

Breakfast
Lunch
ASSP*

EDIT CHECK WORKSHEET FOR RESIDENTIAL CHILD CARE INSTITUTIONS

This worksheet is to be used by RCCI sites that are claiming all meals/snacks at the Free Rate of Reimbursement.

1. 2. 3.
Site Month Attendance Factor

4	5	6	7	8	9
Date	Enrollment (Daily Census)	Free Served	Free Eligible	Free Eligible (7) x AF (3)	Comments
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
TOTAL					
Total Free Meals/Snacks					

* After School Snack Program

INSTRUCTIONS FOR COMPLETING THE RCCI EDIT CHECK WORKSHEET

1. **Site** – Enter the name of the site (a separate edit check worksheet must be completed for each site).
2. **Month**- Enter the calendar month for which the edit check worksheet is being completed.
3. **Attendance Factor (percentage of attendance)** – This will usually be 100%.
The attendance factor is computed by dividing the average daily attendance (ADA) by the total residents included in the daily census (enrollment).

$$\frac{\text{Average Daily Attendance}}{\text{Enrollment}} = \text{Attendance Factor}$$

4. **Date** – Pre-printed.
5. **Enrollment** – Enter the number of residents enrolled (daily census).
6. **Free Served** – Enter the number of meals/snacks actually served to residents eligible for free meals (one meal/snack per resident per day may be claimed). This column must be totaled at the end of the month.
7. **Free Eligible**- Enter the number of residents eligible for free meals/snacks. (This will usually be the same number as column 5 {enrollment}).
8. **Free Eligible X Attendance Factor**- Multiply the number in column 7 by the attendance factor on line 3.
Note: Do not use decimals. Always round-up to a whole number.
9. **Comments** – If the number of meals/snacks served (column 6) exceeds the daily enrollment/census (column 5) and/or number of free eligible (column 7), an explanation must be made in the comment section (column 9). Immediate corrective action must be taken. Meals/snacks in excess of the census figure or number of free eligible cannot be claimed for reimbursement.

NOTE: *Edit check worksheets do not have to be completed for Breakfast or After School Snack Programs (ASSP). Daily meal count records are required and it is recommended that this form be used. Only complete lines 1 and 2 and column 6 for the breakfast and the ASSP meal service.*