



Meal Production/Food Service

Private Non-Profit

- Almost 20% of the CEs had findings based on not having food purchase receipts, documentation of food donations and recycled food.
- Over 10% of the meal production records did not show that meals contained all components, measurable serving sizes or food items that met meal pattern requirements.

Educational Institutions

- Sites did not have an accurate point of service meal count.
- Meal production records did not show that meals contained all components, measurable serving sizes or food items that met meal pattern requirements.

Common Examples

- CEs' records of purchases and acquisitions of food do not support the menu and confirm that enough food was available for each reimbursable meal claimed.
- CEs did not document milk leftovers using the current TDA form.
- The CE receives food donations from a local food bank. However, the invoices provided do not indicate that any grains/bread components were donated.
- The 1 staff member on site could not serve the meal and take the meal count at the same time. Counts were based on participants, not on each child receiving a reimbursable meal.
- The CE provided delivery invoiced that had been altered to reflect higher quantities of purchases per each line item.

Effects on the Claim

TDA may disallow meals and may reduce the claim accordingly.

Suggested Steps to Take

- Develop a system to keep all the required documents and forms organized. Schedule time to maintain the paperwork.
- Work with the regional ESC to ensure that menus meet the meal pattern requirements.
- Make sure someone is counting the number of meals served at the point of service.