This Policy Alert notifies sponsoring organizations of the NEW requirement to include a five-day reconciliations of meal counts to enrollment and attendance records during each review conducted of providers. Monitors must examine the meal counts recorded by the provider for five consecutive days during the current and/or prior claiming period.

**Background**

The five-day reconciliation requirement was added to help sponsoring organizations determine the accuracy of meal counts and claims. Using this tool requires more effort on the sponsor initially; however sponsors will realize savings in time and money by minimizing the number of exceptions taken by SNP staff that must be reconciled.

**Implementation**

July 3, 2006

**Definition**

*Five-Day Reconciliation* a comparison of meal counts to enrollment and attendance records over a period of five consecutive days.

**Procedure**

A reconciliation of meal counts for five consecutive days must be included as a part of each provider review conducted by a sponsoring organization. (Form H1607, Monitor Review, has been revised [version May 2006] to include the five-day reconciliation. You can download the form at [www.snptexas.org](http://www.snptexas.org) beginning July 3, 2006.)

Monitors must examine the meal counts, by child, recorded by the provider for five consecutive days during the current and/or prior claiming period. However, if there are circumstances that warrant the review of a five-day period from an earlier month (i.e., there are indications of an inaccurate meal count in an earlier month, but not in the current or previous month) the monitor may look at the earlier month’s records as well.

The five-day reconciliation will be done by comparing enrollment, attendance and meal counts by child and by meal type.

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Before beginning the reconciliation, the monitor must:

- Review the enrollment and attendance records to ensure they are current and accurate.
- Compare the provider’s total enrollment to the recorded daily attendance to ensure the number of children in attendance does not exceed the number enrolled. If attendance does exceed enrollment, for any day or for any shift (if shift care is provided), the monitor must determine the source of the error (e.g., inaccurate attendance records, missing enrollment forms) before a five-day reconciliation can be performed.

To perform the five-day reconciliation:

- Complete the Day Care Home Five-Day Reconciliation Worksheet using enrollment, attendance and meal count records.
  
  1. List each child, indicating the normal hours in care, normal days in care and normal meals child will receive, using the enrollment form completed by the parent/guardian.
  2. Indicate if the child was in attendance on each of the five consecutive days being reconciled, using the attendance records completed by the provider.
  3. Check each meal claimed on each day for the children listed, using the meal count form completed by the provider.

- Evaluate the information compiled on the worksheet. If there is a discrepancy between a meal claimed or a day claimed and the child’s enrollment records, the monitor must attempt to reconcile the difference.
  
  o The monitor can ask the provider for an explanation.
  o The monitor can compare a previous week’s meal counts to the enrollment data to see if this is an isolated discrepancy or a claiming pattern.

If the monitor is unable to reconcile the difference or adequately explain the discrepancy then the monitor must use the Household Contacts procedure as specified by Policy Alert CACFP DCH 2006-5 to verify the validity of the meal counts, attendance and enrollment records. Upon completion of the Household Contact process, if the monitor is still unable to reconcile the difference between the meal counts and attendance, the monitor must determine whether the establishment of an overclaim is necessary.
### Adverse Action
Sponsors that do not implement the five-day reconciliation may be placed in the serious deficiency process. Refer to Policy Alert CACFP DCH 2003-13, *Serious Deficiency Process for Participating Contractors*, for information on the serious deficiency process.

### Authority
Child and Adult Care Food Program: Improving Management and Program Integrity Rules.

### Contact
If you have any questions please contact your Area Program Office.