



## Use of Tally Sheets for CEO/Special Provision Breakfast

**Policy/Procedure Number: CEO-2013-01**

**Date: September 2013**

In accordance with 7 CFR Part 210.15(b) a school must maintain appropriate records in order to participate in the Program. These records should demonstrate compliance with Program requirements.

**Procedure:**

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- Tally forms are an acceptable form of meal counting for breakfast only in the classroom and cafeteria in CEO and special provisions.
- In order to participate you must submit a written procedure prior to implementation of this policy. This should be an update of your current meal counting and claiming procedures. It should include, but may not be limited to the following:
  1. What are your procedures for this meal service?
  2. How are accurate meal counts obtained?
  3. How will you ensure no second meals are served?
  4. What are your training procedures? (tally sheets, monitoring service, etc)
  5. Describe what edit checks are in place at each POS?
  6. How are these numbers entered into your POS?
  7. What happens to your tally sheets? Are they kept in the office? Central office? Etc.
- For approval please submit to SCN with all supporting documentation (tally sheet, policy, etc.)

The above procedure was implemented on September 2013

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Approved Date:

12-5-13

Director's Signature:

Deanna J. Kett