ACCOUNTABILITY TRAINING OUTLINE
The Accountability Module includes the following videos and interactive activities.

Developing an Acceptable Meal Counting and Collecting System (12:04)
Is this Coded Correctly?
Point of Service Meal Count System (11:52)
How Do You Ring It Up?
Consolidation and Reporting (Part 1 - 17:04)
Making the FP-9 Count
Consolidation and Reporting (Part 2 - 5:00)

PREPARING FOR THE MODULE
1. Meet with your supervisor/manager to review this training.
2. Make sure you have all the necessary handouts for reference throughout the module.
3. Record the time you start and end the training on this worksheet.

REFLECT - Take a minute and ask yourself...
• Why do you think accurate meal counting and claiming is important for School Meal Programs?
• What types of meal counting systems do you use at your school?

WATCH VIDEO - Developing an Acceptable Meal Counting and Collecting System
Log onto www.makingitcount.info and click on Making It Count. Then, go to the Accountability landing page and click on the first video, Developing an Acceptable Meal Counting and Collecting System. To progress through the training, click on the NEXT ARROW at the bottom of the page. You may watch the videos all the way through or pause to review the information.
Note that:
• This video includes information about the following topics:
  - Issuing the medium of exchange
  - Acceptable and unacceptable coding
  - Distributing and collecting the medium of exchange
  - Maintaining an eligibility roster
• The handouts correspond to the information you will see in the video.

PLAY INTERACTIVE ACTIVITY - Is this Coded Correctly?
This activity will require you to click on the correct answer. (For all interactive activities the program will let you know if your answer is correct or incorrect. You can also pause and replay each activity.)

NOTES:

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REFLECT & RECORD - after watching this video and playing the activity ask yourself...

• What medium of exchange do we use in our school?

• What coding system do we use?

• What are some ways to distribute and collect the medium of exchange?

• What does it mean to maintain an eligibility roster?

• What additional questions do you have regarding acceptable and unacceptable coding systems?

WATCH VIDEO - Point of Service Meal Count System
This video covers information about:
• Counting reimbursable and non-reimbursable meals
• Pre-Paid and charged meals
• Unacceptable meal count systems

PLAY INTERACTIVE ACTIVITY - How Do You Ring It Up?
This activity will require you to click on the correct answer.

REFLECT & RECORD - after watching this video and playing the activity ask yourself...

• When is a teacher’s meal reimbursable?

• Are second meals reimbursable?

• What questions do you have regarding counting meals?

WATCH VIDEO - Consolidation and Reporting part 1
This video covers information about:
• Consolidating meal counts
• The daily potential income sheet
• The Massachusetts FP-9
• Performing edit checks

PLAY INTERACTIVE ACTIVITY - Making the FP-9 Count
For this activity you will need to look at the form, identify the area with an error, and then drag the flag to the error. If you need to make the form larger click the magnifying glass and drag it to the area you would like to enlarge.

WATCH VIDEO - Consolidation and Reporting part 2
This video covers information about:
• The Accuclaim Monitoring Report
REFLECT & RECORD - after watching the video and playing the activity ask yourself...

- What questions do you have about accurate meal counting and claiming?

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- What is the daily potential income sheet?

- What is the Massachusetts FP-9 used for?

- Who performs edit checks?

WRAP UP
Take a minute, and complete the Review Questions handout for Accountability. Then, write down any questions you have to review with your supervisor/manager. Remember to record the time you finished the training on this worksheet.

AFTER THE SESSION
Meet with your supervisor/manager to review this worksheet. He or she will record that you completed this module on the Accountability Tracking Sheet. This sheet will help you document your professional development requirements.