a roster.

Unacceptable Collection Practices...

- Counting the number of meals in the classroom or any other location before the meal is served...
- Using attendance counts as a meal count...
- Counting the number of trays, plates, or entrees taken during a meal service...
- Counting the number of free, reduced or paid students...
- Counting the number of meals delivered to a different location. Meals sent does not equal meals served...
- **Entering a students PIN before you have confirmed the meal is reimbursable.**
 - Do NOT enter the students PIN until you have physically looked at the students tray!

Internal Controls...

- After each meal or at the end of the day, the Kitchen Manager pulls a report to check the number of meals served.
- At the end of the month, the Food Service Director pulls an “edit check” report. This report pulls counts for each day and the number of free, reduced, and paid meals.
- The report is used to complete the monthly claim to receive reimbursement.

When Infinite Campus is down...

In the event IC is having trouble or has gone down, we will use a student roster with PINs to check off the students that have eaten.

Then, when IC is back up and running, the Food Service Director will use the roster to go into the students account and charge them accordingly.



What if a Student Refuses to take a Reimbursable Meal?

- Remind the student they need to take all of the reimbursable items, but they don't have to eat them.
- Ask them to grab a milk or whole fruit, then place it in the share bin after you have counted their meal.
- If they still refuse, please charge the student for a “non-reimbursable meal.” There is a button on the screen for this. This will charge the household account much more for the meal, but this is an option.

POS Computer Training

- Please let Anna know if you need training or a refresher on how to run the POS computer.
- Contact Anna if you have any questions about meal counting and claiming or the Point of Sale.

To complete the annual Meal Counting
and Claiming Training, please click

[HERE](#)

Thank you for helping FCSD #2 remain
compliant!