## Child Care Food Program Collection Procedures

- **COLLECTION PROCEDURE 1** Each day, children can buy tickets in the food service manager's office, but they do not receive the tickets. The food service manager sends the purchased tickets and tickets for free or reduced-price meal recipients to the classroom each day. The teacher distributes the tickets just before meal time. The tickets are coded for accounting purposes.
- **COLLECTION PROCEDURE 2** Each day, children pay for their meals in the office. A list with the names of all children who paid or are eligible for free or reduced-price meals is prepared and sent to the meal service area. A staff member who knows the children checks the names as children pass through the line or otherwise receive their meal. After the service of the meal, the list is returned to the office for accounting purposes. This method works only in a small facility where the staff knows all the children.
- **COLLECTION PROCEDURE 3** The homeroom teacher gives each child an envelope for daily, weekly, or monthly payments. Children return the envelopes with the payments enclosed, or empty if eligible for free meals. The envelopes are collected in the office and coded tickets are issued to each child.
- **COLLECTION PROCEDURE 4** Parents pay in advance by the month. Each teacher receives a list of those children who have paid. The teacher marks the list as paid for the children who receive free meals. Only the bookkeeper knows which children receive a free meal. The teacher keeps daily records of each child served and sends the records to the office for accounting purposes.
- COLLECTION PROCEDURE 5 Meal payments are collected in the secretary's office. Payments can be made by children or parents on a daily, weekly, or monthly basis. The secretary records payments and knows which children qualify for free or reduced-price meals. In the classrooms, the secretary distributes identical tickets labeled only with the children's names. Since the parents may make payments, even children who receive free or reduced-price meals may not know whether their meals are free, reduced-price, or paid.
- **COLLECTION PROCEDURE 6** Parents are billed monthly for paid or reduced-price meals their children are served. Parents mail in all payments. All participating children receive a coded ticket each month which is punched at each meal service. At the end of the month, the tickets are collected and a clerk calculates the amount to be billed.

COL	<b>LECTION PROCEDURE 7</b> — Other; explain in detail. The contractor must ensure that this method prevents overt identification of children receiving free or reduced-price meals. (Use the back of this form or an attachment, if necessary).