

Instructions for the Seamless Summer Option (SSO) Closed Enrolled Sites Daily Breakfast and Lunch Count Edit Check Worksheet for School Year 2021-22

Edit checks are one of the internal controls that local educational agencies (LEAs) must have in place to ensure an accurate claim for reimbursement. Prior to filing a monthly claim for reimbursement, all LEAs must perform meal count edit checks. The meal count totals on the edit check sheets are the numbers used to enter the monthly claim. For information on meal counting and claiming, review the Connecticut State Department of Education's (CSDE) resource, [Overview of Meal Counting and Claiming Process](#).



Each school and institution participating in the U.S. Department of Agriculture (USDA) Seamless Summer Option (SSO) must complete a daily edit check. If the sponsor uses a software program that automatically performs a daily edit check, the sponsor must review the computerized edit check to ensure that accurate data is reported every day.

If the sponsor uses a manual counting and claiming system, the CSDE's [Seamless Summer Option \(SSO\) Closed Enrolled Sites Daily Breakfast and Lunch Count Edit Check Worksheet](#) may be used. The instructions below provide guidance on completing this sample form. **Enter data in the white columns only.** The gray column (4) calculates automatically.

The school or institution is responsible for checking all calculations for accuracy. All accounts and records pertaining to school nutrition programs must be retained and available for future audits for a period of three years after the federal fiscal year to which they pertain.

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Attendance Factor

The attendance factor (AF) is the percentage of students present at school on any given day, averaged over a month. It reflects the fact that not all students report to school each day, i.e., student daily attendance is not always 100 percent. The AF formula is:

$$\frac{A - B}{A}$$

A = enrollment x days in the month
B = total absences for the month

For example, for the month of October, there are 20 instructional days, the school has an enrollment of 520 students, and there are 300 student absences. The AF is 0.97.

$$\frac{10,400 - 300}{10,400}$$

A = 10,400 (520 enrollment x 20 days in the month)
B = 300

Enter this number as a **decimal (e.g., 0.97)** in the orange box at the top right of the worksheet.

Column 1: Day of Month

Enter each day's information on the corresponding date.

Column 2: Total Enrollment

List the number of students enrolled in the school that have access to meals under the SSO.

Column 3: Free Eligible

List the number of students who are eligible for free meals on the designated date. This number should match the number of enrolled students, since, under SSO, all students are eligible for free meals.

Column 4: Free Eligible X AF

Multiply the number of free eligible students by the school's AF. This number will fluctuate based on the number of free-eligible students listed in column 3. *The worksheet will calculate this information.*

Column 5: Total Free Breakfasts Claimed

List the total number of free student breakfasts claimed on the designated date. The total number of free breakfasts claimed can **never** exceed the total number of free-eligible students in column 3 (Free Eligible). If the total number of free breakfasts claimed exceeds the number in column 4 (Free Eligible X AF) more than 50 percent of the time, the school must investigate and document in the comments section why this is occurring. *The number in column 5 will turn red if it exceeds the number in columns 3 or 4.*

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Column 6: Total Free Lunches Claimed

List the total number of free student lunches claimed on the designated date. The total number of free lunches claimed can **never** exceed the total number of free-eligible students in column 3 (Free Eligible). If the total number of free lunches claimed exceeds the number in column 4 (Free Eligible X AF) more than 50 percent of the time, the school must investigate and document in the comments section why this is occurring. *The number in column 6 will turn **red** if it exceeds the number in columns 3 or 4.*

Column 7: Comments

Record anything unusual that may be reflected in the meal counts. For example, lower than normal counts due to changes in the school operations.

Totals

Add the total free breakfasts claimed (column 5) and lunches claimed (column 6) for the month. The totals for free breakfasts and lunches must be recorded on the monthly claim for reimbursement.

Signature and Date

Sign and date the worksheet at the end of the month when all days are entered.

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For more information, visit the CSDE's [Meal Counting and Claiming](#) webpage or contact the [school nutrition programs staff](#) in the CSDE's Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Blvd., Suite 504, Hartford, CT 06103-1841.

This document is available at https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/MealCount/Edit_Check_Worksheet_Breakfast_Lunch_SSO_Instructions.pdf.

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