

EDIT CHECK WORKSHEET

The following worksheet must be used by schools and local education agencies as part of the claims review process:

1. School

2. Month\Operating Days

3. % Attendance Factor (AF)

4. Total Enrollment

5	6	7	8	9	10	11	12	13	14	15	16
DAY OF MONTH	FREE SERVED	FREE ELIGIBLE	FREE ELIGIBLE X AF	REDUCED SERVED	REDUCED ELIGIBLE	REDUCED ELIGIBLE X AF	PAID SERVED	PAID ELIGIBLE	PAID ELIGIBLE X AF	TOTAL SERVED (6+9+12)	COMMENTS
TOTAL											

Note: If Column 6 is greater than Column 7 and/or Column 9 is greater than Column 10, immediate corrective action is required.

CLAIMS REVIEW PROCESS

INSTRUCTIONS FOR COMPLETING EDIT CHECK WORKSHEETS

Box 1	<i>Enter the name of the school (a separate edit check worksheet must be completed for each school or site under your sponsorship).</i>
Box 2	<i>Enter the month and number of operating days for which the reimbursement claim is being made.</i>
Box 3	<i>Enter the attendance factor (percentage of attendance) calculated by dividing the average daily attendance by the enrollment. The figures to calculate the attendance factor can be obtained from one of the following sources.</i> <i>A. School Register Summary/Computer Database</i> <i>B. Average from Previous School Year</i> <i>C. Average from Previous Month</i>
Box 4	<i>Enter the <u>current</u> enrollment for the school. Exclude students who do not have access to the lunch program (i.e. Split Session Kindergarten Students).</i>
Columns	
Column 5	<i>Enter each day of the month for which meals are served.</i>
Column 6	<i>Enter the number of free meals <u>actually served</u> each day.</i>
Column 7	<i>Enter the number of students who are currently eligible for free meals.</i>
Column 8	<i>Enter the product of the number of students eligible for free meals (Column 7) times the attendance factor (Box 3).</i>
Column 9	<i>Enter the number of reduced price meals served each day.</i>
Column 10	<i>Enter the number of students who are currently eligible for reduced price meals.</i>
Column 11	<i>Enter the product of the number of students eligible for reduced price meals (Column 10) times the attendance factor (Box 3).</i>
Column 12	<i>Enter the number of paid meals actually served each day.</i>
Column 13	<i>Enter the number of students eligible for paid meals.</i>
Column 14	<i>Enter the product of the number of students eligible for paid meals* times the attendance factor.</i>
Column 15	<i>Enter the total number of meals served (Columns 6+9+12).</i>
Column 16	<i>Enter comments when needed for problems requiring corrective action or investigation.</i>

REQUIRED COMPARISONS

The following comparisons must be made:

1. *The number of free meals served to the number eligible for free meals.*

(Column 6) to (Column 7)

2. *The number of free meals served to the number eligible for free meals times the attendance factor.*

(Column 6) to (Column 8)

3. *The number of reduced price meals served to the number eligible for reduced price meals.*

(Column 9) to (Column 10)

4. *The number or reduced price meals served to the number eligible for reduced price meals times the attendance factor.*

(Column 9) to (Column 11)

5. *The number of paid meals served to the number of paid eligible times the attendance factor.*

(Column 12) to (Column 14)

6. *Other Comparisons*

The person completing the edit check worksheets should also look for indications of potential problems in the meal counting system such as:

- *Patterns of numbers, repetition of numbers or constant counts by category.*
- *Served meal counts consistently equal to the delivery count for vended or satellited meals.*
- *Identical counts daily for breakfast and lunch.*
- *One-hundred percent participation.*

COMPARISONS REQUIRING INVESTIGATIONS

If any of the above comparisons reveal potential problems, an investigation must be made to determine the cause and an explanation must be included in the comments section of the edit check worksheets (Column 15).

Investigation can include:

- *Contacting or visiting the school to review the meal count system.*
- *Checking the school's data such as enrollment and attendance factor.*
- *Checking menus for possible reasons for high participation.*
- *Checking other reasons for unusual numbers such as weather, visiting students, illness, field trips, etc.*

COMPARISONS REQUIRING CORRECTIVE ACTION

If the number of free or reduced price meals served on any day exceeds the number of students currently approved for free or reduced price meals, immediate corrective action must be taken to correct the problem. Excess meals may not be claimed for reimbursement.