



## Directions: Monthly by Classroom Coded List Form

### Purpose

This form is designed to provide a template for recording the total number of reimbursable meals that are served by eligibility category. CEs should update the form each day as meals are served.

### Advantages of This Type of Form

The children do not have to memorize a number or keep up with a ticket. As each child passes the cashier, a notation is made on the form. It is best used when children are lined up for service by classroom.

### Directions for Completing Form

#### *Prior to Meal Service*

- **Breakfast/Lunch:** Circle Breakfast or Lunch to indicate the meal being served.
- **Site:** Record the site name in the designated box.
- **Teacher's Name:** Record the teacher's name in the designated box.
- **Month/Year:** Record the month and year in the designated box and the dates for meal service in the designated boxes.
- **Name:** Record the participant names in the designated boxes.
- **Code:** Record each child's code in the designated box.  
In assigning codes, CEs need to prevent overt identification.

*For Example:*

- *Coding Series—Free designation assigned 1–1,999; reduced-price assigned 2,000–2,999*
- *Coding by number—Number ending in 0, an odd or even number.*
- *Coding by variation--Variations in capitalization in name spelling such as Mary Smith, Mary J. Smith and M. Smith.*
- *Coding by subtle difference—Printing such as capital letter, period, spacing of a line or differences in underlining.*

#### *During Meal Service*

- **Dates:** Mark the meal the child has chosen in the box under the date. Cashiers must prevent overt identification as each child's meal choice is marked; therefore, they should be careful to shield this form from the sight of other children. Therefore, cashiers need to use designations that are not easily recognizable.

Use This Form	
<b>Frequency</b>	Daily
<b>Required Form Format</b>	Use this form or a similar reporting instrument.
<b>Record Retention</b>	Form kept onsite and made available on request.  State Board of Education policies require public and charter schools to maintain records for a period of five years. Private schools and RCCIs maintain records for three years.

*For Example: The cashier might (1) mark a ✓ (check) on every child who receives a reimbursable meal whether the child is eligible for free, reduced-price, or paid and (2) mark a la carte sales with an A. The cashier has the coded sheets in a notebook so he or she can turn pages easily. The point-of-service is located on a counter that allows the cashier to hold the notebook at an angle that cannot be read by other children.*

Teacher's Name		Date				
Name	Code	4	5	6	7	8
Child 1	744039	✓	✓	✓	✓	A
Child 2	705737	✓	✓	✓	A	✓
Child 3	729621	✓	A	✓	✓	✓
Child 4	744697	A	✓	✓	✓	✓

*(NOTE: Whenever possible, participant meal information should be recorded out of the sightline of participants or other adults. For those CEs that record meal information on a computer located at the point-of-service, using a privacy shield on the monitor screen may also help protect participant privacy.)*

- **Total:** Total the number of meals served by category in the designated boxes at the bottom of the form each day. The free, reduced-price, and paid digits are used for this purpose.