

OSPI CNS School Meal Programs Reference Sheet

Breakfast After the Bell – Point of Service Meal Counting

The National School Breakfast Program requires that meals be counted at the Point of Service (POS). Breakfast After the Bell (BAB) meals must be counted in accordance with the same regulations and guidelines that govern traditional School Breakfast Program service.

There are special considerations when planning an alternative meal service, such as Breakfast in the Classroom (BIC), Grab and Go Breakfast, or Second Chance Breakfast.

Requirements

- ✓ Local Education Agencies (LEAs) must have a POS meal counting system that identifies:
 - Student eligibility status, but not overtly, when they receive a reimbursable meal.
 - Selected items/components meet the requirements of a reimbursable meal.

- ✓ POS Meal counting systems may be:
 - Electronic systems that utilize a software program, where students use a meal card, an identification number, etc.
 - Manual / combination systems that involve a paper roster that is used to check students off as they receive a reimbursable meal.
 - Roster information may or may not be entered into an electronic system.
 - Rosters are the source document and must be saved.

- ✓ Meal counting methods that are **NOT** acceptable include:
 - Using classroom/attendance counts
 - Advance meals sold
 - Counts taken prior to the meal being served
 - Counts taken by number of trays used
 - Counts taken at beginning of service line with no check for reimbursable meals
 - Back-out systems – Counts claimed by “backing out” meals. For example, counts taken that record only students that were absent that day or did not take a meal.

Meal Counting in Provision 2 and CEP

Schools that operate under Provision 2 or the Community Eligibility Provision (CEP) can use a simplified POS meal counting system that tallies daily reimbursable meal counts without student name or eligibility categories. Edit checks must still be conducted.

However, models that allow students an opportunity to obtain more than one breakfast during the day, such as Second Chance Breakfast, must still conduct a by-name meal count.



Alternative Breakfast Models – Recommendations & Requirements

- **Breakfast in the Classroom**
 - Classroom Roster: This is the simplest method for BIC meal counting. If your school has a POS system used in the cafeteria for lunch service, it can provide classroom rosters (daily, weekly or monthly) for staff to claim breakfasts.
 - Check off students if they have taken a reimbursable meal.
 - Return completed rosters to the cafeteria each morning at the end of service.
 - Maintain rosters as supporting claim documentation.
 - Retain according to record retention schedules.
 - Electronic POS system: A mobile POS system can also work well. These can be operated by teachers or by a Nutrition Staff member who goes from classroom to classroom. Consider the use of tablets or other electronic systems on mobile carts. This system eliminates the need for a manual meal count consolidation and decreases the risk of clerical error in meal counting.
- **Grab and Go**
 - Mobile Service Carts: Carts equipped with a computer or point of service machine placed at the school entrance or another high-traffic area.
 - The POS system must be able to prevent students from claiming multiple breakfasts from different Grab and Go locations.
- **Second Chance Breakfast**
 - Electronic POS: This is necessary to ensure that students do not take a second meal if breakfast is still served before school.

Reference

- [OSPI CNS Point of Service Meal Counting Reference Sheet](#)
- [USDA Eligibility Manual for School Meals](#)

Acronym Reference

- BAB- Breakfast After the Bell
- BIC- Breakfast in the Classroom
- CEP- Community Eligibility Provision
- CNS- Child Nutrition Services
- LEA- Local Education Agency
- POS- Point of Service
- OSPI- Office of Superintendent of Public Instruction