

## Point of Service Count & Accountability Methods



A breakfast can only be claimed for reimbursement if a student is taking all required food items whether the school's policy is to serve all 4 items to the students or it is using OVS (student can decline 1 item and at least 1/2 cup of the fruit component must be selected). Meals must be claimed by a staff member as the student is served and students should not be allowed to "help themselves". The Food Service Director along with the school administration are to establish the meal claiming method. These two meal claiming options are most often used for BIC:

1. Classroom roster
2. Tickets

Classroom rosters are the simplest method for BIC meal claiming. They are most effective in small school districts. If your school has a POS system (Point of Sale) that is used in the cafeteria for lunch service, it can be used to provide classroom rosters (daily, weekly or monthly) for staff to claim breakfast. It is very important that the completed roster is returned each morning to the cafeteria at the end of service. A student's name should be checked off **only** if they have taken a reimbursable meal.

The ticket system is an effective method of counting and claiming. (These can also be printed from the POS system). Each student can hand in their ticket as the meal is being served. The tickets can then be sent to the cafeteria to be counted and recorded. If your school or district participates in CEP, a generic ticket drop is allowed since all students are served breakfast free.

If a student takes more than 1 breakfast, only 1 can be claimed for reimbursement. Regulations permit the claiming of 1 breakfast per child per day.



### For More Information

*Additional resources:  
Webinars available in SNEARS*  
<http://www.fns.usda.gov/sbp/expanding-your-school-breakfast-program>  
<http://www.fns.usda.gov/sbp/school-breakfast-program-sbp>  
[http://frac.org/pdf/how\\_it\\_works\\_bic\\_fact\\_sheet.pdf#page=2](http://frac.org/pdf/how_it_works_bic_fact_sheet.pdf#page=2)

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## SCHOOL NUTRITION PROGRAMS



### ► Breakfast in the Classroom Procedures

*School Breakfast offers a nutritious and balanced meal to children to start their day. Studies have shown that eating breakfast results in higher performance, less absenteeism, fewer behavior problems and fewer trips to the Nurse's Office. Breakfast in the Classroom (BIC) is extremely beneficial to students in schools with a large free and reduced population and usually results in high student participation.*

## Breakfast In the Classroom



Over the last 6 years, New Jersey has made great strides in expanding the School Breakfast Program. NJ reached 23<sup>rd</sup> during the 2014-15 nationwide growth for School Breakfast by the Food Research and Action Center, compared to 46<sup>th</sup> in 2010-2011. In 2012 the NJ DOE and NJ DOA joined efforts to count breakfast in the classroom time as **instructional time** given the benefits of breakfast in the development and performance of students. Our progress is in large part due to the cooperation of school administrators, teachers, support staff and food service workers who make breakfast in the classroom possible.

Proper training of the staff is imperative to the successful and compliant operation of a BIC program. Since breakfast meals are claimed for reimbursement, any foodservice staff, classroom aide or teacher responsible for serving or claiming a meal must have an understanding of what constitutes a reimbursable meal and the proper procedure for claiming it. There are 3 key areas that this handout highlights: Breakfast Food Components & OVS, Proper Food Handling, Point of Service Count & Accountability Methods.

## Breakfast Food Components & Offer vs. Serve

A school breakfast consists of the following three food components:

1. **Fruits** (or vegetable substitution)
2. **Grains** (or optional credited meats/meat alternates)
3. **Milk** (2 choices must be offered)



In order to count breakfast as a complete meal, **schools must serve 4 items to students**. The following are some options for breakfast service:

### Option #1

1. Grains 1oz.
2. Grains 1oz.
3. Fruit/Juice/Veg. (1 cup must be offered, ½ cup must be selected)
4. Milk (2 choices must be offered)

### Option #2

1. Grains 1oz.
2. Meat/Meat Alternate 1oz.
3. Fruit/Juice/Veg. (1 cup must be offered, ½ cup must be selected)
4. Milk (2 choices must be offered)

### Option #3

1. Grains 1oz.
2. Fruit/Veg. (1/2 cup)
3. Juice/Fruit/Veg. (1/2 cup)
4. Milk (2 choices must be offered)

While the Food Service Department is responsible for planning the breakfast meal correctly, each school has a choice of serving all 4 food items or can choose “offer vs. serve” (OVS is optional at all grade levels) for BIC meal service. If OVS is selected for a school, **any staff member** serving or claiming a meal is required to understand the food items that must be taken for the meal to qualify for reimbursement. For a breakfast meal to be claimed for reimbursement under OVS, 3 of the 4 items offered must be selected and one of the selections **must** be at least ½ cup of the fruit component.

While OVS may benefit food cost due to students declining an item, the easiest way to serve the meal is to serve all items offered. In that way, the person claiming the meal does not have to decide if the appropriate 3 items have been selected. If a student does not wish to consume an item it can be set aside on a “share table”. These items are then available to other students who may want additional servings. Any items left on the “share table” after meal service can then be returned to the kitchen and can be served and claimed for reimbursement during another meal service. These items can only be used again if proper temperature has been maintained. Communicate with your local health department to ensure that it doesn't have stricter rules that must be followed .



## Proper Food Handling

If breakfasts are being served in the classroom, proper food handling procedures must be adhered to. Food should be delivered and maintained in appropriate containers to insure that cold food is kept cold and hot food is kept hot. Any person handling the food items should be wearing gloves. Your Food Service Department (in conjunction with the local Health Department) is to share proper food handling procedures (HACCP) with any staff handling BIC meals.