Meal Counting and Claiming

These errors resulted in the CEs claiming either more or fewer than the eligible number of participants.

Private Non-Profit
- Over ¼ of the CEs had daily meal count records or consolidated counts that were incomplete or inaccurate

Educational Institutions
- CEs did not maintain a monthly consolidated count totaling daily meals served at all sites and for all meal types.
- CEs did not accurately record the daily count on the meal count form.

Examples
- Several forms were missing delivery time, meals received/prepared, total first meals, total meals served, signature, and date.
- The site consistently documented more meals served than were prepared by the central kitchen.
- Meal count records were missing for the days that meals were served.
- Duplicate daily meal records with different meal counts and signatures were provided.
- The CE provided meal count records that didn’t match the counts observed on site.

Effects on the Claim
- TDA will disallow meals if a CE claims more meals than are supported by the documentation submitted.
- On the other hand, if an eligible participant is not claimed then reimbursement cannot be received for that participant unless the error is discovered and an amended claim is submitted.

Suggested Steps to Take
- Always take the meal count at the point of service when the meal is served.
- Check your math! Use a calculator.
- Establish a specific place to keep all forms when they are completed. Set a reminder on your phone to update the count records daily.
- Assign a staff member to be another set of eyes to check records for accuracy.