OMB Number: 0584-0530
Expiration Date:
XX/XX/XXXX

APEC III

Third Access, Participation,
Eligibility and Certification
Study Series

USDA

Third Access, Participation, Eligibility and Certification Study

Series (APEC III)

MEAL TRANSACTION OBSERVATION FORM

SUMMARY:

Meal observation data will be used to determine meal claiming errors by identifying meals incorrectly claimed as reimbursable based on meal components and/or meal recipient.

Field data collectors will conduct meal observations to record meal components viewed on the student's tray and whether the cashier recorded the meal as reimbursable.

Data collectors will observe breakfast and lunch meal service. They will use a sampling algorithm to randomly select meal period, serving line, and meal trays for observation. Data collectors will record meal observations in hard copy booklet, later enter the data electronically, and finally transmit the data to the home office. The hardcopy booklets will be shipped back to the home office.

APPENDIX C3. MEAL TRANSACTION OBSERVATION FORM

SECTION A: MEAL OBSERVATION TRANSACTION DETAILS (completed for each meal observation)

SFA Name and Sample ID:_____|__|__|__| School Name and ID:_____|__|__|__|__|__|

Date: |__|__| / |__|__| / |__|__|__|__| Time Observation Began: |__|__| / |__|__| AM
          MONTH   DAY   YEAR   HOUR   MINUTE   PM

Data Collector Name & ID:_____|__|__| Time Observation Ended: |__|__| / |__|__| AM
                                                                                         HOUR   MINUTE   PM

Meal Type:
☐ Breakfast ☐ Lunch

Meal Period: _____

Register Number: _____

Offer Versus Serve
☐ YES   ☐ NO

Cafeteria Layout Appropriate for OVS:
☐ YES   ☐ NO

Comments (notes about layout, atypical circumstances, etc.):
_____

Substitute Cashier
☐ YES   ☐ NO

Any atypical circumstances during meal observation:
☐ YES ☐ NO

_____
_____
_____

SECTION B: SAMPLING INFORMATION AND RESULTS

NOTE: Sampling Information and Sampling Results only need to be recorded ONCE (in one booklet) per school.

_____

Sampling Information

BREAKFAST				LUNCH		
Register/Serving Line#	# of Periods	Approximate # of transactions		Register/Serving Line#	# of Periods	Approximate # of transactions
1				1		
2				2		
3				3		
4				4		
5				5		
6				6		
7				7		
8				8		
9				9		

Sampling Results

BREAKFAST						LUNCH				
Period	Register/ Serving Line#	# of Trays to Observe	Start with	Interval		Period	Register/ Serving Line#	# of Trays to Observe	Start with	Interval
1						1				
2						2				
3						3				
4						4				
5						5				
6						6				
7						7				
8						8				
9						9				

APPENDIX C3. MEAL TRANSACTION OBSERVATION FORM

Breakfast   Lunch   (circle one)

			Tray #: _____
	Type of Participant: ☐ **Student** ☐ **Non-Student** ☐ **Adult**		
Food Items	**Check if Food Item Taken**	**Number of Units Taken**	**NOTES:**
1.	1.		
2.	2.		
3.	3.		
4.	4.		
5.	5.		
6.	6.		
7.	7.		
8.	8.		
9.	9.		
10.	10.		

IF OVS, were all required components available? ☐ **Yes   ☐ No (missing component(s):_____)**

(3 required for Breakfast, 5 required for Lunch)

Recorded as Reimbursable? ☐ Yes ☐ No

			Tray #: _____
	Type of Participant: ☐ **Student** ☐ **Non-Student** ☐ **Adult**		
Food Items	**Check if Food Item Taken**	**Number of Units Taken**	**NOTES:**
1.	1.		
2.	2.		
3.	3.		
4.	4.		
5.	5.		
6.	6.		
7.	7.		
8.	8.		
9.	9.		
10.	10.		

APPENDIX C3. MEAL TRANSACTION OBSERVATION FORM

	Tray #: _____		
	Type of Participant: ☐ **Student** ☐ **Non-Student** ☐ **Adult**		
Food Items	**Check if Food Item Taken**	**Number of Units Taken**	**NOTES:**

IF OVS, were all required components available? ☐ **Yes** ☐ **No (missing component(s):**_____**)**

(3 required for Breakfast, 5 required for Lunch)

Recorded as Reimbursable? ☐ **Yes** ☐ **No**