

A background image of a school cafeteria with students in the background. The image is overlaid with a dark blue semi-transparent rectangle.

MAINE DEPARTMENT
OF EDUCATION
Child Nutrition Programs

Methods for Claiming School Meals

Presented by: Sarah Platt & Jodi Truman



Understanding Maine's School Meals for All

School Meal Funding

- School Nutrition Programs are federally funded
- Federal reimbursement rates released annually
- Rates are connected to a student's eligibility for free or reduced-price meals



LD 1679: An Act to Address Student Hunger Through Expanding Access to Free School Meals



INTRODUCED

May 4, 2021

ENACTED

April 25, 2022

EFFECTIVE

2022-23 School Year

BILL SPONSOR

President Troy Jackson

FISCAL NOTE

\$34 million

LD 1679: An Act to Address Student Hunger Through Expanding Access to Free School Meals

- Makes school meals available at no cost to students in eligible schools
- State provides funding to cover the difference between the federal free meal reimbursement rate and the reduced and paid federal meal reimbursement rates

Student Meal Reimbursement Rates

Student Eligibility	FEDERAL Reimbursement Rates	STATE Reimbursement Rates	Total Reimbursement
Free	\$4.85	\$0	\$4.85
Reduced	\$4.45	\$0.40	\$4.85
Paid	\$0.54	\$4.31	\$4.85

For Maine public, charter, 60/40 private, and special purpose private schools that are NSLP sponsors

*Rates listed are example only! Rates vary by district depending on qualifications for PBR & two cent differential.

Maine School Meals for All (SMA) 101

Eligible Schools*:

- Public Schools
- 60/40 Schools
- Charter Schools
- Special Purpose Private Schools

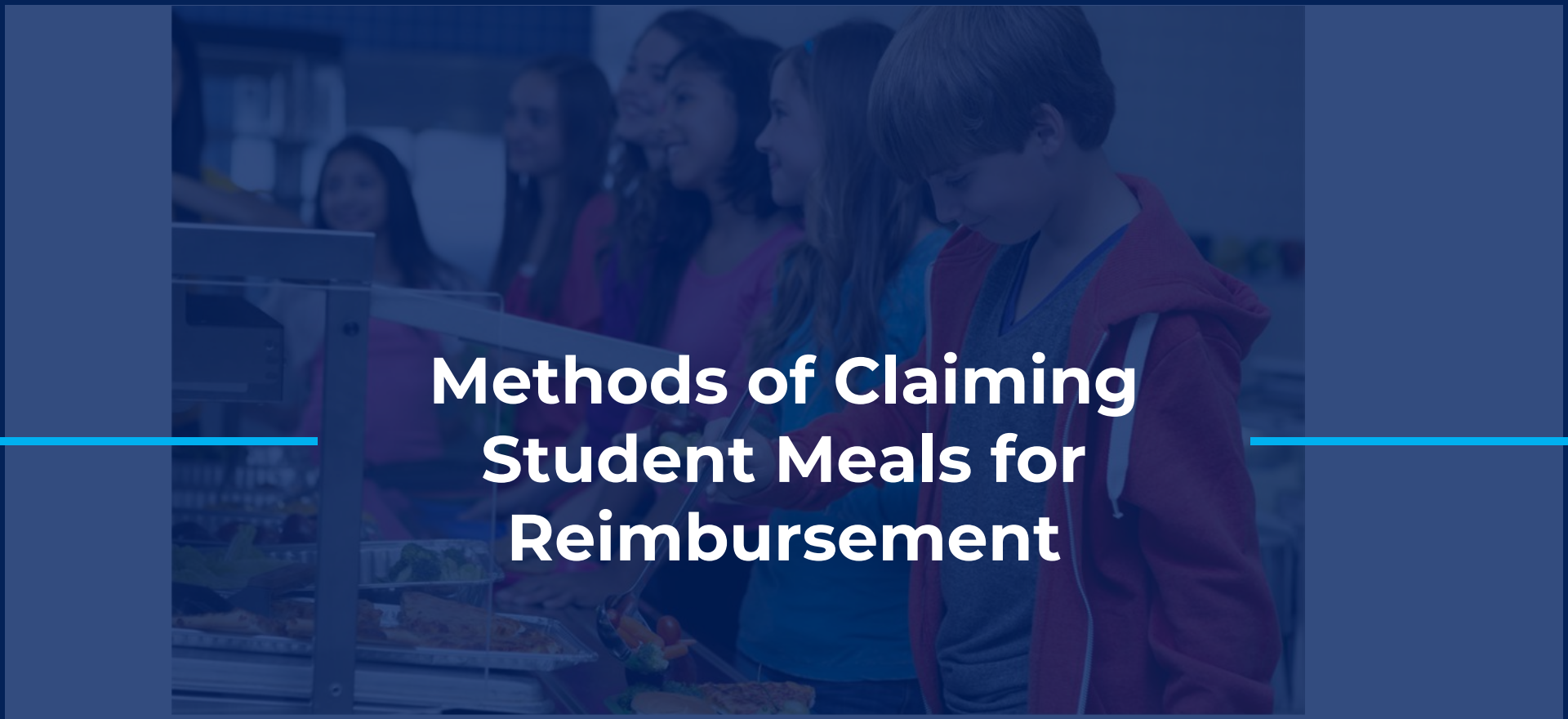
*Must participate in the NSLP/SBP

State Reimbursement:

- Enrolled students in attendance
 - 60/40 schools – public students only
- One complete breakfast/day
- Once complete lunch/day
- Students only

Free Meals Does Not Mean a “Free For All”!

- Every meal must still be tracked and recorded accurately - as the are served to students
- Track by student eligibility (Free/Reduced/Paid) if using standard claiming method
- Meal pattern still applies - Students must have a complete, reimbursable meal
- For students only, one meal/day
- Adults must be charged

A photograph of a line of students in a school cafeteria, with a blue overlay. The students are looking at food trays. The text "Methods of Claiming Student Meals for Reimbursement" is centered over the image.

Methods of Claiming Student Meals for Reimbursement

Methods for Claiming Student Meals

1. Traditional

Individual Student Eligibility
(F/R/P)

- Free & Reduced Meal Applications (paper & online)
- Direct Certification

2. Special Provisions

Reimbursement formula applied to student meal counts

- Community Eligibility Provision (CEP)
- Provision 2 (P2)

	Traditional	Community Eligibility Provision (CEP)	Provision 2 (P2)
Qualification	Any SAU	Any school/SAU with 25% + enrolled students on Direct Certification	Any SAU
Duration	1 year	4 years	4 years
F/R Meal Benefit Application	Yes, distribute & process each year	No	Yes, first year No, years 2-4
Individual Student Eligibility Status	Yes – free/reduced/paid	No	Yes, first year No, years 2-4

Traditional Free & Reduced Eligibility

Meals served to students and counted & claimed based on individual student F/R/P eligibility.

1. Free & Reduced Meal Applications Eligibility determined by
 - Household Income, or
 - Categorical (SNAP, TANF, Foster child)
2. “Direct Certification” (DC) & Sun Bucks Approval List
 - Directly certified students
 - New! Income based (NOT directly certified)- Medicaid-reduced, Sun Bucks F/R
3. Homeless list from

Traditional: Free & Reduced Meal Applications

- Distributed to households & processed each school year
 - Manually or use electronic system (ex. Mosaic)
- Processed within 10 days of receipt
- Student information stored in Point of Sale (POS) system
- Notify households of the eligibility result after processing: F/R/P
- Determines student eligibility for the entire school year

Traditional: Free & Reduced Meal Applications

**SNAP # or TANF # =
Categorical Free Eligibility**

**Household Income Section =
Free or Reduced Eligibility**

HOUSEHOLD APPLICATION FOR FREE & REDUCED PRICE SCHOOL MEALS - SY2026
 Complete one application per household. Return completed form to: [INSERT INFORMATION]
 You may apply online at: [INSERT WEB ADDRESS OR DELETE]

STEP 1: STUDENT INFORMATION List ALL students living in the household.

Student Last Name	Student First Name	School	Foster Child	Homeless/Migrant
			☐	☐
			☐	☐
			☐	☐
			☐	☐

STEP 2: ASSISTANCE PROGRAMS Do any household members (including you) participate in SNAP, TANF or EDCR?
☐ No → Go to STEP 3. ☐ Yes → Write name and SNAP/TANF number here and skip to STEP 4.
 Name: _____ SNAP or TANF Number: _____ Letter: _____

STEP 3: HOUSEHOLD INCOME List all household members including yourself & students listed above. List gross income for each person. By entering "0" or leaving blank, you certify (guarantee) there is no income to report.

Names	Earnings from Work before deductions	Weekly			Public Assistance, Child Support, Alimony received	Monthly			Pensions, Retirement, Social Security, All Other Income	Weekly			Monthly			
		Every 2 weeks	Every 2 weeks	Monthly		Every 2 weeks	Every 2 weeks	Monthly		Every 2 weeks	Every 2 weeks	Monthly				
All Household Members (including students listed above)	\$	☐	☐	☐	\$	☐	☐	☐	\$	☐	☐	☐	\$	☐	☐	☐
	\$	☐	☐	☐	\$	☐	☐	☐	\$	☐	☐	☐	\$	☐	☐	☐
	\$	☐	☐	☐	\$	☐	☐	☐	\$	☐	☐	☐	\$	☐	☐	☐
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	\$	☐	☐	☐	\$	☐	☐	☐	\$	☐	☐	☐	\$	☐	☐	☐
	\$	☐	☐	☐	\$	☐	☐	☐	\$	☐	☐	☐	\$	☐	☐	☐
	\$	☐	☐	☐	\$	☐	☐	☐	\$	☐	☐	☐	\$	☐	☐	☐
	\$	☐	☐	☐	\$	☐	☐	☐	\$	☐	☐	☐	\$	☐	☐	☐

TOTAL HOUSEHOLD SIZE: _____ (REQUIRED)

STEP 4: ADULT SIGNATURE AND LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER (required)

"I certify (guarantee) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) this information. I am aware that if I purposefully give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws."

Signature of Adult: _____ Last 4 Digits of Social Security Number: _____ ☐ I do not have a Social Security Number
 Printed Name: _____ Phone: _____ Email: _____
 Address: _____ Date: _____

* FOR SCHOOL USE ONLY *

Annual Income Conversion: Weekly x 52, Every 2 weeks x 26, Twice a month x 24, Monthly x 12

Total Income: _____ Household Size: _____ Free _____ Reduced _____ Denied _____ Categorically eligible Free: _____

Determining Official's Signature: _____ Date: _____

Verification - Confirming Official's Signature: _____ Date: _____

**Student
Names**

**Follow-up
Required for
Homeless
and Migrant**

**Parent
Signature &
SS#**



Traditional: Free & Reduced Meal Applications - Verification

Verification of Free & Reduced Meal Applications

- Required process of validating a specific % of approved F/R meal applications
- Specific timeline and process to follow
- Verification training offered September 30, 2026

Traditional: Free & Reduced Meal Applications Resources

HOUSEHOLD APPLICATION FOR FREE & REDUCED PRICE SCHOOL MEALS – SY2026

Complete one application per household. Return completed form to: [\[INSERT INFORMATION\]](#)

You may apply online at: [\[INSERT WEB ADDRESS OR DELETE\]](#)

STEP 1: STUDENT INFORMATION List ALL students living in the household.

Student Last Name	Student First Name	School	Foster Child	Homeless/Migrant
			☐	☐
			☐	☐
			☐	☐
			☐	☐

STEP 2: ASSISTANCE PROGRAMS Do any household members (including you) participate in SNAP, TANF or FDIPI?

☐ No → Go to STEP 3. ☐ Yes → Write name and SNAP/TANF number here and skip to STEP 4.

Name: _____ SNAP or TANF Number: _____ Letter: _____

STEP 3: HOUSEHOLD INCOME List all household members including yourself & students listed above. List gross income for each person. By entering "0" or leaving blank, you certify (promising) there is no income to report.

Names	Earnings from Work before deductions	Gross Income										
		Weekly	Every 2 weeks	Monthly	Public Assistance, Child Support, Alimony received	Weekly	Every 2 weeks	Monthly	Pensions, Retirement, Social Security, All Other Income	Weekly	Every 2 weeks	Monthly
All Household Members (including students listed above)												
TOTAL HOUSEHOLD SIZE (REQUIRED)												

STEP 4: ADULT SIGNATURE AND LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER (required)

"I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws."

Signature of Adult: _____ Last 4 Digits of Social Security Number: _____ ☐ I do not have a Social Security Number

Printed Name: _____ Phone: _____ Email: _____

Address: _____ Date: _____

* FOR SCHOOL USE ONLY *

Annual Income Conversion: Weekly x 52, Every 2 weeks x 26, Twice a month x 24, Monthly x 12

Total Income: _____ Household Size: _____ Free _____ Reduced _____ Denied _____ Categorically eligible free: _____

Determining Official's Signature: _____ Date: _____

Verification - Confirming Official's Signature: _____ Date: _____

- Eligibility Quick Reference Guide
- Recorded Training: Determining Student Eligibility
- USDA's Eligibility Manual for School Meals

Traditional: Direct Certification & Sun Bucks Approval List

Located in NEO: Direct Certification

- Access granted to Superintendents & Food Service Directors only
- A list of students:
 1. “Directly certified” for Free meals (receive a benefit such as SNAP automatically qualifying them for Free meal eligibility)
 2. Approved for Sun Bucks benefits (income eligible for free or reduced meals)
 3. Eligible for free or reduced meals based on Maine Care benefits

Traditional: Direct Certification & Sun Bucks Approval List

Export to Excel

S-SNAP
T-TANF
F-Foster Care
M-Migrant
H-Homeless
A-Maine Care Free
B-SUNBucks Free
Z-Maine Care Reduced
K-SUNBucks Reduced

Date Added	Student ID	Student Name	BirthDate	Case Head Name	DHS Case ID	DHS Town Name	SNAP/TANF	Enrollment Start	Enrollment End
7/7/2020	130019498	SMITH, JOSEPH	4/5/2003	SMITH, HELEN	80376133A	Machias	F	9/3/2019	6/4/2020
7/7/2020	130019465	ALLEN, HARVEY	4/27/2016	ALLEN, ZACH	15885093A	Machias	H	9/3/2019	6/4/2020
7/7/2020	150019654	ZAZUCUS, ZOE	10/30/2013	ZAZUCUS, ABBY	04583373A	Machias	S	9/3/2019	6/4/2020

Traditional: Direct Certification & Sun Bucks Approval List

Direct Certification Hierarchy			Use for ISP for CEP	Use for SPII	Can extend sibling benefits
1	SNAP	S	✓	✓	✓
2	TANF	T	✓	✓	✓
3	Foster Care	F	✓	✓	
4	Migrant	M	✓	✓	
5	Homeless	H	✓	✓	
6	Maine <u>Care Free</u>	A	✓	✓	✓
7	SUN Bucks Free	B		✓	
8	Maine Care Reduced	Z		✓	✓
9	SUN Bucks Reduced	K		✓	

Traditional: Homeless & Migrant

F R D
Q TP

HOUSEHOLD APPLICATION FOR FREE & REDUCED PRICE SCHOOL MEALS – SY2026

Complete one application per household. Return completed form to: **[INSERT INFORMATION]**

You may apply online at: [INSERT WEB ADDRESS OR DELETE]

STEP 1: STUDENT INFORMATION List ALL students living in the household.

Student Last Name	Student First Name	School	Foster Child	Removes/Migrant
			☐	☐
Student Last Name	Student First Name	School	Foster Child	Removes/Migrant
			☐	☐
Student Last Name	Student First Name	School	Foster Child	Removes/Migrant
			☐	☐
Student Last Name	Student First Name	School	Foster Child	Removes/Migrant
			☐	☐

STEP 2: ASSISTANCE PROGRAMS Do any household members (including you) participate in SNAP, TANF or FDIPI?

☐ No → Go to STEP 3.

☐ Yes → Write name and SNAP/TANF number here and skip to STEP 4.

Name: _____ SNAP or TANF Number _____ Letter _____

STEP 3: HOUSEHOLD INCOME List all household members including yourself and students listed above. List gross income for each person. By entering "0" or leaving blank, you certify (promising) there is no income to report.

Names	Gross Income														
	Earnings from Work before deductions	Weekly	Priort 3 weeks	2+months	Monthly	Public Assistance, Child Support, Alimony received	Weekly	Priort 3 weeks	2+months	Monthly	Pensions, Retirement, Social Security, All Other Income	Weekly	Priort 3 weeks	2+months	Monthly
All Household Members (including students listed above)	\$	☐	☐	☐	☐	☐	☐	☐	☐	☐	\$	☐	☐	☐	☐
	\$	☐	☐	☐	☐	☐	☐	☐	☐	☐	\$	☐	☐	☐	☐
	\$	☐	☐	☐	☐	☐	☐	☐	☐	☐	\$	☐	☐	☐	☐
	\$	☐	☐	☐	☐	☐	☐	☐	☐	☐	\$	☐	☐	☐	☐
	\$	☐	☐	☐	☐	☐	☐	☐	☐	☐	\$	☐	☐	☐	☐
	\$	☐	☐	☐	☐	☐	☐	☐	☐	☐	\$	☐	☐	☐	☐
	\$	☐	☐	☐	☐	☐	☐	☐	☐	☐	\$	☐	☐	☐	☐
TOTAL HOUSEHOLD SIZE: (REQUIRED)		☐	☐	☐	☐	☐	☐	☐	☐	☐		☐	☐	☐	☐

STEP 4: ADULT SIGNATURE AND LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER (required)

"I hereby guarantee that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and the school officials may verify directly the information. I am aware that if I provide my false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws."

Signature of Adult: _____ Last 4 Digits of Social Security Number: _____ ☐ I do not have a Social Security Number

Printed Name: _____ Phone: _____ Email: _____

Address: _____ Date: _____

*** FOR SCHOOL USE ONLY ***

Annual Income Conversion: Weekly x 52; Every 3 weeks x 36; Twice a month x 24; Monthly x 12

Total Income: _____ Household Size: _____ Free Reduced Denied Categorically eligible free: _____

Determining Official's Signature: _____ Date: _____

Verification - Confirming Official's Signature: _____ Date: _____

- Homeless Students – eligible for Free meal benefits
 - Approval from the SAU's McKenny-Vento Coordinator
 - Listed on the Direct Certification & Sun Bucks approval list from NEO
 - McKenny-Vento Coordinator can provide you with students qualified as homeless
- Migrant Students – eligible for Free meal benefits
 - If the 'Migrant' box is checked on the free and reduced meal application, the Migrant Liaison from the Dept of Education must be contacted for approval

Carryover of Student Eligibility

- F/R eligibility status from the previous school year remains in effect for up to 30 operating days, or until new documentation is received, whichever comes first.
- New eligibility supersedes carryover eligibility.



Traditional: Determining Student Eligibility Training

<https://www.maine.gov/doe/schools/nutrition/training>

(Under the National School Lunch Program Heading)



Master List of Student Eligibility (Benefit Issuance List)

Regardless of the claiming method used, you must maintain:

- List of all enrolled students and their F/R/ eligibility status
- List should contain:
 - Student first and last name
 - Benefit status (free/reduced/paid)
 - Date status was determined
 - Method of determination (DC/categorically eligible/income)
 - School name
 - Changes

Junior High Eligibility Roster

Month: December 2019

Application Number	Student Name*	Eligibility Status	Method of Approval	Grade	Approval Date	Date of Change in Eligibility, Withdrawal, or Transfer
N/A	Claus, Nicolas	F	DC-SNAP	9	8/27/19	
3	Claus, Mary	R	Application	9	8/27/19	12/6/19 R to Paid
N/A	Duck, Donald	F	DC-Extension	7	8/27/19	
7	Kay, Princess	F	Application	9	11/7/19	NA
4	Mouse, Minnie	F	Application	7	8/27/19	
5	Steel, Magnolia	F	Application/DC	9	9/4/19	12/6/19 R to F (on Dec DC list)
2	Tiny, Kermit	R	Application	7	8/27/19	
2	Tiny, Prince	R	Application	9	8/27/19	
1	Valentine, Violet	F	Application	8	8/27/19	12/13/19 Withdrawal
6	Winter, Lark	R	Application	8	11/7/19	

Table Key: F=free eligible, R=reduced-price eligible, DC=directly certified

Community Eligibility Provision (CEP)

- Record meals as they are served to students
 - There is no individual F/R/P eligibility.
- Claim total monthly student meals served (breakfast, lunch)
- Reimbursement formula is applied to total meals served.
- Reduces the administrative burden (no f/r meal applications collected, processed or verified)
- SAU may process “Economic Indicator Form”
- Four-year cycle

Community Eligibility Provision (CEP)

To qualify for CEP, at least 25% of enrolled students are directly certified as FREE of April 1st.

- Directly certified as FREE
- Homeless students certified by homeless liaison
- Migrant students certified by migrant liaison
- Fosters children certified by case worker
- Other students living in the same household as a DC student (extended eligibility)
- Headstart students

Direct Certification Hierarchy			Use for ISP for CEP	Use for SPII	Can extend sibling benefits
1	SNAP	S	✓	✓	✓
2	TANF	T	✓	✓	✓
3	Foster Care	F	✓	✓	
4	Migrant	M	✓	✓	
5	Homeless	H	✓	✓	
6	Maine Care Free	A	✓	✓	✓
7	SUN Bucks Free	B		✓	
8	Maine Care Reduced	Z		✓	✓
9	SUN Bucks Reduced	K		✓	

Community Eligibility Provision (CEP)

Reimbursement Formula:

1. Determine your Identified Student Percentage (ISP)

(the percentage of enrolled students directly certified for free meals through SNAP, TANF, foster/homeless, migrant, MaineCare Free on April 1st)

2. $ISP \times 1.6$ = Portion of total meals claimed at the free rate

The remaining meals are claimed at the paid rate.

ISP of 62.5% or greater, all student meals reimbursed at the free rate

CEP Reimbursement Formula

	Enrollment	DC	ISP
Praetorius High School	440	74	16.8%
Saunderson Middle School	469	198	42.2%
Elwell Elementary School	678	347	51.2%
	1,587	619	39.0%
	.		
ISP * 1.6 Multiplier = Free Claiming Percentage			62.4%

Provision 2 (P2)

If you don't qualify for CEP, P2 is another method to reduce administrative burden.

1. **Base Year:** same as a traditional year

- determine individual student eligibility
- count student meals by each student's eligibility (F/R/P)
- claim for reimbursement total meals served by each eligibility category (F/R/P)

2. **Non-Base Years** (Years 2-4)

- Record meals as they are served to students
 - There is no individual F/R/P eligibility.
- Claim total monthly student meals served (breakfast, lunch)
- Reimbursement formula is applied to total meals served.
- No f/r meal applications collected, processed or verified!
- SAU may distribute Economic Indicator Form

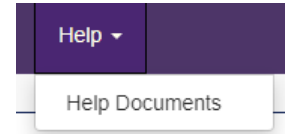
Provision 2 (P2)

Reimbursement formula (years 2-4):

- The base year determines the reimbursement formula for the next three years!!!
 - Base year percentages are applied to the total student meals claimed
 - Percent of free, reduced, & paid student meals *served* in the base year

Resources

- USDA's Eligibility Manual for School Meals
- Quick Reference Guide (handout)
- Determining Student Eligibility video: <https://www.maine.gov/doe/schools/nutrition/training>
- CNPweb Help Tab



Help Documentation

Sort	Program	Form Description
0	NSLP	CNPWeb Administrative Review Quick Guide for SFA's
0	NSLP	Sponsor and Site Claims Reference Guide
1	NSLP	District Claim Approver Instructions
1	NSLP	October Survey Quick Guide
1	NSLP	Verification Guide
5	NSLP	SY24 Annual Application Packet Reference Guide
7	NSLP	Local Foods for Schools (LFS) Summary Page - Federal Grant

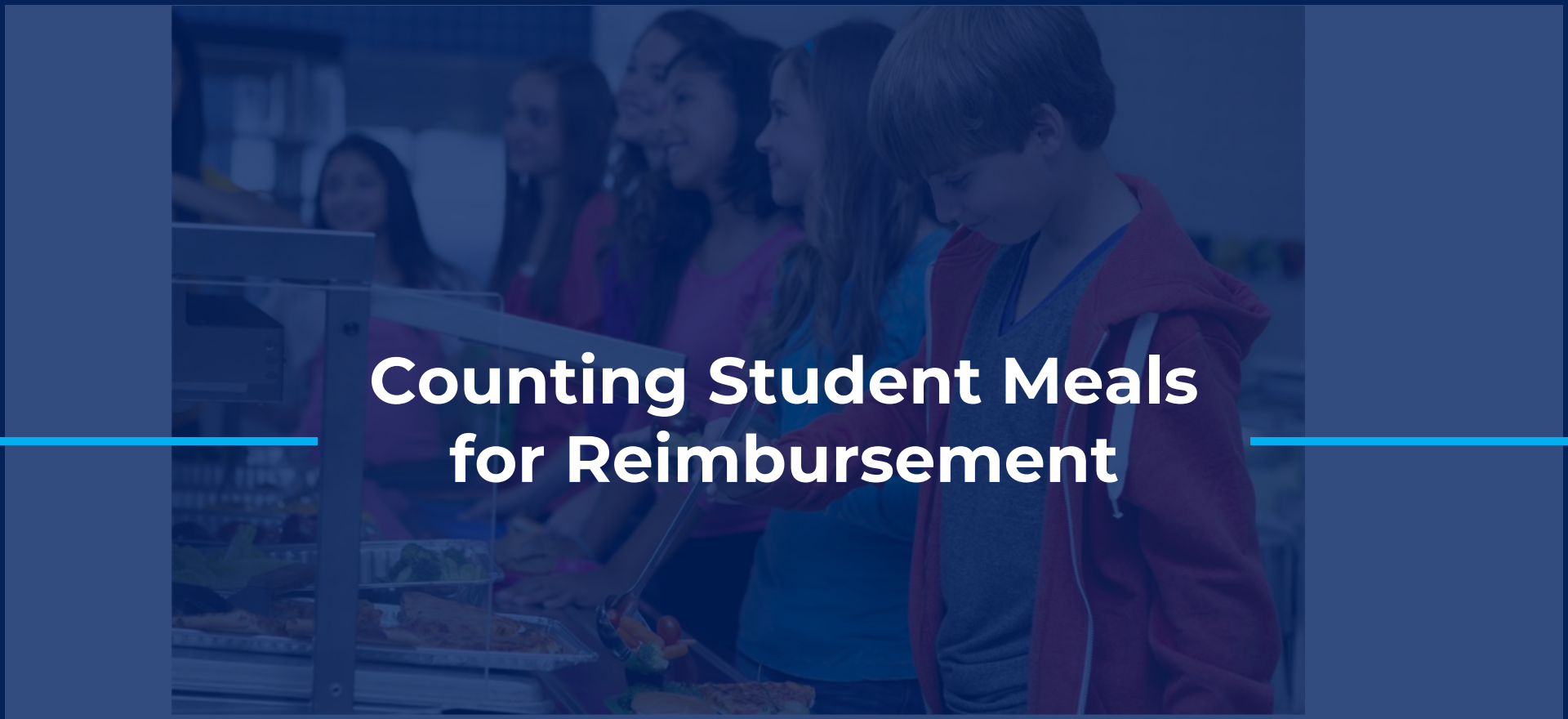
Confidentiality

- Student eligibility information is CONFIDENTIAL
- May share aggregate data
- Eligibility information may not be shared without written parental permission
 - Sharing information form
- May share with another Child Nutrition Programs
 - Disclosure Chart in Eligibility Manual





Maine's School Meals for All program does NOT mean that all students are claimed as 'free'. The only change is that students are no longer charged for reduced or paid meals.

A photograph of a line of students in a school cafeteria, overlaid with a dark blue semi-transparent filter. The students are looking at food trays. The title text is centered over this image.

Counting Student Meals for Reimbursement

Accountability Requirements

If you want the money, you must...

1. Count & record reimbursable meals at the “Point of Service” (POS)

POS is the point in meal service when a student has chosen or received a reimbursable meal.

2. Only count one reimbursable meal type/day/student

3. Not include adult meals, a la carte items, second meals for reimbursement

4. Have a system for Edit Checks

Remember!

Regardless of the claiming method you participate in (traditional, CEP, P2) you are required to ensure that all student meals are counted **at the place, and time students are receiving their meal!**



Point of Service Methods

How do I count meals?

Electronic POS Systems

Specialized computer software designed to support accountability requirements

- Process F/R meal apps*
- Stores student F/R/P eligibility information
- Identifies the student – PIN, barcode, ID card
- Foodservice staff records the meal at the POS
- Charges for Adults any a la carte purchases*
- Generates reports

*(if applicable)

Best practice!



Electronic POS Systems

- Mosaic
- Nutrikids
- Titan
- PCS
- Powerschool



How do I count meals?

Manual POS System – 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*
*(if applicable)

How do I count meals?

Manual POS System – Tick Sheet

- Cashier makes a tick mark on the sheet for each student that has a reimbursable meal
- Meals are not recorded by student name/eligibility (can only be used for CEP & SP2 non-base year)
- Must be able to prevent duplicate meals/student
 - Should only be used where there is POS line
 - Should not be used with second chance breakfast or multiple service lines/locations
- Adults must be counted separately

*(if applicable)

Types of Meal Service

Cafeteria Meal Service

- Students eat in the cafeteria at designated meal times
- 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'ts

- Use trays or utensils used as meal counts
- Meals ordered as meal counts
- Count meals at the beginning of the service line before student has a meal
- Cashier/monitor leave their post during meal service
- If sending meals to a classroom, counting trays sent, but not keeping track of meals actually taken

Do's

- Count meals at the POS once the student has a reimbursable meal
- Cashier/monitor stays at their post throughout meal service
- If meals are sent to a classroom, someone identifies which students took a reimbursable meal, then counts are returned to the cafeteria
- Try to keep meal counting with foodservice staff if possible

Meal Service in Alternative Locations

- Classrooms
- Hallways
- Pre-k classroom
- Special Education Classroom
- Other location on school grounds
- Field Trips
- Catered Sites

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

Alternative Meal Service Locations

- Meals must be counted at the time the student takes a reimbursable meal
- Ensure your system does not allow for adult meals or second meals to be claimed
- Keep accountability with foodservice staff if possible
- Train non-foodservice staff & observe periodically
- Provide consistent meal counting procedures for all classrooms

Counting Reimbursable Meals Served in Alternative Locations

Don't

- Use attendance counts
- Let students check themselves off
- Count incomplete, non-reimbursable meals
- Use the number of meals delivered to the classroom as the meal count
- Include teacher meals in the reimbursable count

Do

- Used a designated meal count form separate from attendance
- Use the same meal count form for each classroom
- Use consistent codes for meals taken, milk only, no meal
- Try to keep meal counting with foodservice staff if possible

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		3	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		2	1	1	1	1
8		3	1	1	1	1
9		1	1	1	1	1
10		3	1	1	1	1
11		1	1	1	1	1
12		3	1	1	1	1
13		1	1	1	1	1
14		1	1	1	1	1
15		3	1	1	1	1
16		1	1	1	1	1
17		1	1	1	1	1
18		2	1	1	1	1
19		1	1	1	1	1
20		1	1	1	1	1
21		3	1	1	1	1
22		3	1	1	1	1
23		2	1	1	1	1
24		1	1	1	1	1
25		2	1	1	1	1
26		3	1	1	1	1
27		1	1	1	1	1
28		1	1	1	1	1
29		3	1	1	1	1
30		1	1	1	1	1
31		1	1	1	1	1
32		3	1	1	1	1
33		3	1	1	1	1
34		1	1	1	1	1
35		1	1	1	1	1
36		1	1	1	1	1
37		1	1	1	1	1
38		1	1	1	1	1

18 24 23

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

Counting Reimbursable Meals Served at Catered/Vended Sites

Don't

- Count the number of meals ordered/delivered
- Use production records for meal counts
- Count meals not served or picked up by the student

Do

- Count meals at the time the student receives a reimbursable meal
- Keep production records separate from meal counts

Internal Controls: Edit Check Requirements

Definitions

Attendance Factor (AF)

The average percentage of students in attendance.

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

Edit Check

Compares the number of reimbursable meals served each day with enrollment and the AF to ensure accuracy of the claim for reimbursement

Edit Check Requirements

- Comparing daily student meal counts to enrollment and attendance adjusted enrollment.
 - F/R/P compared to F/R/P Eligible & AF
 - Total counts compared to Enrollment and AF
- Required for all claiming sites
 - Traditional
 - Special Provision (CEP/SP2)
- Identify possible errors in the meal counting and claiming process
- Ensure accuracy of meal counts (\$)

Edit Check Requirements

Patterns to look for:

- Meal counts close to or exceeding # eligible
- Same count each day
- High percentage of students eating
- Patterns

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):										
School		enter as a decimal ex: 0.95										
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

School Hartley Elementary School

enter as a decimal ex: 0.95

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 enter as a decimal ex: 0.95									
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

enter as a decimal ex: 0.95

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! 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%	
												<i>enter as a decimal ex: 0.95</i>		
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.												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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Home → National School Lunch Program (NSLP) → National School Lunch Program (NSLP)

Child Nutrition Home

Programs

CNPWeb/NEO

Student Eligibility 9

National School Lunch Program (NSLP)

CHILD NUTRITION PROGRAMS

CHGRAM

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](#)



Counting & Claiming Scenarios

What went wrong?

Scenario 1: Cafeteria

- A staff member is standing at the beginning of the meal service line with a clipboard and marks students as they stand in line to get their tray.
- As students go through the line you notice:
 - One student takes only the entrée.
 - Another student takes only milk.
 - Another student takes only a vegetable.

What went wrong?

Scenario 2: Cafeteria

- 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. The staff person records 100 reimbursable meals.

What went wrong?

Scenario 3: Cafeteria & Classroom

- A teacher comes to the cafeteria and requests three meals and provides the names of their students.
- Cafeteria staff hands three complete meals to the teacher and records the three meals as reimbursable by the name of the students.
- The teacher takes the meals to the classroom.
- Only one student takes a meal.

What went wrong?

Scenario 4: Classroom

- The teacher takes the checklist and checks off the students in the classroom & reminds students breakfast is available for students to take.
 - Some students take only a milk.
 - Some students do not take anything.
 - Some students take only juice.
 - Some students take a reimbursable breakfast.
- The teacher collects the remaining food and puts it in their desk.
- The food service employee receives the checklist and records all checked students as having received a reimbursable breakfast.
- What went wrong?



Questions



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