BREAKFAST ACCOUNTABILITY PROCEDURES

Cafeteria Breakfast

Point of Sale (POS) is the most common accountability procedure, even in Universal Breakfast designated schools. Students may utilize pin pad, card swipe, biometric scanning, or a student ID card collection system.

If the school is designated as Provision 2, individual student ID records are not required and food service personnel may use a simple paper check sheet to count heads as students take a reimbursable meal. These counts can be entered in "bulk" into their digital POS system during office time.

Grab 'n Go Breakfast

Depending on the location of the meal distribution, the food service staff may use a similar method as with cafeteria breakfast. The use of wireless or "off-line" digital meal-counting systems is ideal for locations that are outside of the cafeteria.

Breakfast in the Classroom

The most common method for non-Provision 2 schools is to use a five-day printed student roster that is sent along with breakfast to the classroom daily. The teacher marks the students who are participating in breakfast on the roster sheet in pencil. Students who refuse the meal or are absent are marked accordingly. The completed meal count sheet is returned when the leftovers are picked up and then the food services team inputs the counts in the POS. The roster sheets should be updated regularly to reflect enrollment changes.

Note: If Provision 2 is in place, a bulk count sheet is sent to the classroom and the teacher or supervising adult checks off the number of meals served.

Digital tracking is used less frequently in classroom breakfast accountability, but there are some companies that offer record keeping for breakfast via the student information database systems that are commonly used in school districts.

Another method that utilizes digital tracking includes collecting student IDs of the students who took a meal, then the food service team scans the cards and returns them to the teacher's mailbox or the teacher can pick them up.