

Instructions for the Seamless Summer Option (SSO) Closed Enrolled Sites Daily 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, refer to 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 refer to 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 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.

Instructions for the SSO Closed Enrolled Sites Daily Lunch Count Edit Check Worksheet for School Year 2021-22

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 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 5 will turn red if it exceeds the number in columns 3 or 4.*

Instructions for the SSO Closed Enrolled Sites Daily Lunch Count Edit Check Worksheet for School Year 2021-22

Column 6: 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 lunches claimed (column 5) for the month. The totals for free 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.

Instructions for the SSO Closed Enrolled Sites Daily Lunch Count Edit Check Worksheet for School Year 2021-22



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_Lunch_SSO_Instructions.pdf.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of age, ancestry, color, criminal record (in state employment and licensing), gender identity or expression, genetic information, intellectual disability, learning disability, marital status, mental disability (past or present), national origin, physical disability (including blindness), race, religious creed, retaliation for previously opposed discrimination or coercion, sex (pregnancy or sexual harassment), sexual orientation, veteran status or workplace hazards to reproductive systems, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes.

Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/Americans with Disabilities Coordinator (ADA), Connecticut State Department of Education, 450 Columbus Boulevard, Suite 505, Hartford, CT 06103, 860-807-2071, levy.gillespie@ct.gov.