

Evaluating Your Accountability System

Ask the following questions about the current meal counting procedures. If the answer to any of these questions is "Yes", the counting procedures are **NOT** adequate and must be revised.

Yes No

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|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Are claims based solely on meal or milk counts taken in the morning in the classroom or at any other location before the meal or milk is served? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are claims based on attendance records? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are meal or milk counts based on the number of tickets/tokens sold and distributed or the number of meals purchased in advance? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the number of reduced price or free meals or free milk claimed based only on the number of children eligible to receive such meals or milk? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are meal counts taken without monitoring meals after the last food item is offered to ensure that the meals are reimbursable? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are meal counts based solely on visual identification of students with no back-up procedures available for persons not familiar with students (e.g. checklists)? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are meal counts based solely on tray or plate counts? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are back-out procedures used which subtract one number (e.g., number of reduced price and free eligible children) from the total count to get another number (e.g., the number of paid meals)? |