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# Counting and Claiming

## Essential Features of Meal Count/Collection Procedures

Federal reimbursement is provided for each meal (free, reduced-price and paid) that meets program requirements and is served to an eligible student. To obtain this reimbursement, school personnel must accurately count, record and claim the number of meals actually served to students by category, i.e., paid, reduced-price and free. Additionally, adequate documentation must be kept on file to support the number of all meals served and claimed for reimbursement.

There is no model meal count/collection procedure that meets the needs of every school participating in the National School Lunch Program (NSLP). However, there are essential features or criteria that all systems must have to operate effectively. How each school meets each criterion can vary widely.

## Medium of Exchange

The medium of exchange includes any type of ticket, token, ID, name or number that is issued to the students for obtaining a meal. The system in place that connects the application for free and reduced-price meals to the medium of exchange should provide for updates on a daily basis (noting transfers, withdrawals and changes in status due to verification, etc.). The meal count/collection system selected must ensure that the medium of exchange prevents overt identification of free and reduced-price meal recipients in the coding, distribution and collection process.

Suggested mediums of exchange could include verbal identifier, coded ticket/token, coded ID cards and coded bar line. Advantages and disadvantages of each system are listed in the following charts.

Additional suggestions include changing the medium of exchange coding system yearly to prevent the use of a previous year's tickets and tokens. Use a code other than a single-symbol code such as A, B, C; X, Y, Z; or 1, 2, 3. Single-symbol codes are most easily recognized by students and are prohibited.

## Prohibited Coding Practices

Color coding by category and single-symbol coding using obvious identifiers, such as F, R, P, are prohibited.

<b>SYSTEM</b>	<b>ADVANTAGES</b>	<b>DISADVANTAGES</b>
<b>Verbal Identifier</b>	<p><i>Cannot be lost, stolen or destroyed.</i></p> <p><i>Documentation of meal count is produced during meal service as names/numbers are checked off on a roster or number sheet. If used with a number sheet, may be a fast method.</i></p>	<p><i>Can be used by another student or twice by the same student if more than one serving line.</i></p> <p><i>Coded roster sheet is time consuming for cashiers using manual systems. (Except in schools where students arrive in the cafeteria by class.) Students may forget their numbers, thus slowing down the line.</i></p>
<b>Coded Ticket/Token</b>	<p><i>When collected at point-of-service, provides a means for physically counting meals by category.</i></p> <p><i>When used in small-to-medium schools, counts by category can be completed quickly after the meal service.</i></p>	<p><i>Can be destroyed, transferred, lost, stolen or sold.</i></p> <p><i>In large schools, too cumbersome to collect and count all tickets or tokens by category after the meal service.</i></p> <p><i>If not coded properly, may result in overt identification</i></p>
<b>Coded ID Cards</b>	<p><i>Not easily transferred if photo is on the card.</i></p> <p><i>Can be incorporated as function of student ID card, which may be a savings to the school food authority.</i></p>	<p><i>Can be lost, stolen or destroyed.</i></p> <p><i>May be able to be used twice if more than one serving line.</i></p> <p><i>Possible high replacement cost.</i></p>
<b>Automated Tab</b>	<p><i>Saves time because count is taken simultaneously with collection of tickets.</i></p>	<p><i>Can be destroyed, lost, stolen or transferred.</i></p>
<b>Coded Bar Line</b>	<p><i>Provides accurate count and saves time; compiles the meal count by category at the same time the students are counted.</i></p> <p><i>Prevents overt identification on the line.</i></p> <p><i>Provides automated reports.</i></p>	<p><i>Can be lost, destroyed or transferred.</i></p> <p><i>Start up and operating costs may be high.</i></p> <p><i>If more than one service line, there may be two meals claimed if the electronic machines are not linked.</i></p>

## Suggested Coding

When determining how the medium of exchange will be coded, consider these coding methods.

<b>METHOD</b>	<b>EXAMPLES</b>
<i>Coding series</i>	<i>1 through 1,999 free/2,000 through 3,999 reduced-price/4,000 through 5,999 paid.</i>
<i>Coding by student number</i>	<i>Number ending in 0 or in an odd or even number.</i>
<i>Coding by variations</i>	<i>Variations in signatures, placement of date or ticket distributor, such as Mary Smith, Mary J. Smith and M. Smith.</i>
<i>Coding by subtle differences</i>	<i>Differences in printing, such as capital letter, period, spacing of a line or differences in underlining.</i>
<i>Coding by number of digits</i>	<i>Four digits for free, five digits for reduced-price or six digits for paid.</i>
<i>Computer-coded student ID numbers</i>	<i>ID numbers assigned by the school and identified in the approval process as free, reduced-price or paid.</i>

## Distribution

All meal count/collection systems must include a method for prepayment and/or post billing (charging). Post billing is seldom recommended. The provision allowing for prepayment and/or charging should make free and reduced-price meal recipients appear as students who have prepaid full price.

The option of prepayment and/or post billing (charging) of meals should be routinely publicized. This may be done by using methods such as posting signs, making public announcements, including the information in printed material, etc. Some contracting entities (CEs) offer incentives for prepayment options when cash is also accepted on the serving line.

When distributing the medium of exchange, use a common location and time where all students (free, prepaid, reduced-price and prepaid full-price) are required to obtain their tickets, tokens, etc. Allow adequate time and area for purchase or pick up of the medium of exchange to prevent overt identification.

## Collection

Use the same collection procedures for free, prepaid reduced-price, and prepaid full-price meals to prevent overt identification when collecting the medium of exchange. Examples include common serving areas, dining areas and serving times for all students during meal service.

When students pay cash on the line for reduced-price and/or full-price meals, they may be counted in a different manner than those students who prepay or charge.

When there is no intent to pre-pay for meals, the student must be given the option to receive the change from a cash transaction or to put the change on his/her account. Automatically applying the change from a cash transaction to a student's account when the student had no intent to pre-

pay for meals is not allowed. CEs may establish a “no check cashing” policy under which all money submitted by check is credited onto the student’s meal account. However, cashless reimbursable serving lines are not allowable.

### **Point-of-service Definition and Acceptable Counts**

Regulations define a point-of-service meal count as “that point in the foodservice operation when a determination can accurately be made that a reimbursable free, reduced-price or paid meal has been served to an eligible child.”

Acceptable point-of-service counting and claiming procedures are required in determining reimbursable meals. Any counting/collection procedure used must provide for someone stationed at the end of the serving line to monitor the meals selected to ensure that each meal claimed for reimbursement meets meal requirements. In addition, the procedure must provide a method for removing any meal that is not reimbursable from the proper meal count category. The above is also true of any system that stations the cashier/ticket taker/counter at the beginning of the line.

### **Point-of-Service Counts When Using Salad Bars**

Salad bars can serve as the complete reimbursable lunch (except for milk) or as a food or menu item that is part of a reimbursable lunch, depending on the food items available and how it is structured. It is critical to consider the location of the salad bar in relation to the point-of-service. To ensure that each student’s selections from the salad bar meet the required portions for an entrée or food/menu item, the point-of-service must be stationed after the salad bar. If a school is not able to position the salad bar in a location prior to the point-of-service, the school’s point-of-service lunch counts must have TDA approval. Any request to use an alternative lunch counting method must be submitted in writing to TDA for approval.

### **Unacceptable Point-of-Service Counts**

Counts taken anywhere other than at the point-of-service, such as attendance counts, the number of tickets sold/issued, head counts, tray counts and counts obtained by “backing into” the numbers of lunches or breakfasts served are not acceptable point-of-service counts.

RCCIs: Refer to Section 26, Residential Child Care Institutions for additional information regarding point-of-service meal counts.

### **Reimbursable Meal**

What is a reimbursable meal? This depends on the menu planning system selected by each CE. For Enhanced Food Based and Traditional Food Based Menu Planning systems, it is a meal that offers all of the required meal pattern food items in the required serving sizes prior to the point-of-service. The student must select the required number of food items in accordance with the CE’s policy regarding offer versus serve. None of the meals served are reimbursable on a day when all five (four for breakfast) of the required meal pattern food items are not available in the

meal offered. Each cashier or monitor must be knowledgeable and skilled in recognizing student selections that may be counted and claimed as reimbursable.

For Nutrient Standard Menu Planning system and Assisted Nutrient Standard Menu Planning system menus, a reimbursable meal consists of a minimum of three menu items: entree, fluid milk served as a beverage and side dishes offered prior to the point-of-service. The student must select the required food items in accordance with the CE's policy regarding offer versus serve. None of the meals served are reimbursable on a day when all required menu items are not available in the meal offered.

RCCIs: Refer to Section 26, Residential Child Care Institutions for information regarding family style meal service.

### **Equal Access for All Students**

When a school offers a selection of more than one type of meal that is claimed for reimbursement or a variety of foods and fluid milk for choice within the meal requirements, it must offer the same selection to all children regardless of whether the children are eligible for free, reduced-price or paid meals. If certain items are not made available to all children, including those receiving free or reduced-price meals, those items may not be counted toward reimbursable meals.

Meals served on an all-cash line may never be claimed for reimbursement, even though the same items are offered on another serving line. If certain lines are not made available to all children, including those receiving free or reduced-price meals, meals served on those lines may not be claimed. When planning for special functions, parties, field trips, etc., the School Nutrition Program (SNP) department should be involved in the process to ensure that students are not overtly identified or denied meals, and meals claimed for reimbursement meet requirements.

### **Off-Site Meal Consumption**

NSLP authorizing legislation and program regulations clearly intend that meals reimbursed under the programs are to be served and consumed on school or school-related premises. Therefore, meals may not be prepared for off-site consumption for adults or children. This would include meals given to children to eat on the bus or take home with them due to early dismissal, etc.

### **Meals Prepared for Field Trips**

Meals consumed on school-sponsored, supervised field trips may be reimbursed since the meals are prepared by the SNP department and served and consumed as part of a school-related function. A list, roster or other method of claiming the meals by category should be used to record counts. Meals served during such field trips should be subject to especially stringent sanitary and precautionary measures to avoid food contamination and spoilage.

## **Alternative Schools**

Districts operating alternative schools or in-school suspension (ISS) must establish procedures for maintaining applications and counting and claiming of reimbursable meals. Sometimes these procedures will vary from those procedures established for regular schools.

One accepted procedure requires the “host district” (physical site of the school campus) to keep copies of the students’ applications, direct certification eligibility or a roster with each students’ eligibility on file from the “sending district.” The host district, which is providing meal service, may claim reimbursement for eligible students in the proper category. In some situations a student’s attendance in such a school may be short-term (a few days) or long-term (entire school year). Adjustments and notations should be entered on the Accuclaim records to justify the claim when applicable and to document current numbers of approved students.

Another acceptable procedure requires the host district to charge the sending districts for the number of meals served to their students. The charge would be at a price to recoup the cost of providing the meals. The host school would not claim these meals even as a paying student. The host district would not have to keep a copy of the visiting students’ meal applications. The sending districts would pay the host school the billed amount and the sending districts would claim the meals at the approved status for those students.

If the district wants to use a different procedure than those mentioned, contact TDA. Reimbursable meals served to eligible students may be claimed by the host district or the sending district but must not be claimed by both districts.

All students, including ISS students, must have equal access to food service (all lines and meal types) if they are allowed to go to the cafeteria to receive meals during regular meal periods. If ISS students are allowed access to the cafeteria, either before or after regular serving times, they may be limited to only one reimbursable line or meal type. In such a situation, the ISS students would have to be able to receive and consume their meals prior to, or after, the regular meal periods for other students.

## **Choosing a System**

Meal count/collection systems should be chosen based on the degree of meal accountability, needs, priorities and available resources of the school or CE. Several factors should be considered before making a decision. The system chosen will depend on the size of the school(s), the number of meals served, the number of students participating in the program, the percentage of students receiving free and reduced-price meal benefits, the grade levels involved (high school or elementary), the cost of implementing and maintaining a collection procedure and the staff resources available for implementing and maintaining the collection procedure(s).

## Qualities of an Accurate Point-of-Service Count

Whatever system is chosen, it must provide an accurate point-of-service count daily for the following:

- Number of reimbursable meals served (one lunch/breakfast/snack per student per day).
- Eligibility by free, reduced-price or paid category.

Overt identification of students' eligibility is prohibited.

The type of system implemented will determine how these factors are involved in the actual meal count process. Since the meal count system is an integral part of the SNP, the CE should assess the following elements and select a system that will effectively meet its needs.

<b>Meal Accountability</b>	<b>Administrative Considerations</b>	<b>Cost of Implementation</b>
<i>Point-of-service capabilities.</i>	<i>Edits and internal checks.</i>	<i>Daily operations.</i>
<i>Prevention of overt identification.</i>	<i>Reports, personnel/training.</i>	<i>Personnel training (cost/time)</i> <i>Hardware.</i>
<i>Student eligibility recorded and controlled.</i>	<i>Account balances maintenance</i>	<i>Software program.</i>
<i>Reimbursable meals served/counted.</i>	<i>Financial analysis (budget/sales).</i>	<i>Support/updating processes.</i> <i>Maintenance/repair (registers, computer terminals, etc.)</i>

Also, consider these factors to help determine if a manual or an automated system would be best: cost, size and characteristics of the school and CE, number of personnel needed to operate the system and amount of time needed to operate the system during the meal service, as well as in making counts and reports. If an automated system is chosen, the CE must have a back-up counting system in case of mechanical failure of the automated equipment. The process of system selection is very complex and unique to the individual school or CE. For assistance in defining your needs and identifying a system that will meet them effectively, contact you Education Service Center (ESC) Child Nutrition Programs (CNP) Specialist or TDA.

## Commonly Used Collection Procedures/Systems

Several commonly used collection procedures/systems include verbal identifier, cashier list system, coded tickets and tokens. Remember, the procedure/system that CEs use must be able to tie the students back to a name or their eligibility number. This includes paid student. Paid student must also be tied to eligibility.

### **Verbal Identifier/Cashier List System**

Using this method, all students should give a verbal identifier such as a name or number to the cashier at the point-of-service. The cashier then identifies the category of the meal and records it in one of several ways. If the student's name is used as the identifier, a list is compiled that includes the student's name and category, either alphabetically or by classroom. The cashier checks the name of individual students as they pass through the serving line. The list is used for accounting purposes. A teacher's grade book at the point-of-service may also be used for this purpose. Refer to the end of this section for prototype forms.

A roster used to count "meals served" can also be used to record and track prepaid meals. Shading, highlighting or diagonal (/) lines placed in the day/date blocks on the roster indicate the number of days a paying student or a reduced-price student has prepaid. Free students on the roster should also appear to have prepaid to prevent overt identification. Refer to the Sample Coded Cashier's List at the end of this section.

### **Common Errors When Using Master List/Roster**

When using a highlighter pen, the same color must be used for free as is used for prepaid reduced-price and prepaid full-price meals to prevent overt identification.

If numbers are used as the identifier, a number list or an electronic cash register may be used to document that the student has received a reimbursable meal. The cashier or electronic cash register counts the meals by category. The number list or cash register reading is used for accounting purposes. Refer to the back of this section for a prototype worksheet to be used in a manual system. When using the numerical identifier method, the number list is used to record and count reimbursable meals served and claimed. The checklist is used to track individual students' prepaid meals served and the balance of any remaining prepaid meals. As long as tracking of prepaid meals is done after the serving period (not at the time of service), it is not necessary to include any names other than those of students who have prepaid for full or reduced-price meals.

Refer to the section titled "Advantages and Disadvantages of Verbal Identifier."

### **Coded Tickets/Tokens**

Using this method, all students or students who prepay, plus those receiving free or reduced-price meal benefits, receive a ticket or token that is later redeemed for a reimbursable meal.

Tickets or tokens may be issued or sold in the cafeteria, principal's office or classroom in advance of the meal service on a daily, weekly or monthly basis. Students receiving free and reduced-price meal benefits must be issued a ticket or token identical to the ones issued to students who prepay, except for the code that identifies the category. Whatever coding method is used, overt identification must be prevented.

## **Types of Tickets/Tokens Used to Establish Meal Counts**

- Each student's ticket or token is examined as he receives a meal. A tally is made or a counting machine is pressed in a discreet manner for each meal served, by category.
- Each student's ticket or token is collected as the student receives a meal; these are later counted by category, and unexpired tickets are returned to the students to use for the following meal service.
- The tickets have a coded tear-off stub for each lunch or breakfast. A stub is collected as each student receives a meal; the stubs are later counted by category. In an automated tab ticket system, the meal count by category is made simultaneously with the collection of the ticket.
- Each student is issued a coded bar line card that is scanned electronically. The meal count by category is made simultaneously with the scanning of the card.
- Each student is issued a coded number that is entered on an electronic key pad. The meal count by category is made simultaneously as the number is entered.

Refer to "Advantages and Disadvantages of Coded Ticket/Token" in this section.

## **Meal Tickets: Lost, Stolen and Misused**

Schools may establish their own procedures regarding the handling of lost, stolen and misused paid, free and reduced-price meal tickets (medium of exchange, i.e. bar code, scanning systems, etc.). However, any system that limits the number of tickets reissued must conform to the following standards:

- Parents and students must be advised in writing of the school's policy regarding missing meal tickets and of the student's corresponding responsibility for their tickets. Such notice shall be provided to all households at the time they begin receiving or purchasing meal tickets.
- A minimum of three replacements or special meal arrangements resulting from three lost or stolen tickets must be allowed to each student within each school year (includes initial ticket plus three replacements).
- The school must maintain a list of students who have reported missing original tickets in the current school year and the number of occurrences for each student. Prior to denying a meal to any student without a ticket, the list should always be reviewed to determine if the student has already had at least three ticket replacements or special meal arrangements for lost or stolen tickets within that school year.
- At least one advance written warning must be given to the student and the parent(s) prior to refusal to allow additional meals or ticket replacements. The written warning must include an explanation that the student has repeatedly requested replacement tickets and that each subsequent time the student fails to have a ticket that he/she will be expected to either bring lunch/breakfast or pay full price for lunch/breakfast.
- Meals must always be provided to pre-kindergarten, kindergarten, and disabled students who may be unable to take full responsibility for a meal ticket.

Using the above criteria, school officials may develop the most administratively feasible system to handle missing tickets as determined by individual school circumstances and frequency of ticket issuance. In cases of repeated ticket loss or misuse, school administrators may wish to contact an adult household member to arrange a meeting to discuss the problem.

## **Replacement of Medium of Exchange**

Some CEs charge for the replacement of identification cards or other cards, tickets or tokens used as a medium of exchange in the NSLP and SBP. These charges are being made on the initial replacement prior to the minimum replacement of three tickets. This is a reminder that the CE must replace a minimum of three tickets at no charge. However, if the CE is using this card for other purposes as well as the NSLP and SBP, there must be an alternate method for students to receive their meals. This could include making students get a temporary lunch card and go to the end of the line, then finding their names on the roster to confirm eligibility or use a number that is coded instead of the card. Keep in mind that the meal cannot be denied to the student unless the lost, stolen and misused ticket procedure has been followed.

## **Unacceptable Meal Count Systems**

Meal count systems that are not acceptable because they do not provide a daily count at the point-of-service for reimbursable meals, by category, include:

- **Attendance counts** — using the number of students in attendance as a meal count. This does not provide a count of meals actually served and those are the only meals that may be claimed for reimbursement.
- **Tray or entree counts** — counting the number of trays or entrees used during the meal service to obtain the meal count. This does not provide an accurate count of reimbursable meals—only of trays and entrees. There are no controls to ensure that trays contain all the necessary food items, that trays were not stuck together, that each entree was part of a complete meal, etc. Each meal must be monitored to ensure that all the meal requirements have been met.
- **Classroom counts** — prior to service, counting the number of students in the class who indicate that they intend to eat a meal (prior to the meal service itself). Students “intending” to eat may not actually do so. The count taken prior to the meal service will not reflect those changes and the count of meals served may not be accurate. Also, there are no controls at the point-of-service to ensure that the meals counted are actually reimbursable.
- **Counts taken anywhere other than at the point-of-service** — Unless approved by TDA, the only place an accurate count of reimbursable meals can be made is at the point where it can be determined that the meals are actually reimbursable.
- **Prepaid/charged meals counted on day paid** — when students either prepay or charge their meals, these meals must be counted on the day that the student is served the meal, not on the day that the prepaid meal was purchased or the charged meal was repaid.
- **Second meals claimed for reimbursement** — second meals served to students in any category are claimed for reimbursement. CEs can claim only one meal, per eligible student, per day.

- **Ineligible persons claimed for reimbursement** — Ineligible adults or children not enrolled in the school but claimed for reimbursement.
- **Cash converted to meals** — using cash totals to determine the number of meals served. This does not provide a count of reimbursable meals served. In addition, this allows cash collection errors to translate into meal count errors.
- **A la carte items** claimed for reimbursement — food items sold independently of the reimbursable meal and not priced as a unit are claimed for reimbursement.
- **Category/cash back-out system** — one or more of the meal categories are calculated by subtracting the number of meals of one or more meal categories (free, reduced-price or paid) from the total meal count to get a count of another meal category.
- **Delivery counts of meals produced off-site** — the number of meals delivered to a school is not necessarily the number of meals that were actually served.
- **Visual identification without backup** — eligibility is determined based only on the cashier's or counter's visual identification and knowledge of the students' eligibility categories. Even though this system may work, a backup system must be established for other cashiers to determine students' eligibility.
- **Improperly implemented system** — Even if the system is approved on paper, all necessary procedures must be followed in order for the meal count system to be acceptable. All appropriate staff should be adequately trained in their responsibilities.

## Master List/Roster

Master list/roster is a listing of all students and their approved categories by school. This listing must include, at a minimum, the following:

- Student's name,
- Approval status,
- Date approved,
- Date denoting any change such as drop, transfer, status change, etc. Any change must be dated and initialed by person making the change.

Other information that may assist you in identifying an individual student may be added, such as the following:

- Grade level,
- Teacher's name,
- Period child is scheduled to eat, if multiple eating periods.

This listing is usually alphabetical for simplicity.

## Purpose of Master List/Roster

The purpose of the master list/roster is to provide the following:

- Establishes the highest number of eligible students that can be claimed for the month at a particular site.
- Illustrates if communication exists between the central SNP department office, the school

office, and the school with regards to status changes of its population.

- Demonstrates if changes in status eligibility are made in a timely manner.
- Provides a record of benefit issuance to ensure that students are receiving benefits to which they are entitled.

RCCIs: Refer to Section 26, Residential Child Care Institutions for additional information regarding Master Lists.

## **Daily Participation Report**

The number of reimbursable meals served daily, by category, to eligible students are recorded and reported by SNP department personnel to the CE. The recording method used must ensure that correct counts by category can be easily read, edited, and consolidated into an accurate monthly claim for reimbursement.

Any report format used must provide a complete record of the day's meal service so that the required information can be transferred to the CE's report. Sample meal count prototypes can be found at the end of this section.

## **Claim for Reimbursement**

School meal counts, by category, are submitted to the CE level on a daily, weekly, or monthly basis. The counts from all schools are combined to generate a monthly claim for reimbursement. This is called consolidating the claim. Once the claims are consolidated, the CE submits them to TDA via the Texas Unified Nutrition Programs System (TX-UNPS).

Reimbursement rates are different for each category of meal benefit (free, reduced-price, and paid) and for each type of meal served (lunch, breakfast and snack). Thus, accurately counting, recording, and consolidating the number of meals served by category is the only way a claim for reimbursement can be properly submitted ensuring the CE is correctly paid for the meals served.

Refer to the Required Records section in this manual for additional information.

## **Accuclaim and the Meal Count/Collection Procedure**

Federal regulations referred to as Accuclaim were developed to improve the accuracy and accountability of reimbursement claims by clarifying schools' and CEs' meal counting and claiming requirements.

Whatever system or procedure is used for counting and claiming meals, the CE is responsible for ensuring the reimbursement claim is based on accurate meal counts by category. A school or CE can never claim more free, reduced-price or paid meals than are served to eligible students. If claims are in excess of the number of approved free, reduced-price, paid or total number of enrolled students, the CE will be required to repay any overclaims. Proper implementation of

the Accuclaim regulations, which include edit checks and on-site reviews, will ensure an accurate system and prevent overclaims.

### **Accuclaim Edit Checks**

Prior to the submission of a monthly claim for reimbursement, the CE shall compare each school's daily claim using the Accuclaim Edit Check process. This process will assist in the identification and correction of claims for reimbursement that are in excess of the number of reimbursable free, reduced-price and paid lunches actually served that day to children eligible for such lunches. Such data shall, at a minimum, include the number of children currently approved for free and reduced-price lunches in that school. CEs shall also compare claims against any other data available to the CE, such as a school's average daily attendance, enrollment or membership data. Refer to the end of this section for a sample form and instructions.

### **Additional Situations for Claiming Students**

- **Visiting Students** — The host school may claim reimbursement for meals served to visiting students. The students' meals may be claimed by category for reimbursement if the visiting school provides the host school with each student's eligibility determination. If the visiting school does not provide this information or if they are from a school that does not participate in the NSLP then the host school may claim reimbursement for the meals served to the students in the paid category. A notation should be entered on the Accuclaim records to justify the excessive claim, when applicable.
- **Student Workers** — All meals served to student workers should be claimed based on their eligibility category. The count must be taken at the point-of-service to assure a complete meal is served.

### **Regulations Regarding Meal Claims**

The NSLP and SBP regulations require that reimbursement is claimed for only one breakfast, one lunch and one snack per eligible student per day. Seamless Summer Option (SSO) regulations require that reimbursement is claimed for only two meals per student per day. The meal must be determined to be reimbursable and must be counted by category at the point-of-service.

### **Performing Edit Checks**

The authorized representative who submits each claim through TX-UNPS is responsible for reviewing and analyzing meal counts to ensure the accuracy of the claim.

Some terms that are commonly referred to in the edit check process are as follows:

- **ADA** — Average daily attendance (number). (RCCIs: Refer to Section 26, Residential Child Care Institutions for additional information regarding attendance).
- **ADP** — Average daily participation.

- **Attendance factor** — to obtain, divide the ADA by the total enrollment. This can be done on the school level or the CE level. TDA recommends that the school level factor be used since it is the most accurate.
- Daily number of meals served by category.
- Number of students approved free.
- Number of students approved reduced-price.
- Any other enrollment or membership data useful in identifying discrepancies, such as:
  - Maximum allowable free meals equal to the number of approved free multiplied by the number of operating days.
  - Maximum allowable reduced-price meals equal to the number of approved reduced-price multiplied by the number of operating days.

## Steps in Performing Accuclaim Edit Checks

Using the Daily Record of Participation Form or the School/CE Edit Check Worksheet (or a similar locally-developed form) performs the following edit checks for each feeding site:

**Step 1** — Compare the daily number of free and reduced-price lunches claimed against the number of children currently approved for free and reduced-price meals. Free and reduced-price meals may not be claimed in excess of the number of students approved for such benefits.

**Step 2** — Divide the daily number of paid, reduced-price and free meals claimed by the number approved for each category to obtain the percent participation for each category. Compare this percentage to the attendance factor.

Whenever the number of paid, reduced-price or free meals claimed exceed the estimated percent in attendance; the attendance records should be evaluated to determine the maximum number of students by category who were present at school. The number of meals claimed by category should not exceed the number of students in attendance by category unless the school can document through other means that its meal counts are correct.

Document any changes made to the daily count and compare the daily number of paid, reduced-price and free lunches claimed against the number of students eligible times the attendance factor.

## Possible Problems with Edit Checks

The personnel performing the edit checks should be aware of other indications of possible problems. Some items to watch for are as follows:

- Patterns of numbers, repetition of numbers or constant counts by category.
- Identical counts for breakfast and lunch.
- 100 percent participation (and % greater than attendance factor).
- Category count exceeding number of children eligible for free and reduced-price meals.

Edit checks should be performed each month on a daily basis. Adjustments or modifications may be done on a weekly basis. When discrepancies are found or potential problems are suspected, they should be resolved through further investigation. Any findings should be documented (with attendance records, etc.) and kept with the school's daily record of meals claimed.

### **Accuclaim On-site Review**

The Accuclaim regulations require that each CE with more than one feeding site to include RCCIs shall perform an on-site review of the meal counting and recording procedures in each school under its jurisdiction for lunch prior to February 1 of each school year. Schools serving breakfast only must conduct on-site reviews for the breakfast program prior to February 1 of each school year.

An on-site review should ensure, at a minimum, the following:

- The counting system is consistent with the CE's policy statement as approved by TDA
- The counting system, as implemented, yields the actual number of reimbursable free, reduced-price and paid lunches served for each day of operation.
- The counting system prevents overt identification of students receiving free and reduced-price lunches.
- The system provides for adequate monitoring to ensure that only reimbursable meals are counted.

If the review discloses problems with the feeding site meal counting or claiming procedures, the CE shall ensure that the feeding site develops and implements a corrective action plan. The plan should be in writing and developed jointly by the SNP department manager and the CE's foodservice supervisor, director or whoever performed the review. It should detail the corrective action necessary to bring the feeding site into compliance and assign responsibility for implementing the plan. The CE shall conduct a follow-up on-site review within 45 days to determine that the corrective action resolved the problems.

A prototype On-site Review Form is provided at the end of this section.





### Sample Coded Cashier's List

## Lunch

School: Somewhere Elementary

Teacher's Name: Mrs. Goodcheer

Dates: April 2005

Student Name	Code	1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	
Lori Review	123	<sup>20</sup> √	√	√	√	A	√																	
Carol Marketing	103	<sup>5</sup> √	√	√	√	√	√																	
Susan News	113	<sup>10</sup> √	√	√	√	√	√																	
Nancy Nutrition	113	√	√	√	√	√	√																	
Deb Compliance	123	<sup>15</sup> √	√	√	√	√	√																	
Gary Finance	103	<sup>20</sup> √	√	√	√	√	A																	
Brenda Trainer	113	<sup>10</sup> √	A	√	√	√	√																	
Sandy Purchase	123	<sup>20</sup> √	√	√	√	√	√																	
Natalie Newmom	103	<sup>20</sup> √	√	√	√	√	√																	
James Monitor	103	<sup>20</sup> √	√	A	√	√	√																	
Ray Purchase	113	<sup>5</sup> √	√	√	√	√	√																	
John Director	123	<sup>10</sup> √	√	√	√	√	√																	
Lorenda Baker	123	<sup>5</sup> √	√	√	√	A	A																	
Joan Detail	103	√	√	A	√	√	√																	
Jim Accountant	123	<sup>20</sup> √	√	√	√	√	√																	
Totals	Code 103	5	5	3	5	5	4																	
	Code 113	4	3	4	4	4	4																	
	Code 123	6	6	6	6	4	5																	

*Shading or highlighting can be used to track pre-paid meals. Some free students are also shaded to prevent overt identification. The numbers entered on April 1 indicate the number of meals that have been pre-paid.*

# Prototype Cashiers List

Date: \_\_\_\_\_ School: \_\_\_\_\_

Signature: \_\_\_\_\_

	M	T	W	T	F		M	T	W	T	F		M	T	W	F		M	T	W	T	F			
3501						3541						3601					3701								
3502						3542						3602					3702								
3503						3543						3603					3703								
3504						3544						3604					3704								
3505						3545						3605					3705								
3506						3546						3606					3706								
3507						3547						3607					3707								
3508						3548						3608					3708								
3509						3549						3609					3709								
3510						3550						3610					3710								
3511						3551						3611					3711								
3512						3552						3612					3712								
3513						3553						3613					3713								
3514						3554						3614					3714								
3515						3555						3615					3715								
3516						3556						3616					3716								
3517						3557						3617					3717								
3518						3558						3618					3718								
3519						3559						3619					3719								
3520						3560						3620					3720								
3521						3561						3621					3721								
3522						3562						3622					3722								
3523						3563						3623					3723								
3524						3564						3624					3724								
3525						3565						3625					3725								
3526						3566						3626					3726								
3527						3567						3627					3727								
3528						3568						3628					3728								
3529						3569						3629					3729								
3530						3570						3630					3730								
3531						3571						3631					3731								
3532						3572						3632					3732								
3533						3573						3633					3733								
3534						3574						3634					3734								
3535						3575						3635					3735								
3536						3576						3636					3736								
3537						3577						3637					3737								
3538						3578						3638					3738								
3539						3579						3639					3739								
3540						3580						3640					3740								

**Total**

**Prototype – Daily Participation Record**

Contracting Entity (CE) \_\_\_\_\_ Attendance Factor - \_\_\_\_\_%

Month \_\_\_\_\_ Year \_\_\_\_\_

School \_\_\_\_\_

Date	National School Lunch Program												School Breakfast Program							
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	# Lunches Served Students					Lunches Served Adults		Approved Free	% Part. Of Free	Approved Reduced	% Part. Reduced		Reimbursable Meals			Breakfasts Served Adults				
	Regular Price	Reduced Price	Free	Total	Other Type	Paid	Free						Regular Price	Reduced Price	Free	Total	Paid	Free		
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
12																				
Total																				

① *Attendance Factor* – Divide the school’s most current average daily attendance (ADA) by the last total membership figure to get the percentage of students attending. Use the data from the previous month or the same month last year to estimate the current month’s percent of attendance. In lieu of using a locally developed percent, you may use the statewide average. However, TDA recommends that the school level factor be used since it is the most accurate.

\*Column 8: *Approved Free* – Enter the number of students currently approved for free meals by day.

\*Column 9: *% Participation of Free* – Enter the % of free participation obtained by dividing Column 3 by Column 8.

\*Column 10: *Approved Reduced* – Enter the number of students currently approved for reduced-price meals by day.

\*Column 11: *% Participation of Reduced* – Enter % of reduced-price participation by dividing Column 2 by Column 10.

\*Any percentage of daily participation that differs from the norm and is not reasonable when considering the estimated absentee rate should be examined. If the percent of free or reduced-price participation exceeds the percent attendance, then a problem may exist and the daily meal counts should be re-checked for accuracy. If there is a problem or if the higher participation is found to be correct, these facts should be noted and explained on a separate sheet attached to this form. Generally, all students eligible for free and reduced-price meals do not eat each day. After experience with computing percentages of participation, a history should be developed for each school within the CE. This procedure may be used to identify “high” and “low” participation schools. An effort should be made to determine the reason(s) why participation is high, so that effective measures used to increase participation in “high” schools may be used in “low” schools.

It is important that “counts” be accurate and based upon an on-line point-of-service record of paid, free and reduced-price meals. On any given day, the count for free and reduced-price lunches should be the number approved for free and reduced-price, less those that are absent and less those that are present but have elected not to participate.

## Sample – Daily Participation Record

\_\_\_\_\_ Somewhere ISD  
 Contracting Entity (CE)  
 \_\_\_\_\_ Right Here Elementary  
 ⓐ Attendance Factor - \_\_\_\_\_ %      October \_\_\_\_\_ 1990  
 School \_\_\_\_\_ Year

Date	National School Lunch Program										School Breakfast Program														
	# Lunches Served Students					Lunches Served Adults					Accuclaim Tests					# Breakfasts Served Students					Breakfasts Served Adults				
	Reimbursable Meals					Other Type					Approved					Regular Price					Free				
	Regular Price	Reduced Price	Free	Total		Other Type	Paid	Free	Approved Free	% Part. Of Free	Approved Reduced	% Part. Reduced	Regular Price	Reduced Price	Free	Total	Regular Price	Reduced Price	Free	Total					
1	346	97	276	719	37	18	7	302	91%	140	69%														
2	319	93	262	674	39	17	7	302	87%	140	66%														
3	332	89	274	695	46	20	7	296	93%	140	64%														
4	367	79	268	709	29	21	7	298	90%	142	56%														
5	323	87	260	679	38	19	7	298	87%	142	61%														
6	320	88	256	676	49	18	7	298	86%	139	63%														
7	319	89	265	678	32	20	7	300	88%	142	64%														
8	321	87	297	705	42	21	7	300	99%	142	61%	Problem?													
9	318	86	260	664	37	22	7	300	87%	140	61%														
10	322	84	264	670	41	19	7	294	90%	140	60%														
11																									
12																									
Total																									

ⓐ Attendance Factor – Divide the school's most current average daily attendance (ADA) by the last total membership figure to get the percentage of students attending. Use the data from the previous month or the same month last year to estimate the current month's percent of attendance. In lieu of using a locally developed percent, you may use the statewide average. However, TDA recommends that the school level factor be used since it is the most accurate.

- Column 8: *Approved Free* – Enter the number of students currently approved for free meals by day.
- Column 9: *Participation of Free* – Enter the % of free participation obtained by dividing Column 3 by Column 8.
- Column 10: *Approved Reduced* – Enter the number of students currently approved for reduced-price meals by day.
- Column 11: *Participation of Reduced* – Enter % of reduced-price participation by dividing Column 2 by Column 10.
- \* Any percentage of daily participation that differs from the norm and is not reasonable when considering the estimated absentee rate should be re-checked for accuracy. If there is a problem or if the higher participation is found to be correct, these facts should be noted and explained on a separate sheet attached to this form. Generally, all students eligible for free and reduced-price meals do not eat each day. After experience with computing percentages of participation, a history should be developed for each school within the CE. This procedure may be used to identify "high" and "low" participation schools. An effort should be made to determine the reason(s) why participation is high, so that effective measures used to increase participation in "high" schools may be used in "low" schools.
- It is important that "counts" be accurate and based upon an on-line point-of-service record of paid, free and reduced-price meals. On any given day, the count for free and reduced-price lunches should be the number approved for free and reduced-price, less those that are absent and less those that are present but have elected not to participate.

## Prototype On-site Review Form

Contracting Entity (CE) Name	Contracting Entity (CE) ID
School Name	Date of Review

**Attendance Factor:** \_\_\_\_\_

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
<b><i>I. Application Approval</i></b>			
1. Are applications approved at this school? Responsible Party _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are applications on file correctly approved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><i>II. Direct Certification</i></b>			
1. Is direct certification correctly utilized by the school?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. If YES, is required documentation maintained at the contracting entity (CE) level? (If question 1 above is "No", mark "N/A")	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><i>III. Master List</i></b>			
1. Is a master list used in the meal system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Do names listed on the master list match approved applications on file and on the direct certification list?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. If more than one list is used (e.g. master list/ticket issuance list/foodservice line list), then are all lists the same?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are all lists updated as needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><i>IV. Meal Count System</i></b>			
1. Does the meal count system produce an accurate count of reimbursable meals (free/reduced-price/paid) served to eligible children?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Is the implemented collection procedure the approved collection procedure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Is the method used for counting reimbursable meals in compliance with the approved point of service requirement? (Meal counts must be taken at the location where complete meals are served to children)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. If the meal count is not taken at the end of the foodservice line, does the school have a system to account for reimbursable meals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Is the point of service meal count used to determine the school's claim for reimbursement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Is the person responsible for monitoring meals correctly identifying reimbursable meals for the menu planning option selected by the CE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Is there a method of identifying non-reimbursable meals (i.e., not meeting meal pattern requirements, seconds, adult meals, etc.), distinguishing them from reimbursable meals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Is someone trained as a backup for the monitor and the meal counter?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Does the collection procedure in use ensure that only one meal per child per day is claimed for reimbursement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- |   | <u>Yes</u>               | <u>No</u>                | <u>N/A</u>               |
|---|--------------------------|--------------------------|--------------------------|
| 2. Does the meal count system prevent over identification?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| a. Is the medium of exchange made available to all students at the same location?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Does the medium of exchange use accepted codes for identifying students as free, reduced price or paid?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Does the school have a back-up counting system in case of mechanical failure of the automated system and do staff know when and how to implement it? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Is the school correctly implementing policies for handling the following:  |                          |                          |                          |

	Yes	No	N/A
Incomplete Meals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Second Meals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lost, stolen, misused, forgotten or destroyed tickets, tokens, IDs, PINs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visiting student meals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adult and non-student meals (and identifying program vs. non-program)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A la carte	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student worker meals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Field Trips	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Charged and/or prepaid meals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Offer vs. Serve	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

***V. Meal Count Recording and Edit Checks***

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| 1. Does the school use proper procedures for counting and recording meals?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. For any day during the review month, does the number claimed for free and reduced-price meals exceed the number of free and reduced-price eligible students?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. For any day during the review month, does the number of meals claimed exceed the attendance factor?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Does the school have proper procedures to manage and safeguard cash (reconciliation, extra item sales, adult meals, etc.)?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are daily counts correctly totaled and recorded?  |                          |                          |                          |
| 6. If claims are aggregated, are the meal counts correctly totaled and consolidated?   |                          |                          |                          |
| 7. Are internal controls (edits, monitoring, etc.) established to ensure that daily meal counts do not exceed the number of students eligible or in attendance and that an accurate claim for reimbursement is made? |                          |                          |                          |
| 8. Record today's meal counts by category and compare to the number of students eligible by category.  |                          |                          |                          |

	Number of Students Approved by Category	Today's Meal Counts by Category
Free		
Reduced-Price		
Paid		

**NOTE: The following two questions are for all CEs except for CEs on Provision 2 in non-base years or RCCIs with only residential children**

- |   | <u>Yes</u>               | <u>No</u>                | <u>N/A</u>               |
|---|--------------------------|--------------------------|--------------------------|
| 9. Is a current eligibility list kept up-to-date and used by the meal count system to provide an accurate daily count of reimbursable meals <b>by category</b> (free, reduced-price, paid)?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. If applicable, are edit checks completed and documented which compare the daily counts of free, reduced-price and paid lunches against the product of the number of children currently eligible for free, reduced-price and paid lunches, respectively, times an attendance factor (and any discrepancies accounted for)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**VI. Results of Review**

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| 1. Is corrective action plan required? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Is a follow-up review required?     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**VII. Comments, Notes and Observations During the Review**

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**VIII. Suggest Corrective Action (Follow-up in 45 days)?**

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\_\_\_\_\_  
Signature of CE Reviewer

\_\_\_\_\_  
Signature of Manager

Daily Participation Worksheet (Number of Meals Served)

DATE	Name of Contracting Entity (CE)										CE ID			Name of School			Month/Year			
	BREAKFAST					LUNCH					SUPPER			CHILDREN APPROVED FOR*						
	Children			Adults		Children			Adults		Children	Food Service Employees	Other	Paid Meals	Reduced-Price Meals	Free Meals				
	Paid	Reduced-Price	Free	TOTAL	Food Service Employees	Other	Paid	Reduced-Price	Free	TOTAL	Food Service Employees	Other	Children	Food Service Employees	Other					
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
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<b>TOTALS</b>																				

## Instructions for Completing the Daily Participation Worksheet

This form is designed to serve as a format for CEs to document meal counts and number of children approved for free or reduced-price meals. If CEs choose to use the Daily Participation Worksheet, it is completed each day as meals are served. State Board of Education policies require public and charter schools to maintain records for a period of five years. Private schools and RCCIs maintain records for three years.

- **Name of Contracting Entity (CE)**— Enter the name of the CE, as it appears application and policy statement.
- **Contracting Entity (CE) ID**— Enter the CE ID.
- **Name of School**— Enter the name of the school.
- **Month/Year**— Enter the month and year for when the food/meal service documentation is being collected.
- **Breakfast**— Enter the daily totals in each column to document the number of breakfasts served by category.
- **Lunch**— Enter the daily totals in each column to document the number of lunches served by category.
- **Supper**— Enter the daily totals in each column to document the number of dinners served in each category.
- **Children Approved For**— Enter into each appropriate column the total number of children approved to receive meals in that respective category for that specific day of food service.

**Note:** Staff of the CE must base the number of lunches and breakfasts on the documented number of meals served to children. Staff of the CE must ensure that these meals meet the meal requirements specified in the Food and Nutrition (F&N) Agreement. Eligibility for free and reduced-price meals must be determined based on the procedures in the CE's approved policy statement for free and reduced-price meals.

**Daily Participation Worksheet (Afterschool Care Snack Program)**

Name of Contracting Entity (CE)										CE ID					Name of School					Month/Year	
DATE	NON AREA ELIGIBLE (Number of Afterschool Care Snacks)					AREA ELIGIBLE (Number of Afterschool Care Snacks)					CHILDREN APPROVED FOR* (Non Area Eligible Sites Only)										
	Children		Adults		TOTAL	All Children Free	Adults		Other		Paid Meals	Reduced-Price Meals	Free Meals								
Paid	Reduced-Price	Free	Food Service Employees	Other			Food Service Employees	Other													
1																					
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					
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TOTALS																					

## **Instructions for Completing the Daily Participation Worksheet – Afterschool Care Snack Program**

This form is designed to serve as a format for CEs to document meal counts and number of children approved for free or reduced-price meals in the Afterschool Care Snack Program (ASCP). If CEs choose to use the Daily Participation Worksheet, it is completed each day as meals are served. State Board of Education policies require public and charter schools to maintain records for a period of five years. Private schools and RCCIs maintain records for three years.

- **Name of Contracting Entity (CE)** – Enter the name of the CE, as it appears application and policy statement.
- **Contracting Entity (CE) ID** – Enter the CE ID.
- **Name of School** – Enter the name of the school.
- **Month/Year** – Enter the month and year for when the food/meal service documentation is being collected.
- **Non-Area Eligible (Number of Afterschool Care Snacks)** – Enter the daily totals in each column to document the number of snacks served in each category at "non area eligible" sites.
- **Area Eligible (Number of Afterschool Care Snacks)** – Enter the daily totals in each column to document the number of snacks served in each category at "area eligible" sites.
- **Children Approved For\* (Non Area Eligible Sites Only)** – Enter in each appropriate column the total number of children approved to receive snacks in that respective category for that specific day of food service for non-area eligible sites. If your site is "area eligible" you do not need to complete this column.

**Note:** Staff of the CE must base the number of snacks on the documented number of snacks served to children. Staff of the CE must ensure that these snacks meet the meal requirements specified in the Food and Nutrition (F&N) Agreement. Eligibility for free and reduced-price meals must be determined based on the procedures in the CE's approved policy statement for free and reduced-price meals.



## Instructions for Completing the Edit Check Worksheet

This form is designed to check the accuracy of the number of meals claimed by category for a specific month of operation, and reduce the incidence of over claims. If CEs choose to use the Edit Check Worksheet, it is completed on a monthly basis. State Board of Education policies require public and charter schools to maintain records for a period of five years. Private schools and RCCIs maintain records for three years.

- **Item 1**— Enter the name of the contracting entity (CE).
- **Item 2**— Enter the month and year for which meals are being claimed.
- **Item 3**— Enter the total enrollment.
- **Item 4**— Enter the average daily attendance (ADA). Calculate this by adding together the daily attendance for each day of operation of the claim month and dividing this figure by the number of days of operation in the claim month.
- **Item 5**— Enter the average daily attendance divided by enrollment. Calculate this figure by dividing the amount entered in Item 4 by the amount entered in Item 3.
- **Item 6**— Enter the number of eligible children in each category (free, reduced-price, or paid) divided by the figure entered in Item 3.
- **Item 7**— Enter the day of the month.
- **Item 8**— Enter the total number of children eligible to receive free meals.
- **Item 9**— Multiply the figure entered in Item 8 by the figure entered in Item 5. Enter the product into Item 9.

**Note:** You may also multiply the figure entered in Item 4 by the figure entered in Item 6, Free.

- **Item 10**— Enter the number of meals actually claimed for reimbursement as free for this claim month.
- **Item 11**— Calculate the average number of free meals served the previous service month by adding together the number of free meals served each day of the previous month and dividing that figure by the total number of serving days of that month.
- **Item 12**— Enter the total number of children eligible to receive reduced-price meals.
- **Item 13**— Multiply the figure entered in Item 12 by the figure entered in Item 5. Enter the product into Item 13.

**Note:** You may also multiply the figure entered in Item 4 by the figure entered in Item 6, Reduced Price.

- **Item 14**— Enter the number of meals actually claimed for reimbursement as reduced-price for this claim month.
- **Item 15**— Calculate the average number of reduced-price meals served the previous service month by adding together the number of reduced-price meals served each day of the previous month and dividing that figure by the total number of serving days of that month.
- **Item 16**— Enter the total number of children in the paid meals category.
- **Item 17**— Multiply the figure entered in Item 16 by the figure entered in Item 5. Enter the product into Item 17.

**Note:** You may also multiply the figure entered in Item 4 by the figure entered in Item 6, Paid.

- **Item 18**— Enter the number of meals actually claimed for reimbursement as paid for this claim month.
- **Item 19**— Calculate the average number of paid meals served the previous service month by adding together the number of paid meals served each day of the previous month and dividing that figure by the total number of serving days of that month.
- **Item 20**— Use this column to enter any noticeable disparities in number of meals served in a particular category or any unusual patterns.