

Instructions

This is used to record the daily meal counts for each school for reporting each month. We emphasize the importance of keeping this form and filing it with your copy of the claim form. This document should be used to “edit check” the monthly claim.

Entries must be posted daily. This form must be kept on file for a period of at least three years, not including the current year. Do not send this form to the state agency.

Edit checks will need to be completed and signed at the end of the month prior to submitting the monthly claim. The number of meals served should be compared to the maximum number eligible (attendance factor times the number eligible), as well as the number eligible in the corresponding category. Should the number served exceed any of the comparable totals, justification should be documented in column 9.

This is not a required form; however, the data listed is pertinent and is the required minimum and must be included on any form the SFA chooses to use.

Enrollment : Enter the number of children who have access to meals. The school should use the highest number during the month.

Attendance Factor: Divide the average daily attendance (ADA) by the enrollment to obtain the local attendance factor or use the state factor, whichever is greater.

Number of days meals served: Enter the number of day in operation for the month.

Attendance Factor times the number Eligible: This figure represents the number of meals eligible by category on a daily basis for edit check purposes only. The school should use the largest number of eligibles recorded for the month in each category.

Signature and Title: The person responsible for completing the edit check should sign when the form is complete.

Column 1	Enter the total number of paid children eligible to receive a meal.
Column 2	Enter the number of approved FREE children’s applications on file
Column 3	Enter the number of approved REDUCED children’s applications on file
Column 4	Enter the day of the month
Column 5	Enter the number of meals served to paid children
Column 6	Enter the number of meals served to children who have been approved for free meals
Column 7	Enter the number of meals served to children who have been approved for reduced price meals
Column 8	Enter the sum total of columns 5, 6, and 7
Column 9	Justification is needed here if any of the comparisons exceed the numbers eligible or when compared against the attendance factor.