

SFA/School District: _____

LEA #: _____

Serving Site Change Request

Complete for schools or locations where sites are changed or dropped. Add additional pages as needed.

ADD SITE:

	SERVING SITE 1	SERVING SITE 2		
School Name				
Phone Number				
Serving Site Address				
Year Round School? Yes or No				
School LEA Number				
Designated Site Manager				
Start Date				
End Date				
Method of Notification of Public				
Alternative Service	<input type="checkbox"/> Grab/Go Cafeteria <input type="checkbox"/> Grab/Go Not Cafeteria <input type="checkbox"/> In Classroom <input type="checkbox"/> 2 nd Breakfast Period <input type="checkbox"/> Other, Attach	<input type="checkbox"/> Grab/Go Cafeteria <input type="checkbox"/> Grab/Go Not Cafeteria <input type="checkbox"/> In Classroom <input type="checkbox"/> 2 nd Breakfast Period <input type="checkbox"/> Other, Attach		
Check Age/Grade Grouping – For Open & Restricted Open Site ONLY – Check Most Common Used (can be more than one) – SEE #14 OF THE INSTRUCTIONS	BREAKFAST: <input type="checkbox"/> PK <input type="checkbox"/> K-5 <input type="checkbox"/> 6-8 <input type="checkbox"/> 9-12	BREAKFAST: <input type="checkbox"/> PK <input type="checkbox"/> K-5 <input type="checkbox"/> 6-8 <input type="checkbox"/> 9-12		
	LUNCH: <input type="checkbox"/> PK <input type="checkbox"/> K-5 <input type="checkbox"/> K-8 <input type="checkbox"/> 6-8 <input type="checkbox"/> 9-12	LUNCH: <input type="checkbox"/> PK <input type="checkbox"/> K-5 <input type="checkbox"/> K-8 <input type="checkbox"/> 6-8 <input type="checkbox"/> 9-12		
	Days	Times	Days	Times
Breakfast				
Lunch				
Snack				
The medium of exchange at the point of service (Please refer to Page 2, Item 1)	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G		<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G	
The collection of payment (Please refer to Page 2, Item 2)	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> H		<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> H	
Meal count by category (Please refer to Page 2, Item 4)	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D		<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	

DROP SITE:

School LEA	School Name	Physical Address	Date Effective	Meals
				<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Both
				<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Both

ADE Use Only – Approved by:

ADE/CNU _____ Date _____

____ Reviewer initials ____ Area Specialist initials

____ Entered CNU DB ____ Online Claims System

MEAL COUNT AND COLLECTION PROCEDURES

The procedures listed below will help assure equal treatment of all children, regardless of his or her ability to pay the full price for meals.

DIRECTIONS: For each section 1-6, select the option(s) that best describe the procedure used by each school. List the letter of the selected response under the section number, beside the school on the Meal Count and Collection Procedure Checklists for both breakfast and lunch.

Item 1: The medium of exchange at the point of service – Ticket, token, ID, name, number or physical identifier which students exchange for a meal:						
a. Roster system including coded/un-coded rosters, number lists, and class lists	b. Coded ticket/ token system with various ticket procedures	c. Coded ID cards used in manual and automated systems	d. Verbal identifiers (names & numbers)	e. Thumb print or finger print identification	f. Students enter ID# into automated systems	g. Other – attach description

Item 2: The collection of payment
a. Point of service payment with advance payments and/or charged meals – Students may pay daily, weekly or monthly, prior to meal service in both the cafeteria line and a designated area other than the cafeteria line (for example the school office or classroom); and/or students may charge full or reduced price meals. The meal charge may be paid in both the cafeteria line and a designated area other than the cafeteria serving line. In all cases, the students receiving the free and/or reduced price meals are treated like students who have prepaid or charged their meals. Money MUST BE collected BOTH: in serving line AND in a designated area other than the cafeteria serving line
b. Students or parents may pay daily, weekly or monthly prior to meal service only in a designated area other than the cafeteria serving line (for example the school office or classroom); and/or students may charge full or reduced price meals. The meal charges may be paid in a designated area other than the cafeteria serving line. No money is collected in the serving line.
c. Advance payments and/or charged meals – Students or parents may pay daily, weekly or monthly prior to meal service through on-line payment system.
d. No money is collected from students for reduced price meals. Meals are counted and claimed by category with daily record documentation including Edit Check 1 and 2.
e. No money is collected from students for paying student meals. Meals are counted and claimed by category with daily record documentation including Edit Check 1 and 2.
f. This is a Provision 2 non-pricing school. No money is collected from students for reduced price or paid meals.
g. This is a Community Eligibility school. No money is collected from students for reduced price or paid meals.
h. Other – attach a description.

Item 3: Notification of Payment Procedure – used at the beginning of the school year and/or registration to inform students of the payment and/or charge procedure for meal payments. If this is a Provision 2 or Community Eligibility Provision (non-pricing) school what is the method of notification to households?					
a. Letter to households	b. Public announcements to all students and households	c. Newspaper / newsletter	d. Posted notice (sign) displayed in the cafeteria	e. Notification in Student Handbook with signed acknowledgment from household	f. Other – attach description

The procedures described below will assure that a daily meal count are made at the point of service and that no child will be aware that any other child receives a free or reduced price meal.

Item 4: Meal Count by Category – Only one reimbursable breakfast / lunch / snack may be claimed each day for each student
a. Cashier at the end of the serving line who counts meals by category and monitors meals to assure only reimbursable meals are claimed for reimbursement. The cashier at the end of the serving line MUST be trained in meal pattern requirements. Documentation of training, signed by the cashier, must be on file.
b. *Cashier at the beginning of the serving line with a monitor at the end of the serving line to assure only reimbursable meals are claimed for reimbursement. The cafeteria monitor at the end of the serving line MUST be trained in meal pattern requirements. Documentation of training, signed by the monitor, must be on file.
c. *Classroom counts by category are confirmed at the serving line by the teacher or adult monitor who accompanies the class to the cafeteria and a cafeteria monitor at end of serving line to assure only reimbursable meals are claimed for reimbursement. The cafeteria monitor at the end of the serving line MUST be trained in meal pattern requirements. Documentation of training, signed by the monitor, must be on file.
d. *Other – attach a description
*A monitor at the end of the serving line must notify the person responsible for recording meal counts if a student does not take a reimbursable meal. The monitor must note the name of the student, so the meal count can be adjusted in the correct eligibility category. No substitute employee should be used for this duty without proper training.

Item 5: Charge Policy - Each school and/or school district must have a written charge policy that is published to households and implemented as published. How are households notified of the charge policy?					
a. Letter to households	b. Public announcement to all students and households	c. Newspaper/newsletter	d. Posted notice (sign) displayed in the cafeteria	e. Notification in Student Handbook with signed acknowledgment from household	f. Other – attach description

Item 6: Does this school have a SEPARATE a la carte line that serves ONLY non-reimbursable food items?	
a. Yes, and the school has a policy in place to ensure that free and reduced price students are not being overtly identified in the separate a la carte line.	b. No, this school does not have a separate a la carte line that serves non-reimbursable meals.