Directions: Daily Record/Accuclaim Form

Purpose

This version of the form is intended to be used by sites that use standard counting and claiming procedure. This version of the daily record form is <u>not</u> intended to be used by sites operating Provision 2 in a non-base year or sites operating Community Eligibility Provision in any year of the cycle. This form is intended to be used by standard counting and claiming sites to accomplish the following:

1. Record daily participation

2. Determine the number of claimed meals to submit

3. Check the accuracy of the number of meals claimed by category for a specific month of operation

4. Reduce the incidence of overclaims

Use This Form	
Frequency	Daily Entry, Monthly Report
Required Form Format	Use this form or a similar reporting instrument.
Records Retention	Form kept onsite and made available on request. Public and charter schools must maintain records for a period of five years. Private schools, other nonprofit organizations, and RCCIs must maintain records for three years.

Contracting Entities (CEs) are required to perform daily Accuclaim/Edit Checks and cumulative checks monthly. To do this, the Accuclaim/Edit Check process uses the Lunch Attendance Factor to determine if the number of lunch meals claimed for each eligibility status category is reasonable based on attendance and enrollment. CEs may use a similar reporting instrument to complete an Accuclaim/edit checks.

Special Features for the Excel File

If the Excel version of this form is used, the cells that are highlighted with yellow indicate cells where data may be recorded. The cells highlighted with green indicate cells were formulas will be applied when data is recorded in the yellow cells. The green cells will populate automatically.

Data Entry

In completing this form, CEs will record data each day for each item with the exception of the cells with the following labels: Highest Single Day Total for the Month, Total Approved Free for Month, Total Approved Reduced for Month, and Total Possible Paid for Month.

For the Accuclaim/Edit Check, the Lunch Attendance Factor and the attendance numbers are calculated based on data recorded for the entire month. However, because the calculations are built into the Excel file, the Attendance Factor worksheet cells will begin to populate automatically as linked data is recorded each day. Once all data for the month is recorded, the numbers will reflect the entire month.

> *(NOTE: The Public Education Information Management System (PEIMS) Coordinator for each school district calculates the Attendance Factor for each school for PEIMS each month. School Nutrition Programs SNPs may use the same Attendance Factor that is reported to PEIMS each month as long as the method for calculating the Attendance Factor corresponds to the method described at the end of the directions for this form.)*

Formulas Embedded in *Daily Record/Accuclaim Form*

If the Excel version of this form is used, the daily enrollment totals and other calculations will automatically populate when the cells highlighted with yellow are filled. Cells that populate automatically are highlighted in green.

In the directions that follow, cells that populate automatically are <u>marked with an *ap*</u>. Users will need to verify that cells did populate but will not need to record a number as described in the directions for the cell. CEs that use a printed version of this form will need to calculate and record entries as directed.

The equations for calculating the Lunch Attendance Factor are visible on the Lunch Attendance Factor worksheet. The Lunch Attendance Factor number <u>will</u> also populate a designated cell at the top of the Daily Record sheet automatically.

Directions for Completing Form

General Information

- **Contracting Entity (CE)**: Record the name of the CE in the designated space.

- **Site Name:** Record the name of the site in the designated space.

- **Date**: Record the month and year for which meals are being claimed in the designated space.

- **Number Lunch of Serving Days**: Record the number of days lunch meals were served in the designated space.

- **Number Breakfast of Serving Days**: Record the number of days breakfast meals were served in the designated space.

- **Sum Daily Enrollment for Month**: Record the result of adding (summing) the daily enrollment for every day the program operated for the month in the designated space.
  (NOTE: The PEIMS Coordinator may be able to assist in calculating this number.)

- **Highest Single Daily Enrollment for Month:** Record the highest one day enrollment from among the month's operational days in the designated space.
  (NOTE: The PEIMS Coordinator may be able to assist in identifying this number.)

- **Total Approved Free for the Month:** *ap* Record the highest number of students approved for free meals on any one day throughout the month in the designated space.

- **Total Approved Reduced for Month**: *ap* Record the highest number of students approved for reduced-price meals on any one day throughout the month in the designated space.

- T**otal Possible Paid for Month:***ap* Record the highest possible number of paid students who are eligible for paid meals on any day of the month in the designated space.

Total Possible Paid for Month Calculation					
Highest Single Daily Enrollment for Month	−	Total Approved Free for Month	+ Total Approved for Reduced for Month	=	Total Possible Paid for Month

- **Lunch Attendance Factor:**[ap] Ensure that this cell is populated automatically. For the cell to populate automatically, the cells toward the bottom of this general section about attendance and enrollment must be completed.

  If this form is not completed in Excel, use the directions on the form's Attendance Factor worksheet (tab at bottom of page) to calculate the Lunch Attendance Factor and record the amount in the designated space. The *Applying the Lunch Attendance Factor* directions at the end of this document also provide detailed information about calculating the Lunch Attendance Factor

Lunch Meal Counts, Served Students, Reimbursable Meals

- **Column 1, Free:** Record the total number of free reimbursable lunch meals served to students for each serving day of the month in the designated spaces.

  Highest Daily Row:[ap] Record the highest number of students served a free reimbursable lunch meal on a single day in the *Column 1, Free* in the designated space.

  Total Row:[ap] Add (Sum) the *Column 1, Free* number of free lunch reimbursable meals for each day for the entire month to get the monthly total of free reimbursable lunch meals served to students and record the monthly total in the designates space.

  ADP Row:[ap] Divide the *Total Row of Column 1, Free* by the number of serving days for the month to get the monthly Average Daily Participation (ADP) for free reimbursable lunch meals served to students and record the result in the designated space.

- **Column 2, Reduced:** Record the total number of reduced-price reimbursable lunch meals served to students for each serving day of the month in the designated space.

  Highest Daily Row:[ap] Record the highest number of students served a reduced-price reimbursable lunch meal on a single day in the *Column 2, Reduced* in the designated space.

  Total Row:[ap] Add (Sum) the *Column 2, Reduced* by the number of reduced-price lunch reimbursable meals for each day the month to get the monthly total of reduced-price reimbursable lunch meals served to students and record the monthly total in the designated space.

  ADP Row:[ap] Divide *Total Row of Column 2, Reduced* by the number of serving days for the month to get the monthly ADP for reduced-price reimbursable lunch meals served to students and record the result in the designated space.

- **Column 3, Paid:** Record the total number of paid reimbursable lunch meals served to students for each day of the month in the designated spaces.

  Highest Daily Row:[ap] Record the highest number of students served a paid reimbursable lunch meal on a single day in *Column 3, Paid* in the designated space.

  Total Row:[ap] Add (Sum) the *Column 3, Paid* number of paid lunch reimbursable

meals for each day of the monthly total of paid reimbursable lunch meals served to students and record the monthly total in the designated space.

ADP Row:[ap] Divide the *Total Row of Column 3, Paid* by the number of serving days for the month to get the monthly ADP for paid reimbursable lunch meals served to students and record the result in the designated space.

- **Column 4, Total:**[ap] Add (Sum) the numbers recorded for each day of the month in *Column 1, Free*; *Column 2, Reduced*; and *Column 3, Paid* to get the total number of reimbursable lunch meals for the paid, reduced-price, and free categories served by day of the month and record the result in the designated space.

Column 4, Total						
Column 1 Free	+	Column 2 Reduced	+	Column 3 Paid	=	Column 4 Total

  Total Row:[ap] Add (Sum) the *Column 4, Total* entries for each day of the month to get the monthly total of reimbursable lunch meals served to students and record the monthly total in the designated space.

  ADP Row:[ap] Divide the *Total Row of Column 4, Total* by the number of serving days for the month to get the monthly ADP for reimbursable lunch meals served to students and record the result in the designated space.

Lunch Meal Counts, Served Students

- **Column 5, Other Types:** Record the total number of other types of lunch meals (i.e., a la carte) served to students for each day of the month in the designated space.

  Total Row:[ap] Add (Sum) the *Column 5, Other Types* entries for the entire month to get the monthly total of other types of lunch meals served to students.

  ADP Row:[ap] Divide the *Total Row of Column 5, Other Types* by the number of serving days for the month to get the lunch ADP for other types of meals served to students.

Lunch Meal Counts, Served Adults

- **Column 6, Free:** Record the total number of free lunch meals served to adults for each day of the month in the designated space.

  Total Row:[ap] Add (Sum) the *Column 6, Free* entries for the entire month to get the monthly total of free lunch meals served to adults and record the monthly total in the designated space.

- **Column 7, Paid:** Record the total number of paid lunch meals served to adults for each day of the month in the designated spaces.

  Total Row:[ap] Add (Sum) the *Column 7, Paid* entries for the entire month to get the monthly total paid of lunch meals served to adults and record the monthly total in the designated space.

Lunch Accuclaim Tests

- **Column 8, Highest Daily # Approved Free:** Record the total number of students eligible to receive free reimbursable lunch meals for each day of the month and record the number in the

designated spaces.

> **Highest Daily Row:**[ap] Record the highest number of students enrolled on a single day in *Column 8, Highest Daily #Approved Free* in the designated space.

- **Column 9, Participation % Free:**[ap] Divide the number of free reimbursable lunch meals recorded in *Column 1, Free* by the number of students eligible for free reimbursable lunch meals recorded in *Column 8, Highest Daily # Approved Free* for each day of the month and record the result in the designated spaces.

Column 9, Participation% Free				
Column 1 Free	÷	Column 8 Highest Daily # Approved Free	=	Column 9 Participation % Free

- **Column 10, Highest Daily # Approved Reduced:** Record the total number of students eligible to receive reduced-price reimbursable lunch meals for each day of the month in the designated spaces.

> **Highest Daily Row:**[ap] Add (Sum) the *Column 10, Highest Daily # Approved Reduced* entries for the entire month to get the monthly total of reduced-price reimbursable lunch meals served to students and record the monthly total in the designated space.

- **Column 11, Participation % Reduced:**[ap] Divide the number of reduced-price reimbursable lunch meals recorded in *Column 2, Reduced* by the number of students eligible for reduced-price reimbursable lunch meals recorded in *Column 10, # Approved Reduced* for each day of the month and record the result in the designated space.

Column 11, Participation % Reduced Price				
Column 2 Reduced	÷	Column 10 Highest Daily # Approved Reduced	=	Column 11 Participation % Reduced

Breakfast Meal Counts, Served Students, Reimbursable Meals

- **Column 12, Free:** Record the total number of free reimbursable breakfast meals served to each student for each serving day of the month in the designated spaces.

> **Highest Daily Row:**[ap] Record the highest number of students served a free reimbursable breakfast meal on a single day in the *Column 12, Free* in the designated space.

> **Total Row:**[ap] Add (Sum) the *Column 12, Free* number of free breakfast reimbursable meals for each day for the entire month to get the monthly total of free reimbursable breakfast meals served to students and record the monthly total in the designated space.

> **ADP Row:**[ap] Divide the *Total Row of Column 12, Total* by the number of serving days for the month to get the monthly ADP for free reimbursable breakfast meals served to students and record the result in the designated space.

- **Column 13, Reduced:** Record the total number of reduced-price reimbursable breakfast meals served to students for each serving day of the month in the designated spaces.

    Highest Daily Row:[ap] Record the highest number of students served a reduced-price reimbursable breakfast meal on a single day in the *Column 14, Paid* in the designated space.

    Total Row:[ap] Add (Sum) the *Column 13, Reduced* number of reduced-price breakfast reimbursable meals for each day for the entire month to get the monthly total of reduced-price reimbursable breakfast meals served to students total and record the monthly total in the designated space.

    ADP Row:[ap] Divide the *Total Row of Column 13, Reduced* by the number of serving days for the month to get the monthly ADP for reduced-price reimbursable breakfast meals served to students and record the result in the designated space.

- **Column 14, Paid:** Record the total number of paid reimbursable meals served to students for each day of the month in the designated space.

    Highest Daily Row:[ap] Record the highest number of students served a paid reimbursable breakfast meal on a single day in the *Column 14, Paid* in the designated space.

    Total Row:[ap] Add (Sum) the *Column 14, Paid* number of paid breakfasts reimbursable meals for each day for the entire month to get the monthly total of paid reimbursable breakfast meals served to students and record the monthly total in the designated space.

    ADP Row:[ap] Divide the *Total Row of Column 14, Total* by the number of serving days for the month to get the monthly ADP for paid reimbursable breakfast meals served to students and record the result in the designated space.

- **Column 15, Total:**[ap] Add (Sum) the numbers recorded for each day of the month in *Column 12, Free*; *Column 13, Reduced*; and

Column 15, Total						
Column 12 Free	+	Column 13 Reduced	+	Column 14 Paid	=	Column 15 Total

Column 14, Paid to get the total number of reimbursable breakfast meals for the combined paid, reduced-price, and free categories served by day of the month and record the result in the designated space.

    Total Row:[ap] Add (Sum) the *Column 15, Total* entries for each day for the entire month to get the monthly total of reimbursable breakfast meals served and record the monthly total in the designated space.

    ADP Row:[ap] Divide the *Total Row of Column 15, Total* by the number of serving days for the month to get the monthly ADP for reimbursable breakfast meals served to students and record the result in the designated space.

Breakfast Meal Counts, Served Adults

- **Column 16, Free:** Record the total number of free breakfast meals served to adults for each the

day of the month in the designated spaces.

> **Highest Daily Row:**[ap] Record the highest number of adults served a free breakfast meal on a single day in the *Column 16, Free* in the designated space.

> **Total Row:**[ap] Add (Sum) the *Column 16, Free* entries for each day for the entire month to get the monthly total of free breakfast meals served to adults and record the monthly total in the designated space.

> **ADP Row:**[ap] Divide the *Total Row of Column 16, Total* by the number of serving days for the month to get the monthly ADP for breakfast meals served to adults and record the result in the designated space.

- **Column 17, Paid:** Record the total number of paid breakfast meals served to adults for each day of the month in the designated spaces.

> **Highest Daily Row:**[ap] Record the highest number of adults served a paid breakfast meal on a single day in the *Column 17, Paid* in the designated space.

> **Total Row:**[ap] Add (Sum) the *Column 17, Paid* entries for the entire month to get the monthly total of paid breakfast meals served to adults and record the monthly total in the designated space.

> **ADP Row:**[ap] Divide the *Total Row of Column 17, Paid* by the number of serving days for the month to get the monthly ADP for paid breakfast meals served to adults and record the result in the designated space.

Applying the Lunch Attendance Factor

The Attendance Factor worksheet will <u>automatically populate</u> the form fields if the form is completed electronically. If not completing this form electronically, use the following information in addition to the directions on the form to calculate the Lunch Attendance Factor.

CEs <u>are required</u> to calculate the Lunch Attendance Factor for reimbursable lunch meals and <u>may</u> calculate the Lunch Attendance Factor for reimbursable breakfast meals.

> *To calculate the Lunch Attendance Factor for reimbursable lunch meals,*

- Calculate the Average Daily Attendance (ADA) for the month by summing the site's daily attendance for the claim month and dividing that result by the number of operating days for the claim month/period.

- Divide the ADA by the highest daily total enrollment for the month as demonstrated in the formula below.

The highest daily enrollment is the highest number of students enrolled on any day of the month at the site. Sites located in schools may find that the attendance clerk is able to provide the information needed to identify this number.

Calculating the Lunch Attendance Factor								
Average Daily Attendance (ADA) for the Month					÷	**Highest Daily Total Enrollment** for the Month	=	**Lunch Attendance Factor** for the Month
(Sum of Daily Attendance for Month)	÷	*(Number of Operating Days)*	=	**ADA**				
22,626	÷	18	=	**1,257**	÷	**1,425**	=	**0.8821**

This calculation should be completed and recorded at the end of the month.

- Multiply the highest number of possible participants for the month for each eligibility status by the Lunch Attendance Factor—free, reduced-price, and paid—as demonstrated in the formula below.

Applying the Lunch Attendance Factor				
Highest # Possible Participants	x	**Lunch Attendance Factor** *(ADA ÷ Highest Daily Total Enrollment)*	=	**Highest # of Lunch Meals** *Expected to Be Claimed Each Serving Day*
Free: 825	x	0.8821	=	727.7 (728)
Reduced-Price: 165	x	0.8821	=	145.5 (146)
Paid: 267	x	0.8821	=	235.52 (236)

- Compare the results to the number of reimbursable meals to be claimed for each eligibility status and determine if the number of meals to be claimed for each eligibility status is reasonable.

  – If the number of lunch meals claimed for the month is in line with the *Highest # of Lunch Meals Expected to Be Claimed Each Serving Day*, no further action is needed. In this case, the number of meals to be claimed falls within a reasonable range based on student attendance and enrollment when compared to the daily and monthly totals recorded on the Daily Record worksheet (tab at the bottom of the page).

  – If the number of lunch meals claimed for the month is <u>higher than</u> the *Highest # of Lunch Meals Expected to Be Claimed Each Serving Day*, the CE will need to determine (1) if there is a valid reason for the larger number or (2) if a mistake has been made.

  – If there is a justifiable reason for the difference, document the reason and contact TDA at *NSLP-SBP.BOps@TexasAgriculture.gov* to let TDA know why the claim does not align to the Lunch Attendance Factor.

  – If there is no justifiable reason for the difference, review data for the month to find the reason and correct as appropriate. CEs may also get assistance from their Education Service Center (ESC) for this purpose.