

A photograph of a line of students in a school cafeteria, overlaid with a semi-transparent blue filter. The students are standing behind a food service counter, looking at food options. The text 'Counting & Claiming Student Meals for Reimbursement' is centered over the image in white.

# Counting & Claiming Student Meals for Reimbursement

# Counting & Claiming Requirements

*If you want the money, you must...*

1. Count & record reimbursable meals at the “**Point of Service**” (POS)
2. Only count one reimbursable meal type/day/enrolled student
3. Not count adult meals, a la carte items, second meals for reimbursement
4. Perform “**Edit Checks**” prior to submitting the claim for reimbursement

AGREEMENT FOR CHILD NUTRITION PROGRAMS

As listed below:

National School Lunch Program  
School Breakfast Program  
School Milk Program

USDA Food Program  
After School Snack Service

In accordance with the terms and conditions of Agreements made between the Department of Agriculture and the State of Maine Department of Education, for these programs, this Agreement is made by and between the State of Maine Department of Education, hereinafter referred to as the State Agency.

The State Agency shall make this Agreement effective for each fiscal year as appropriated by Congress for carrying out the purposes of the programs indicate such fiscal year. In any event, however, this Agreement may be terminated upon 90 days on the part of either party thereto, and the State Agency may terminate this Agreement after receipt of evidence that the terms and conditions of this Agreement have not been met with by the School Food Authority/Sponsor.

**Note:** A signed Agreement from the State Agency is not authorization to participate in these programs for reimbursement for any meals served after October 15th of any year. USDA Foods supplied by the State Agency be used in any Program after such date. Food Authority's free and reduced price policy statement has been received and approved by the State Agency. (7 CFR Part 210)

A. THE STATE AGENCY AGREES THAT:

1. To the extent of funds available, the State Agency shall reimburse the School Food Authority/Sponsor in connection with the cost of obtaining food for breakfast programs in the public schools, nonprofit private schools, state child care institutions listed on the electronic application, in any fiscal year Agreement is in effect. The amount of reimbursement on behalf of any private school, state school or residential child care institution, shall be the number of meals served to children as defined in Department of Agriculture 7 CFR Parts 210, 215 and 220 multiplied by the rates assigned by the State Agency.
2. The State Agency agrees to distribute to the School Food Authority/Sponsor as may be supplied by the Department of Agriculture, to the State Agency rates of distribution for each USDA food as stated in 7 CFR 250.4 (c).
3. The State Agency shall promptly notify the School Food Authority/Sponsor the minimum requirements for lunch and/or breakfast and/or after school snack as a unit.

B. THE SCHOOL FOOD AUTHORITY AGREES THAT:

1. Will adhere to the regulations covering each type of program applied for on the application attached to and made part of this Agreement.
2. Will operate nonprofit programs in accordance with the Federal law pertaining to health, safety, labor, non-discrimination, and any amendments.
3. Will limit its net cash resources to an amount that does not exceed (3) expenditures for its nonprofit school food service.

DEPARTMENT OF EDUCATION  
CHILD NUTRITION  
136 STATE HOUSE STATION  
AUGUSTA, ME 04333-0136

enforcement of this assurance. This assurance is binding on the Sponsor, its successors, transferees and assignees if it receives assistance or retains possession of any assistance from USDA. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Sponsor.

5. Any termination of this Agreement for non-compliance with Title VI of the Civil Rights Act of 1964 shall be in accordance with applicable laws and regulations.
6. The School Food Authority/Sponsor agrees to indemnify, defend and save harmless the State Agency, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, material men, laborers and any other person, firm or corporation furnishing or supplying work, services, materials or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the School Food Authority/Sponsor in the performance of this Agreement and against any liability, including costs and expenses for violation of proprietary rights, copyrights, or rights of privacy, arising out of publication, translation, reproduction, delivery, performance, use of disposition of any data furnished under this Agreement or based on any libelous or other unlawful matter contained in such data.
7. The School Food Authority/Sponsor agrees to price the lunch and/or breakfast and/or after school snack as a unit.
8. The School Food Authority/Sponsor shall count the number of free, reduced price and paid reimbursable meals served to children at the point of service.
9. The School Food Authority/Sponsor must offer free and reduced-price meals to children who are determined by local school food authorities, in accordance with established income guidelines, to be unable to pay the full price of the meal. (Title 7 CFR Part 245).
10. The School Food Authority/Sponsor shall establish internal controls which ensure accuracy of lunch counts prior to the submission of the monthly claim for reimbursement.
11. It shall accept and use, in as large quantities that may be efficiently utilized, foods offered as USDA foods in its nonprofit food service as stated in 7 CFR 250.4 (c).
12. The SFA will agree with all requirements related to food safety and recalls (7CFR 250)
13. The School Food Authority will comply with the Title 7 CFR Part 250 regulations. This includes the permitting termination of the agreement by either party, upon written notification to the other party, at least 60 days prior to the effective date of termination as stated in 7 CFR 250.(c)2
14. The School Food Authority/Sponsor shall maintain all books, documents, payrolls, papers, accounting records and other evidence pertaining to costs incurred under this Agreement, all approved and denied meal benefits applications, and shall make such materials available at their offices at all reasonable times during the period of this Agreement and for three years from the end of the fiscal year to which they pertain for inspection by the State Agency or any authorized representative of the State of Maine or the United States Department of Agriculture

# Signed Agreement for Child Nutrition Programs

# What is Point of Service (POS)?

The point in meal service where it can be confirmed that a student has received a reimbursable meal.



# Why Does This Matter?

- SFAs receive federal & state reimbursement for meals served to students
- Meals must meet federal requirements
- Accurate counts ensure:
  - Each reimbursable meal is counted
  - Claims are accurate
  - The SFA receives the reimbursement it is entitled to

# What if meals are counted for reimbursement incorrectly?

*Compliance finding – Administrative Review*

*Repay reimbursement received in error*

*Putting program integrity at risk*

# Point of Service Meal Counting Methods

# How Can Reimbursable Meals Be Counted?

- Electronic
- Manual
- Combination
  
- All methods must yield an accurate count of reimbursable student meals:
  - individual student reimbursable meals
  - Adult/non-student meals\*
  - Second meals\*
  - Milk only/a la carte\*

\*(if applicable)

# Electronic POS System

Specialized computer software designed to support accountability requirements

- Student enters PIN, scans barcode, fs staff check students into the computer
- Foodservice staff verifies complete meal at the POS
- Charges for Adults any a la carte purchases\*

*Best Practice!*



\*(if applicable)

# Electronic POS Systems

- Mosaic
- Nutrikids
- Titan
- PCS
- Powerschool



# Manual POS System

## Paper Student Roster

- Cashier identifies the student at the POS
- Determines if they have a reimbursable meal
- Checks off the student's name on the roster, recording the meal as served
- Eligibility information is coded & discreet\*
- Documentation is maintained

\*(if applicable)

# Manual POS System

## Tick Sheet (CEP & Non-Base Year P2 only)

- Cashier determines if student has a reimbursable meal
- Cashier makes a tick mark on the meal count sheet for each student with a reimbursable meal
- Must be able to prevent duplicate meals/student
  - Should not be used with second chance breakfast or multiple service lines/locations
- Adults must be recorded separately

\*(if applicable)

# Meal Service Locations

# Cafeteria Meal Service

- Students eat in the cafeteria at designated meal time
- Student selects their meal as they go through a serving line
- Their meal is counted by trained staff at the POS after verifying the student has a complete meal



# Counting Reimbursable Meals Served in the Cafeteria

## Don't...

- Count trays or utensils used as meal counts
- Pre-orders
- Attendance
- Count meals before student has a meal

# Counting Reimbursable Meals Served in the Cafeteria

## Do...

Count meals at the POS after the student has received a reimbursable meal

# What Went Wrong?

- A foodservice staff member counts 100 trays at the beginning of meal service and records this number.
- During lunch:
  - A student gets a meal, drops the tray, goes back to get another meal.
  - An adult gets a meal to take back to their classroom.
  - A student takes an incomplete meal.
  - Another student takes a complete reimbursable meal.
- At the end of service, all the trays are gone & 100 reimbursable meals are recorded.

# Meal Service Outside the Cafeteria

- Classrooms
  - Pre-k classroom
  - Special Education Classroom
- Hallways
- Other locations on school grounds
  - Superintendent's office
  - Modular classroom
- Field Trips

# Meal Service Outside the Cafeteria

Great way to feed more students but...alternative meal service is not without challenges!

**CAUTION: When there is a change in meal service location or responsibility is placed on non-foodservice staff, errors may occur**

*What processes & systems will you implement to ensure accurate counting and claiming of meals?*

# Counting Reimbursable Meals Served in Alternative Locations

## Don't...

- Use attendance counts
- Count incomplete, non-reimbursable meals
- Use the number of meals delivered as the meal count
- Include teacher meals in the reimbursable count
- Count meals served to students in off-site locations

# Counting Reimbursable Meals Served in Alternative Locations

## Do...

- Regularly train staff responsible for meal service
- Observe meal service – onsite monitoring
- Provide a designated meal count form
  - Use consistent codes for meals taken, milk only, no meal
  - Provide instructions
- Keep meal counting responsibilities with foodservice staff if possible

# What Would You Do?

## Breakfast In the Classroom:

The teacher counts breakfast meals on the meal count form as each student takes a complete meal. After breakfast, the form is set back to the kitchen along with leftovers and food service staff enter counts in the POS system.

On Monday, 15 meals were sent to the classroom, the meal count sheet indicates that 9 meals were served but there were zero meals leftover/returned to the kitchen.

## Breakfast

| Student Last Name | Student First Name | Mon 2/3 | Tue 2/4 | Wed 2/5 | Thu 2/6 | Fri 2/7 |
|-------------------|--------------------|---------|---------|---------|---------|---------|
| 1                 |                    | 1       | 1       | 1       | 1       | 1       |
| 2                 |                    | 1       | 1       | 1       | 1       | 1       |
| 3                 |                    | 1       | 1       | 1       | 1       | 1       |
| 4                 |                    | 1       | 1       | 1       | 1       | 1       |
| 5                 |                    | 1       | 1       | 1       | 1       | 1       |
| 6                 |                    | 1       | 1       | 1       | 1       | 1       |
| 7                 |                    | 1       | 1       | 1       | 1       | 1       |
| 8                 |                    | 1       | 1       | 1       | 1       | 1       |
| 9                 |                    | 1       | 1       | 1       | 1       | 1       |
| 10                |                    | 1       | 1       | 1       | 1       | 1       |
| 11                |                    | 1       | 1       | 1       | 1       | 1       |
| 12                |                    | 1       | 1       | 1       | 1       | 1       |
| 13                |                    | 1       | 1       | 1       | 1       | 1       |
| 14                |                    | 2       | 1       | 1       | 1       | 1       |
| 15                |                    | 1       | 1       | 1       | 1       | 1       |
| 16                |                    | 3       | 1       | 1       | 1       | 1       |
| 17                |                    | 1       | 1       | 1       | 1       | 1       |
| 18                |                    | 1       | 1       | 1       | 1       | 1       |
| 19                |                    | 2       | 1       | 1       | 1       | 1       |
| 20                |                    | 1       | 1       | 1       | 1       | 1       |
| 21                |                    | 1       | 1       | 1       | 1       | 1       |
| 22                |                    | 1       | 1       | 1       | 1       | 1       |
| 23                |                    | 2       | 1       | 1       | 1       | 1       |
| 24                |                    | 3       | 1       | 1       | 1       | 1       |
| 25                |                    | 3       | 1       | 1       | 1       | 1       |
| 26                |                    | 1       | 1       | 1       | 1       | 1       |
| 27                |                    | 1       | 1       | 1       | 1       | 1       |
| 28                |                    |         |         |         |         |         |
| 29                |                    |         |         |         |         |         |
| 30                |                    |         |         |         |         |         |
| 31                |                    |         |         |         |         |         |
| 32                |                    |         |         |         |         |         |
| 33                |                    |         |         |         |         |         |
| 34                |                    |         |         |         |         |         |
| 35                |                    |         |         |         |         |         |
| 36                |                    |         |         |         |         |         |
| 37                |                    |         |         |         |         |         |
| 38                |                    |         |         |         |         |         |

14 14

Don'ts

## Breakfast

| Student Last Name | Student First Name | Mon 2/3 | Tue 2/4 | Wed 2/5 | Thu 2/6 | Fri 2/7 |
|-------------------|--------------------|---------|---------|---------|---------|---------|
| 1                 |                    | 1       | 1       | 1       | 1       | 1       |
| 2                 |                    | 1       | 1       | 1       | 1       | 1       |
| 3                 |                    | 1       | 1       | 1       | 1       | 1       |
| 4                 |                    | 1       | 1       | 1       | 1       | 1       |
| 5                 |                    | 1       | 1       | 1       | 1       | 1       |
| 6                 |                    | 1       | 1       | 1       | 1       | 1       |
| 7                 |                    | 1       | 1       | 1       | 1       | 1       |
| 8                 |                    | 1       | 1       | 1       | 1       | 1       |
| 9                 |                    | 1       | 1       | 1       | 1       | 1       |
| 10                |                    | 1       | 1       | 1       | 1       | 1       |
| 11                |                    | 1       | 1       | 1       | 1       | 1       |
| 12                |                    | 1       | 1       | 1       | 1       | 1       |
| 13                |                    | 1       | 1       | 1       | 1       | 1       |
| 14                |                    | 1       | 1       | 1       | 1       | 1       |
| 15                |                    | 1       | 1       | 1       | 1       | 1       |
| 16                |                    | 1       | 1       | 1       | 1       | 1       |
| 17                |                    | 1       | 1       | 1       | 1       | 1       |
| 18                |                    | 1       | 1       | 1       | 1       | 1       |
| 19                |                    | 1       | 1       | 1       | 1       | 1       |
| 20                |                    | 1       | 1       | 1       | 1       | 1       |
| 21                |                    | 1       | 1       | 1       | 1       | 1       |
| 22                |                    | 1       | 1       | 1       | 1       | 1       |
| 23                |                    | 1       | 1       | 1       | 1       | 1       |
| 24                |                    | 1       | 1       | 1       | 1       | 1       |
| 25                |                    | 1       | 1       | 1       | 1       | 1       |
| 26                |                    | 1       | 1       | 1       | 1       | 1       |
| 27                |                    | 1       | 1       | 1       | 1       | 1       |
| 28                |                    | 1       | 1       | 1       | 1       | 1       |
| 29                |                    | 1       | 1       | 1       | 1       | 1       |
| 30                |                    | 1       | 1       | 1       | 1       | 1       |
| 31                |                    | 1       | 1       | 1       | 1       | 1       |
| 32                |                    | 1       | 1       | 1       | 1       | 1       |

18 24 23

- Inconsistent markings
- No key for how to mark/code

## Date: \_\_\_\_\_

# Special Circumstances

## Students Unable to Come to the Cafeteria

- Be offered all meal choices & make selections
- Be counted at POS when they receive the meal on school grounds

## Important!

- Meal may NOT be counted when a teacher picks it up
- Cannot remove meal choice or access to lunch as punishment

# Special Circumstances

## Off-site Meals

- Meals may NOT be claimed when:
  - Enrolled student is attending school at an alternate location not on school grounds:
    - Regional Program
    - Special Purpose Private School
- Options:
  - Catering – provide the meal, paid by another source, not claimed for reimbursement
  - Alternate Site can become NSLP sponsor or may already be one.

*Exceptions: Career & Technical Schools (CTE), field trips*

# **Internal Controls: Edit Check & Onsite Monitoring Requirements**

# Edit Check

- For each site that claims meals, compare the number of reimbursable meals served each day with:
  1. # of students enrolled at that site, and
  2. Attendance adjusted enrollment (AF)
- Required for all claiming sites
  - Traditional
  - Special Provision (CEP/SP2)
- Identify possible errors in the meal counting and claiming process

# Attendance Adjusted Enrollment / Attendance Factor (AF)

The average percentage of students in attendance.

$$AF = \text{Attendance} \div \text{Enrollment}$$

## Site Info Sheet

Acton Elementary School

Mailing/Street Address

General Information

Site Eligibility Information

Area Eligibility Information

Community Eligibility Provision

National School Lunch Program

School Breakfast Program

Special Milk Program

Afterschool Snack Service

Fresh Fruit and Vegetable Program

Seamless Summer Option (SSO)

Seamless Summer Meal Service (SSO)

Non-Congregate Meal Service Operation (SSO)

Food Safety Inspection

Accountability Procedures

Submit to State

Internal use Only

Bottom of Form

✕ Exit

### General Information

15. Site Type: **Public**

16. Campus Type: **Closed Campus** ▾

17. Classification of Site: **Regular School** ▾

18. ☐ Yes ☒ No Do you have more than one physical location claiming under this site #?

19. If yes to 18, how many sites total do you have? ▾

20. ☐ Yes ☐ No If "RCCI" do you have Day Students?

21. Contact Phone Number:

22. Type of Food Service: **Self-Prep on-site** ▾

23. If selected Vendor for Type of Food Service above, enter Name of Vendor here:

24. If selected Vendor for Type of Food Service above, enter contract information:

Start Date of Contract:  (mm/dd/yyyy)

Renewal Number: ☐ New ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ N/A

25. Grades Served at Site:

|                                       |                                       |                                                      |                                                  |
|---------------------------------------|---------------------------------------|------------------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> Ungraded     | <input type="checkbox"/> Head Start   | <input checked="" type="checkbox"/> Pre-Kindergarten | <input checked="" type="checkbox"/> Kindergarten |
| <input checked="" type="checkbox"/> 1 | <input checked="" type="checkbox"/> 2 | <input checked="" type="checkbox"/> 3                | <input checked="" type="checkbox"/> 4            |
| <input checked="" type="checkbox"/> 5 | <input checked="" type="checkbox"/> 6 | <input checked="" type="checkbox"/> 7                | <input checked="" type="checkbox"/> 8            |
| <input type="checkbox"/> 9            | <input type="checkbox"/> 10           | <input type="checkbox"/> 11                          | <input type="checkbox"/> 12                      |

26. Attendance Factor: (2026-2027) **92.92** % (enter as percentage)

# Edit Check Requirements

What to look for:

- Meal counts close to or exceeding enrollment
- Patterns
  - Same count each day
  - All students eating
- Review classroom meal counts! (if applicable)

School:

DOE High School

Attendance Factor: 93.%

11/1/18 - 11/30/18

| Date | School Breakfast Program   |            |            |       |                         |      |                |   | Accuclaim Tests |                 |                  |                    |            |                 | School Lunch Program    |            |            |       |                       |      |                |    |
|------|----------------------------|------------|------------|-------|-------------------------|------|----------------|---|-----------------|-----------------|------------------|--------------------|------------|-----------------|-------------------------|------------|------------|-------|-----------------------|------|----------------|----|
|      | 1                          | 2          | 3          | 4     | 5                       |      | 6              | 7 | 8               | 9               | 10               | 11                 | 12         | 13              | 14                      | 15         | 16         | 17    | 18                    |      | 19             | 20 |
|      | # Breakfasts Served Pupils |            |            |       | Breakfast Served Adults |      | Student Worker |   | Approved Free   | % Part. of Free | Approved Reduced | % Part. of Reduced | Full Price | % Part. of Full | # Lunches Served Pupils |            |            |       | Lunches Served Adults |      | Student Worker |    |
|      | Reimbursable Meals         |            |            |       |                         |      |                |   |                 |                 |                  |                    |            |                 | Reimbursable Meals      |            |            |       |                       |      |                |    |
|      | Free                       | Red. Price | Full Price | Total | Total                   | Free |                |   |                 |                 |                  |                    |            |                 | Free                    | Red. Price | Full Price | Total | Total                 | Free |                |    |
| 1    | 77                         | 5          | 6          | 88    | 0                       | 0    | 0              | 0 | 408             | 57%             | 77               | 43%                | 754        | 11%             | 233                     | 33         | 82         | 348   | 0                     | 0    | 0              | 0  |
| 2    | 88                         | 7          | 5          | 100   | 0                       | 0    | 0              | 0 | 409             | 53%             | 77               | 42%                | 748        | 13%             | 216                     | 32         | 94         | 342   | 0                     | 0    | 0              | 0  |
| 3    |                            |            |            |       |                         |      |                |   | 409             | 0%              | 77               | 0%                 | 748        | 0%              |                         |            |            |       |                       |      |                |    |
| 4    |                            |            |            |       |                         |      |                |   | 409             | 0%              | 77               | 0%                 | 748        | 0%              |                         |            |            |       |                       |      |                |    |
| 5    | 79                         | 8          | 9          | 96    | 0                       | 0    | 0              | 0 | 409             | 56%             | 77               | 45%                | 748        | 13%             | 227                     | 35         | 97         | 359   | 0                     | 0    | 0              | 0  |
| 6    | 81                         | 8          | 8          | 97    | 0                       | 0    | 0              | 0 | 408             | 51%             | 77               | 40%                | 746        | 10%             | 210                     | 31         | 71         | 312   | 0                     | 0    | 0              | 0  |
| 7    | 92                         | 6          | 12         | 110   | 0                       | 0    | 0              | 0 | 411             | 54%             | 77               | 43%                | 746        | 12%             | 221                     | 33         | 88         | 342   | 0                     | 0    | 0              | 0  |
| 8    | 90                         | 11         | 8          | 109   | 0                       | 0    | 0              | 0 | 411             | 58%             | 77               | 49%                | 746        | 14%             | 237                     | 38         | 104        | 379   | 0                     | 0    | 0              | 0  |
| 9    | 95                         | 10         | 11         | 116   | 0                       | 0    | 0              | 0 | 411             | 52%             | 77               | 35%                | 746        | 8%              | 215                     | 27         | 58         | 300   | 1                     | 0    | 0              | 0  |
| 10   |                            |            |            |       |                         |      |                |   | 411             | 0%              | 77               | 0%                 | 746        | 0%              |                         |            |            |       |                       |      |                |    |
| 11   |                            |            |            |       |                         |      |                |   | 411             | 0%              | 77               | 0%                 | 746        | 0%              |                         |            |            |       |                       |      |                |    |
| 12   |                            |            |            |       |                         |      |                |   | 410             | 0%              | 77               | 0%                 | 746        | 0%              |                         |            |            |       |                       |      |                |    |
| 13   | 74                         | 8          | 12         | 94    | 0                       | 0    | 0              | 0 | 410             | 49%             | 77               | 44%                | 746        | 8%              | 202                     | 34         | 62         | 298   | 1                     | 0    | 0              | 0  |
| 14   | 80                         | 8          | 9          | 97    | 0                       | 0    | 0              | 0 | 410             | 51%             | 77               | 48%                | 747        | 10%             | 210                     | 37         | 72         | 319   | 0                     | 0    | 0              | 0  |
| 15   | 74                         | 8          | 9          | 91    | 0                       | 0    | 0              | 0 | 411             | 53%             | 77               | 44%                | 748        | 11%             | 216                     | 34         | 82         | 332   | 3                     | 0    | 0              | 0  |
| 16   |                            |            |            |       |                         |      |                |   | 411             | 0%              | 78               | 0%                 | 749        | 0%              |                         |            |            |       |                       |      |                |    |
| 17   |                            |            |            |       |                         |      |                |   | 410             | 0%              | 78               | 0%                 | 749        | 0%              |                         |            |            |       |                       |      |                |    |
| 18   |                            |            |            |       |                         |      |                |   | 410             | 0%              | 78               | 0%                 | 749        | 0%              |                         |            |            |       |                       |      |                |    |
| 19   |                            |            |            |       |                         |      |                |   | 410             | 0%              | 78               | 0%                 | 749        | 0%              |                         |            |            |       |                       |      |                |    |
| 20   |                            |            |            |       |                         |      |                |   | 411             | 0%              | 78               | 0%                 | 747        | 0%              |                         |            |            |       |                       |      |                |    |
| 21   |                            |            |            |       |                         |      |                |   | 411             | 0%              | 78               | 0%                 | 746        | 0%              |                         |            |            |       |                       |      |                |    |
| 22   |                            |            |            |       |                         |      |                |   | 411             | 0%              | 78               | 0%                 | 746        | 0%              |                         |            |            |       |                       |      |                |    |
| 23   |                            |            |            |       |                         |      |                |   | 411             | 0%              | 78               | 0%                 | 746        | 0%              |                         |            |            |       |                       |      |                |    |
| 24   |                            |            |            |       |                         |      |                |   | 411             | 0%              | 78               | 0%                 | 746        | 0%              |                         |            |            |       |                       |      |                |    |
| 25   |                            |            |            |       |                         |      |                |   | 411             | 0%              | 78               | 0%                 | 746        | 0%              |                         |            |            |       |                       |      |                |    |
| 26   | 75                         | 3          | 9          | 87    | 0                       | 0    | 0              | 0 | 411             | 55%             | 78               | 47%                | 748        | 12%             | 226                     | 37         | 93         | 356   | 0                     | 0    | 0              | 0  |
| 27   | 71                         | 8          | 10         | 89    | 0                       | 0    | 0              | 0 | 412             | 50%             | 76               | 39%                | 749        | 11%             | 205                     | 30         | 80         | 315   | 1                     | 0    | 0              | 0  |
| 28   | 77                         | 8          | 10         | 95    | 0                       | 0    | 0              | 0 | 411             | 55%             | 76               | 41%                | 750        | 11%             | 224                     | 31         | 80         | 335   | 0                     | 0    | 0              | 0  |
| 29   | 71                         | 9          | 4          | 84    | 0                       | 0    | 0              | 0 | 412             | 49%             | 76               | 46%                | 749        | 9%              | 200                     | 35         | 67         | 302   | 0                     | 0    | 0              | 0  |
| 30   | 87                         | 10         | 12         | 109   | 0                       | 0    | 0              | 0 | 411             | 62%             | 75               | 58%                | 748        | 10%             | 217                     | 32         | 74         | 323   | 0                     | 0    | 0              | 0  |

# Manual Edit Check Report

| Daily Edit Check Worksheet for School Breakfast                                                                                                                               |            |                                                                |                    |                        |                  |                       |                           |               |                    |                        |                                 |           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------------------------------------------------------------|--------------------|------------------------|------------------|-----------------------|---------------------------|---------------|--------------------|------------------------|---------------------------------|-----------|
| Month/Year:                                                                                                                                                                   |            | Attendance Factor (AF): <div>enter as a decimal ex: 0.95</div> |                    |                        |                  |                       |                           |               |                    |                        |                                 |           |
| School                                                                                                                                                                        |            |                                                                |                    |                        |                  |                       |                           |               |                    |                        |                                 |           |
| Enter total enrollment, student eligibility (F,R,P) and reimbursable meals claimed (F,R,P). For special Provisions, enter total meals claimed each day in the 'Paid' section. |            |                                                                |                    |                        |                  |                       |                           |               |                    |                        |                                 |           |
| Day of Month                                                                                                                                                                  | Enrollment | Free Eligible                                                  | Free Eligible x AF | Free Claimed Breakfast | Reduced Eligible | Reduced Eligible X AF | Reduced Claimed Breakfast | Paid Eligible | Paid Eligible X AF | Paid Claimed Breakfast | TOTAL (F+R+P) Claimed Breakfast | Comments: |
| 1                                                                                                                                                                             |            |                                                                | 0                  |                        |                  | 0                     |                           |               | 0                  |                        | 0                               |           |
| 2                                                                                                                                                                             |            |                                                                | 0                  |                        |                  | 0                     |                           |               | 0                  |                        | 0                               |           |
| 3                                                                                                                                                                             |            |                                                                | 0                  |                        |                  | 0                     |                           |               | 0                  |                        | 0                               |           |
| 4                                                                                                                                                                             |            |                                                                | 0                  |                        |                  | 0                     |                           |               | 0                  |                        | 0                               |           |
| 5                                                                                                                                                                             |            |                                                                | 0                  |                        |                  | 0                     |                           |               | 0                  |                        | 0                               |           |
| 6                                                                                                                                                                             |            |                                                                | 0                  |                        |                  | 0                     |                           |               | 0                  |                        | 0                               |           |
| 7                                                                                                                                                                             |            |                                                                | 0                  |                        |                  | 0                     |                           |               | 0                  |                        | 0                               |           |
| 8                                                                                                                                                                             |            |                                                                | 0                  |                        |                  | 0                     |                           |               | 0                  |                        | 0                               |           |
| 9                                                                                                                                                                             |            |                                                                | 0                  |                        |                  | 0                     |                           |               | 0                  |                        | 0                               |           |
| 10                                                                                                                                                                            |            |                                                                | 0                  |                        |                  | 0                     |                           |               | 0                  |                        | 0                               |           |
| 11                                                                                                                                                                            |            |                                                                | 0                  |                        |                  | 0                     |                           |               | 0                  |                        | 0                               |           |
| 12                                                                                                                                                                            |            |                                                                | 0                  |                        |                  | 0                     |                           |               | 0                  |                        | 0                               |           |
| 13                                                                                                                                                                            |            |                                                                | 0                  |                        |                  | 0                     |                           |               | 0                  |                        | 0                               |           |
| 14                                                                                                                                                                            |            |                                                                | 0                  |                        |                  | 0                     |                           |               | 0                  |                        | 0                               |           |
| 15                                                                                                                                                                            |            |                                                                | 0                  |                        |                  | 0                     |                           |               | 0                  |                        | 0                               |           |
| 16                                                                                                                                                                            |            |                                                                | 0                  |                        |                  | 0                     |                           |               | 0                  |                        | 0                               |           |
| 17                                                                                                                                                                            |            |                                                                | 0                  |                        |                  | 0                     |                           |               | 0                  |                        | 0                               |           |
| 18                                                                                                                                                                            |            |                                                                | 0                  |                        |                  | 0                     |                           |               | 0                  |                        | 0                               |           |
| 19                                                                                                                                                                            |            |                                                                | 0                  |                        |                  | 0                     |                           |               | 0                  |                        | 0                               |           |
| 20                                                                                                                                                                            |            |                                                                | 0                  |                        |                  | 0                     |                           |               | 0                  |                        | 0                               |           |
| 21                                                                                                                                                                            |            |                                                                | 0                  |                        |                  | 0                     |                           |               | 0                  |                        | 0                               |           |
| 22                                                                                                                                                                            |            |                                                                | 0                  |                        |                  | 0                     |                           |               | 0                  |                        | 0                               |           |
| 23                                                                                                                                                                            |            |                                                                | 0                  |                        |                  | 0                     |                           |               | 0                  |                        | 0                               |           |
| 24                                                                                                                                                                            |            |                                                                | 0                  |                        |                  | 0                     |                           |               | 0                  |                        | 0                               |           |
| 25                                                                                                                                                                            |            |                                                                | 0                  |                        |                  | 0                     |                           |               | 0                  |                        | 0                               |           |
| 26                                                                                                                                                                            |            |                                                                | 0                  |                        |                  | 0                     |                           |               | 0                  |                        | 0                               |           |
| 27                                                                                                                                                                            |            |                                                                | 0                  |                        |                  | 0                     |                           |               | 0                  |                        | 0                               |           |
| 28                                                                                                                                                                            |            |                                                                | 0                  |                        |                  | 0                     |                           |               | 0                  |                        | 0                               |           |
| 29                                                                                                                                                                            |            |                                                                | 0                  |                        |                  | 0                     |                           |               | 0                  |                        | 0                               |           |
| 30                                                                                                                                                                            |            |                                                                | 0                  |                        |                  | 0                     |                           |               | 0                  |                        | 0                               |           |
| 31                                                                                                                                                                            |            |                                                                | 0                  |                        |                  | 0                     |                           |               | 0                  |                        | 0                               |           |
| Total:                                                                                                                                                                        |            |                                                                |                    | 0                      |                  |                       | 0                         |               |                    | 0                      | 0                               |           |

# Manual Edit Check Report

| Daily Edit Check Worksheet for School Breakfast                                                                                                                               |                           |               |                    |                        |                                                                           |                       |                           |               |                    |                        |                                 |           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|---------------|--------------------|------------------------|---------------------------------------------------------------------------|-----------------------|---------------------------|---------------|--------------------|------------------------|---------------------------------|-----------|
| Month/Year:                                                                                                                                                                   | March 2026                |               |                    |                        | Attendance Factor (AF): .95<br><small>enter as a decimal ex: 0.95</small> |                       |                           |               |                    |                        |                                 |           |
| School                                                                                                                                                                        | Hartley Elementary School |               |                    |                        |                                                                           |                       |                           |               |                    |                        |                                 |           |
| Enter total enrollment, student eligibility (F,R,P) and reimbursable meals claimed (F,R,P). For special Provisions, enter total meals claimed each day in the 'Paid' section. |                           |               |                    |                        |                                                                           |                       |                           |               |                    |                        |                                 |           |
| Day of Month                                                                                                                                                                  | Enrollment                | Free Eligible | Free Eligible x AF | Free Claimed Breakfast | Reduced Eligible                                                          | Reduced Eligible X AF | Reduced Claimed Breakfast | Paid Eligible | Paid Eligible X AF | Paid Claimed Breakfast | TOTAL (F+R+P) Claimed Breakfast | Comments: |
| 1                                                                                                                                                                             |                           |               | 0                  |                        |                                                                           | 0                     |                           |               | 0                  |                        | 0                               |           |
| 2                                                                                                                                                                             |                           |               | 0                  |                        |                                                                           | 0                     |                           |               | 0                  |                        | 0                               |           |
| 3                                                                                                                                                                             |                           |               | 0                  |                        |                                                                           | 0                     |                           |               | 0                  |                        | 0                               |           |
| 4                                                                                                                                                                             |                           |               | 0                  |                        |                                                                           | 0                     |                           |               | 0                  |                        | 0                               |           |
| 5                                                                                                                                                                             |                           |               | 0                  |                        |                                                                           | 0                     |                           |               | 0                  |                        | 0                               |           |
| 6                                                                                                                                                                             |                           |               | 0                  |                        |                                                                           | 0                     |                           |               | 0                  |                        | 0                               |           |
| 7                                                                                                                                                                             |                           |               | 0                  |                        |                                                                           | 0                     |                           |               | 0                  |                        | 0                               |           |
| 8                                                                                                                                                                             |                           |               | 0                  |                        |                                                                           | 0                     |                           |               | 0                  |                        | 0                               |           |
| 9                                                                                                                                                                             |                           |               | 0                  |                        |                                                                           | 0                     |                           |               | 0                  |                        | 0                               |           |
| 10                                                                                                                                                                            |                           |               | 0                  |                        |                                                                           | 0                     |                           |               | 0                  |                        | 0                               |           |
| 11                                                                                                                                                                            |                           |               | 0                  |                        |                                                                           | 0                     |                           |               | 0                  |                        | 0                               |           |
| 12                                                                                                                                                                            |                           |               | 0                  |                        |                                                                           | 0                     |                           |               | 0                  |                        | 0                               |           |
| 13                                                                                                                                                                            |                           |               | 0                  |                        |                                                                           | 0                     |                           |               | 0                  |                        | 0                               |           |
| 14                                                                                                                                                                            |                           |               | 0                  |                        |                                                                           | 0                     |                           |               | 0                  |                        | 0                               |           |
| 15                                                                                                                                                                            |                           |               | 0                  |                        |                                                                           | 0                     |                           |               | 0                  |                        | 0                               |           |
| 16                                                                                                                                                                            |                           |               | 0                  |                        |                                                                           | 0                     |                           |               | 0                  |                        | 0                               |           |
| 17                                                                                                                                                                            |                           |               | 0                  |                        |                                                                           | 0                     |                           |               | 0                  |                        | 0                               |           |
| 18                                                                                                                                                                            |                           |               | 0                  |                        |                                                                           | 0                     |                           |               | 0                  |                        | 0                               |           |
| 19                                                                                                                                                                            |                           |               | 0                  |                        |                                                                           | 0                     |                           |               | 0                  |                        | 0                               |           |
| 20                                                                                                                                                                            |                           |               | 0                  |                        |                                                                           | 0                     |                           |               | 0                  |                        | 0                               |           |
| 21                                                                                                                                                                            |                           |               | 0                  |                        |                                                                           | 0                     |                           |               | 0                  |                        | 0                               |           |
| 22                                                                                                                                                                            |                           |               | 0                  |                        |                                                                           | 0                     |                           |               | 0                  |                        | 0                               |           |
| 23                                                                                                                                                                            |                           |               | 0                  |                        |                                                                           | 0                     |                           |               | 0                  |                        | 0                               |           |
| 24                                                                                                                                                                            |                           |               | 0                  |                        |                                                                           | 0                     |                           |               | 0                  |                        | 0                               |           |
| 25                                                                                                                                                                            |                           |               | 0                  |                        |                                                                           | 0                     |                           |               | 0                  |                        | 0                               |           |
| 26                                                                                                                                                                            |                           |               | 0                  |                        |                                                                           | 0                     |                           |               | 0                  |                        | 0                               |           |
| 27                                                                                                                                                                            |                           |               | 0                  |                        |                                                                           | 0                     |                           |               | 0                  |                        | 0                               |           |
| 28                                                                                                                                                                            |                           |               | 0                  |                        |                                                                           | 0                     |                           |               | 0                  |                        | 0                               |           |
| 29                                                                                                                                                                            |                           |               | 0                  |                        |                                                                           | 0                     |                           |               | 0                  |                        | 0                               |           |
| 30                                                                                                                                                                            |                           |               | 0                  |                        |                                                                           | 0                     |                           |               | 0                  |                        | 0                               |           |
| 31                                                                                                                                                                            |                           |               | 0                  |                        |                                                                           | 0                     |                           |               | 0                  |                        | 0                               |           |
| Total:                                                                                                                                                                        |                           |               |                    | 0                      |                                                                           |                       | 0                         |               |                    | 0                      | 0                               |           |

# Manual Edit Check Report

| Daily Edit Check Worksheet for School Breakfast |                           |               |                                                                                                                                                                               |                        |                  |                       |                           |               |                    |                        |                                 |           |
|-------------------------------------------------|---------------------------|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------------------|-----------------------|---------------------------|---------------|--------------------|------------------------|---------------------------------|-----------|
| Month/Year:                                     | March 2024                |               | Attendance Factor (AF): .95<br><small>enter as a decimal ex: 0.95</small>                                                                                                     |                        |                  |                       |                           |               |                    |                        |                                 |           |
| School                                          | Hartley Elementary School |               |                                                                                                                                                                               |                        |                  |                       |                           |               |                    |                        |                                 |           |
|                                                 |                           |               | Enter total enrollment, student eligibility (F,R,P) and reimbursable meals claimed (F,R,P). For special Provisions, enter total meals claimed each day in the 'Paid' section. |                        |                  |                       |                           |               |                    |                        |                                 |           |
| Day of Month                                    | Enrollment                | Free Eligible | Free Eligible x AF                                                                                                                                                            | Free Claimed Breakfast | Reduced Eligible | Reduced Eligible X AF | Reduced Claimed Breakfast | Paid Eligible | Paid Eligible X AF | Paid Claimed Breakfast | TOTAL (F+R+P) Claimed Breakfast | Comments: |
| 1                                               |                           |               | 0                                                                                                                                                                             |                        |                  | 0                     |                           |               | 0                  |                        | 0                               |           |
| 2                                               |                           |               | 0                                                                                                                                                                             |                        |                  | 0                     |                           |               | 0                  |                        | 0                               |           |
| 3                                               |                           |               | 0                                                                                                                                                                             |                        |                  | 0                     |                           |               | 0                  |                        | 0                               |           |
| 4                                               |                           |               | 0                                                                                                                                                                             |                        |                  | 0                     |                           |               | 0                  |                        | 0                               |           |
| 5                                               |                           |               | 0                                                                                                                                                                             |                        |                  | 0                     |                           |               | 0                  |                        | 0                               |           |
| 6                                               |                           |               | 0                                                                                                                                                                             |                        |                  | 0                     |                           |               | 0                  |                        | 0                               |           |
| 7                                               |                           |               | 0                                                                                                                                                                             |                        |                  | 0                     |                           |               | 0                  |                        | 0                               |           |
| 8                                               |                           |               | 0                                                                                                                                                                             |                        |                  | 0                     |                           |               | 0                  |                        | 0                               |           |
| 9                                               |                           |               | 0                                                                                                                                                                             |                        |                  | 0                     |                           |               | 0                  |                        | 0                               |           |
| 10                                              |                           |               | 0                                                                                                                                                                             |                        |                  | 0                     |                           |               | 0                  |                        | 0                               |           |
| 11                                              |                           |               | 0                                                                                                                                                                             |                        |                  | 0                     |                           |               | 0                  |                        | 0                               |           |
| 12                                              |                           |               | 0                                                                                                                                                                             |                        |                  | 0                     |                           |               | 0                  |                        | 0                               |           |
| 13                                              |                           |               | 0                                                                                                                                                                             |                        |                  | 0                     |                           |               | 0                  |                        | 0                               |           |
| 14                                              |                           |               | 0                                                                                                                                                                             |                        |                  | 0                     |                           |               | 0                  |                        | 0                               |           |
| 15                                              |                           |               | 0                                                                                                                                                                             |                        |                  | 0                     |                           |               | 0                  |                        | 0                               |           |
| 16                                              |                           |               | 0                                                                                                                                                                             |                        |                  | 0                     |                           |               | 0                  |                        | 0                               |           |
| 17                                              |                           |               | 0                                                                                                                                                                             |                        |                  | 0                     |                           |               | 0                  |                        | 0                               |           |
| 18                                              |                           |               | 0                                                                                                                                                                             |                        |                  | 0                     |                           |               | 0                  |                        | 0                               |           |
| 19                                              |                           |               | 0                                                                                                                                                                             |                        |                  | 0                     |                           |               | 0                  |                        | 0                               |           |
| 20                                              |                           |               | 0                                                                                                                                                                             |                        |                  | 0                     |                           |               | 0                  |                        | 0                               |           |
| 21                                              |                           |               | 0                                                                                                                                                                             |                        |                  | 0                     |                           |               | 0                  |                        | 0                               |           |
| 22                                              |                           |               | 0                                                                                                                                                                             |                        |                  | 0                     |                           |               | 0                  |                        | 0                               |           |
| 23                                              |                           |               | 0                                                                                                                                                                             |                        |                  | 0                     |                           |               | 0                  |                        | 0                               |           |
| 24                                              |                           |               | 0                                                                                                                                                                             |                        |                  | 0                     |                           |               | 0                  |                        | 0                               |           |
| 25                                              |                           |               | 0                                                                                                                                                                             |                        |                  | 0                     |                           |               | 0                  |                        | 0                               |           |
| 26                                              |                           |               | 0                                                                                                                                                                             |                        |                  | 0                     |                           |               | 0                  |                        | 0                               |           |
| 27                                              |                           |               | 0                                                                                                                                                                             |                        |                  | 0                     |                           |               | 0                  |                        | 0                               |           |
| 28                                              |                           |               | 0                                                                                                                                                                             |                        |                  | 0                     |                           |               | 0                  |                        | 0                               |           |
| 29                                              |                           |               | 0                                                                                                                                                                             |                        |                  | 0                     |                           |               | 0                  |                        | 0                               |           |
| 30                                              |                           |               | 0                                                                                                                                                                             |                        |                  | 0                     |                           |               | 0                  |                        | 0                               |           |
| 31                                              |                           |               | 0                                                                                                                                                                             |                        |                  | 0                     |                           |               | 0                  |                        | 0                               |           |
| Total:                                          |                           |               |                                                                                                                                                                               | 0                      |                  |                       | 0                         |               |                    | 0                      | 0                               |           |

# Manual Edit Check Report

| Daily Edit Check Worksheet for School Breakfast                                                                                                                               |            |                           |                    |                        |                  |                                                                           |                           |               |                    |                        |                                 |           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|---------------------------|--------------------|------------------------|------------------|---------------------------------------------------------------------------|---------------------------|---------------|--------------------|------------------------|---------------------------------|-----------|
| Month/Year:                                                                                                                                                                   |            | March 2024                |                    |                        |                  | Attendance Factor (AF): .95<br><small>enter as a decimal ex: 0.95</small> |                           |               |                    |                        |                                 |           |
| School                                                                                                                                                                        |            | Hartley Elementary School |                    |                        |                  |                                                                           |                           |               |                    |                        |                                 |           |
| Enter total enrollment, student eligibility (F,R,P) and reimbursable meals claimed (F,R,P). For special Provisions, enter total meals claimed each day in the 'Paid' section. |            |                           |                    |                        |                  |                                                                           |                           |               |                    |                        |                                 |           |
| Day of Month                                                                                                                                                                  | Enrollment | Free Eligible             | Free Eligible x AF | Free Claimed Breakfast | Reduced Eligible | Reduced Eligible X AF                                                     | Reduced Claimed Breakfast | Paid Eligible | Paid Eligible X AF | Paid Claimed Breakfast | TOTAL (F+R+P) Claimed Breakfast | Comments: |
| 1                                                                                                                                                                             |            |                           | 0                  |                        |                  | 0                                                                         |                           |               | 0                  |                        | 0                               |           |
| 2                                                                                                                                                                             |            |                           | 0                  |                        |                  | 0                                                                         |                           |               | 0                  |                        | 0                               |           |
| 3                                                                                                                                                                             |            |                           | 0                  |                        |                  | 0                                                                         |                           |               | 0                  |                        | 0                               |           |
| 4                                                                                                                                                                             |            |                           | 0                  |                        |                  | 0                                                                         |                           |               | 0                  |                        | 0                               |           |
| 5                                                                                                                                                                             |            |                           | 0                  |                        |                  | 0                                                                         |                           |               | 0                  |                        | 0                               |           |
| 6                                                                                                                                                                             |            |                           | 0                  |                        |                  | 0                                                                         |                           |               | 0                  |                        | 0                               |           |
| 7                                                                                                                                                                             |            |                           | 0                  |                        |                  | 0                                                                         |                           |               | 0                  |                        | 0                               |           |
| 8                                                                                                                                                                             |            |                           | 0                  |                        |                  | 0                                                                         |                           |               | 0                  |                        | 0                               |           |
| 9                                                                                                                                                                             |            |                           | 0                  |                        |                  | 0                                                                         |                           |               | 0                  |                        | 0                               |           |
| 10                                                                                                                                                                            |            |                           | 0                  |                        |                  | 0                                                                         |                           |               | 0                  |                        | 0                               |           |
| 11                                                                                                                                                                            |            |                           | 0                  |                        |                  | 0                                                                         |                           |               | 0                  |                        | 0                               |           |
| 12                                                                                                                                                                            |            |                           | 0                  |                        |                  | 0                                                                         |                           |               | 0                  |                        | 0                               |           |
| 13                                                                                                                                                                            |            |                           | 0                  |                        |                  | 0                                                                         |                           |               | 0                  |                        | 0                               |           |
| 14                                                                                                                                                                            |            |                           | 0                  |                        |                  | 0                                                                         |                           |               | 0                  |                        | 0                               |           |
| 15                                                                                                                                                                            |            |                           | 0                  |                        |                  | 0                                                                         |                           |               | 0                  |                        | 0                               |           |
| 16                                                                                                                                                                            |            |                           | 0                  |                        |                  | 0                                                                         |                           |               | 0                  |                        | 0                               |           |
| 17                                                                                                                                                                            |            |                           | 0                  |                        |                  | 0                                                                         |                           |               | 0                  |                        | 0                               |           |
| 18                                                                                                                                                                            |            |                           | 0                  |                        |                  | 0                                                                         |                           |               | 0                  |                        | 0                               |           |
| 19                                                                                                                                                                            |            |                           | 0                  |                        |                  | 0                                                                         |                           |               | 0                  |                        | 0                               |           |
| 20                                                                                                                                                                            |            |                           | 0                  |                        |                  | 0                                                                         |                           |               | 0                  |                        | 0                               |           |
| 21                                                                                                                                                                            |            |                           | 0                  |                        |                  | 0                                                                         |                           |               | 0                  |                        | 0                               |           |
| 22                                                                                                                                                                            |            |                           | 0                  |                        |                  | 0                                                                         |                           |               | 0                  |                        | 0                               |           |
| 23                                                                                                                                                                            |            |                           | 0                  |                        |                  | 0                                                                         |                           |               | 0                  |                        | 0                               |           |
| 24                                                                                                                                                                            |            |                           | 0                  |                        |                  | 0                                                                         |                           |               | 0                  |                        | 0                               |           |
| 25                                                                                                                                                                            |            |                           | 0                  |                        |                  | 0                                                                         |                           |               | 0                  |                        | 0                               |           |
| 26                                                                                                                                                                            |            |                           | 0                  |                        |                  | 0                                                                         |                           |               | 0                  |                        | 0                               |           |
| 27                                                                                                                                                                            |            |                           | 0                  |                        |                  | 0                                                                         |                           |               | 0                  |                        | 0                               |           |
| 28                                                                                                                                                                            |            |                           | 0                  |                        |                  | 0                                                                         |                           |               | 0                  |                        | 0                               |           |
| 29                                                                                                                                                                            |            |                           | 0                  |                        |                  | 0                                                                         |                           |               | 0                  |                        | 0                               |           |
| 30                                                                                                                                                                            |            |                           | 0                  |                        |                  | 0                                                                         |                           |               | 0                  |                        | 0                               |           |
| 31                                                                                                                                                                            |            |                           | 0                  |                        |                  | 0                                                                         |                           |               | 0                  |                        | 0                               |           |
| Total:                                                                                                                                                                        |            |                           | 0                  |                        |                  | 0                                                                         |                           |               | 0                  |                        | 0                               |           |

These totals get entered into the monthly claim for reimbursement!



# Daily Edit Check Worksheet for School Breakfast

|            |                       |  |  |  |  |  |  |                         |                             |
|------------|-----------------------|--|--|--|--|--|--|-------------------------|-----------------------------|
| Month/Year | 1-Mar                 |  |  |  |  |  |  | Attendance Factor (AF): | 93.00%                      |
|            |                       |  |  |  |  |  |  |                         | enter as a decimal ex: 0.95 |
| School     | DOE Elementary School |  |  |  |  |  |  |                         |                             |

Enter total enrollment, student eligibility (F,R,P) and reimbursable meals claimed (F,R,P).

For special Provisions, enter total meals claimed each day in the 'Paid' section.

| Day of Month | Enrollment | Free Eligible               | Free Eligible x AF | Free Claimed Breakfast | Reduced Eligible | Reduced Eligible X AF         | Reduced Claimed Breakfast | Paid Eligible | Paid Eligible X AF | Paid Claimed Breakfast | TOTAL (F+R+P) Claimed Breakfast |
|--------------|------------|-----------------------------|--------------------|------------------------|------------------|-------------------------------|---------------------------|---------------|--------------------|------------------------|---------------------------------|
| 1            | 363        | 208                         | 194                | 142                    | 77               | 72                            | 54                        | 78            | 73                 | 42                     | 238                             |
| 2            | 363        | 208                         | 194                | 138                    | 77               | Caution! Need to investigate! |                           | 78            | 73                 | 40                     | 226                             |
| 3            | 363        | 208                         | 194                | 99                     | 77               |                               |                           | 78            | 73                 | 22                     | 156                             |
| 4            | 364        | 208                         | 194                | 200                    | 77               |                               |                           | 79            | 74                 | 45                     | 315                             |
| 5            | 364        | 208                         | 194                | 126                    | 77               |                               |                           | 79            | 74                 | 43                     | 211                             |
| 6            |            |                             | 0                  |                        |                  |                               |                           |               | 0                  |                        | 0                               |
| 7            |            |                             | 0                  |                        |                  | 0                             |                           |               | 0                  |                        | 0                               |
| 8            | 364        | 208                         | 194                | 140                    | 77               | 72                            | 58                        | 79            | 74                 | 37                     | 235                             |
| 9            | 364        | 208                         | 194                | 146                    | 77               | 72                            | 52                        | 79            | 74                 | 39                     | 237                             |
| 10           | 364        | STOP!<br>Something's wrong! |                    | 15                     | 77               | 72                            | 33                        | 79            | 74                 | 20                     | 148                             |
| 11           | 364        |                             |                    | 35                     | 77               | 72                            | 49                        | 79            | 74                 | 42                     | 226                             |
| 12           | 364        |                             |                    | 26                     | 77               | 72                            | 79                        | 79            | 74                 | 40                     | 245                             |
| 13           |            |                             |                    |                        |                  | 0                             |                           |               | 0                  |                        | 0                               |
| 14           |            |                             |                    |                        |                  | 0                             |                           |               | 0                  |                        | 0                               |

# CEP & Non-base Year– record meals under ‘paid’

Daily Edit Check Worksheet for School Breakfast

|                                                                                                                                                                                  |                       |               |                    |                        |                  |                       |                           |               |                    |                        |                                 |                             |        |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|---------------|--------------------|------------------------|------------------|-----------------------|---------------------------|---------------|--------------------|------------------------|---------------------------------|-----------------------------|--------|--|
| Month/Year                                                                                                                                                                       | 1-Mar                 |               |                    |                        |                  |                       |                           |               |                    |                        |                                 | Attendance Factor (AF):     | 93.00% |  |
|                                                                                                                                                                                  |                       |               |                    |                        |                  |                       |                           |               |                    |                        |                                 | enter as a decimal ex: 0.95 |        |  |
| School                                                                                                                                                                           | DOE Elementary School |               |                    |                        |                  |                       |                           |               |                    |                        |                                 |                             |        |  |
|                                                                                                                                                                                  |                       |               |                    |                        |                  |                       |                           |               |                    |                        |                                 |                             |        |  |
| Enter total enrollment, student eligibility (F,R,P) and reimbursable meals claimed (F,R,P).<br>For special Provisions, enter total meals claimed each day in the 'Paid' section. |                       |               |                    |                        |                  |                       |                           |               |                    |                        |                                 | Comments:                   |        |  |
| Day of Month                                                                                                                                                                     | Enrollment            | Free Eligible | Free Eligible x AF | Free Claimed Breakfast | Reduced Eligible | Reduced Eligible X AF | Reduced Claimed Breakfast | Paid Eligible | Paid Eligible X AF | Paid Claimed Breakfast | TOTAL (F+R+P) Claimed Breakfast |                             |        |  |
| 1                                                                                                                                                                                | 78                    |               | 0                  |                        |                  | 0                     |                           | 78            | 73                 | 42                     | 42                              |                             |        |  |
| 2                                                                                                                                                                                | 78                    |               | 0                  |                        |                  | 0                     |                           | 78            | 73                 | 40                     | 40                              |                             |        |  |
| 3                                                                                                                                                                                | 78                    |               | 0                  |                        |                  | 0                     |                           | 78            | 73                 | 22                     | 22                              |                             |        |  |
| 4                                                                                                                                                                                | 79                    |               | 0                  |                        |                  | 0                     |                           | 79            | 74                 | 45                     | 45                              |                             |        |  |
| 5                                                                                                                                                                                | 79                    |               | 0                  |                        |                  | 0                     |                           | 79            | 74                 | 43                     | 43                              |                             |        |  |
| 6                                                                                                                                                                                |                       |               | 0                  |                        |                  | 0                     |                           |               | 0                  |                        | 0                               |                             |        |  |
| 7                                                                                                                                                                                |                       |               | 0                  |                        |                  | 0                     |                           |               | 0                  |                        | 0                               |                             |        |  |
| 8                                                                                                                                                                                | 79                    |               | 0                  |                        |                  | 0                     |                           | 79            | 74                 | 37                     | 37                              |                             |        |  |
| 9                                                                                                                                                                                | 79                    |               | 0                  |                        |                  | 0                     |                           | 79            | 74                 | 39                     | 39                              |                             |        |  |
| 10                                                                                                                                                                               | 79                    |               | 0                  |                        |                  | 0                     |                           | 79            | 74                 | 20                     | 20                              |                             |        |  |
| 11                                                                                                                                                                               | 79                    |               | 0                  |                        |                  | 0                     |                           | 79            | 74                 | 42                     | 42                              |                             |        |  |
| 12                                                                                                                                                                               | 79                    |               | 0                  |                        |                  | 0                     |                           | 79            | 74                 | 40                     | 40                              |                             |        |  |
| 13                                                                                                                                                                               |                       |               | 0                  |                        |                  | 0                     |                           |               | 0                  |                        | 0                               |                             |        |  |
| 14                                                                                                                                                                               |                       |               | 0                  |                        |                  | 0                     |                           |               | 0                  |                        | 0                               |                             |        |  |
| 15                                                                                                                                                                               |                       |               | 0                  |                        |                  | 0                     |                           |               | 0                  |                        | 0                               |                             |        |  |

# Edit Check Worksheet



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Student Eligibility

## National School Lunch Program (NSLP)

CHILD NUTRITION PROGRAMS

CH  
GRAM

**Meal Counting** +

- [Alternative Points of Service Guidance](#)
- [A La Carte Weekly Record Sheet SNP-99C](#)
- [Edit Check Worksheet](#)
- [Daily Record Form: Milk Only EF-N-79M](#)

# Onsite Monitoring Requirements

Self-check of your counting & claiming system at each site

- Completed prior to February 1 of each year.
- Purpose: to assess the accuracy of meal counting system
  - NSLP - Review each meal service site
  - SBP - Review 50% of sites (each school reviewed every other year)
  - FFVP - Review each site
  - NSLP After School Snack:
    - Review within the first 4 weeks of program start
    - Review again in the second half of the year
- Sample Monitoring Forms on the CN NSLP webpage

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## National School Lunch Program (NSLP)

CHILD NUTRITION PROGRAMS  
**LUNCH PROGRAM**

On-Site Monitoring Forms +

- [After School Snack Program On-site Monitoring Form](#) To be completed twice a year. At the beginning and mid-year
- [Fresh Fruits & Vegetables Program On-Site Monitoring Form](#)
- [School Nutrition Program On-Site Monitoring Form](#)



## Questions

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