

Instructions for the Community Eligibility Provision (CEP) Edit Check Worksheet

[Section 7 CFR 210.8](#) of the National School Lunch Program (NSLP) regulations requires that prior to the submission of a monthly claim for reimbursement, each school food authority (SFA) must review the lunch count data for each school under its jurisdiction to ensure the accuracy of the monthly claim for reimbursement. The purpose of this review is to ensure that monthly claims include only the number of meals served on any day of operation to children currently eligible for school meals. Meal counts cannot be based on student attendance.

In addition, all CEP schools are required to compare each school's daily number of meals claimed against the adjusted eligible attendance. For specific guidance, refer to "[Column C: Attendance Factor Percentage](#)" in this document.

Each CEP school must complete a daily edit check for each meal. Sponsors may conduct the daily edit check using the Connecticut State Department of Education's (CSDE) [Community Eligibility Provision \(CEP\) Edit Check Worksheet](#). This worksheet may be used for breakfast and lunch. SFAs must complete a separate worksheet for each meal.

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. For more information, refer to the CSDE's resource, [Records Retention Requirements for the School Nutrition Programs](#).

Instructions for the Community Eligibility Provision (CEP) Edit Check Worksheet

Using the Daily Meal Count Worksheet

Enter data in the white columns only. Column D and the total meals claimed (yellow box at the bottom of column E) calculate automatically.

Program Information

Enter the site name and the month and year. Indicate the meal type (breakfast or lunch).

Column A: Day of Month

Column A lists each day of the month. Enter information for each operating day of the month on the corresponding date.

Column B: Total Enrollment

List the number of students enrolled in the school that have access to the NSLP or the School Breakfast Program (SBP). For example, if a school has Kindergarten classes that do not participate in the NSLP, do not include these students in the total enrollment.

Column C: Attendance Factor Percentage

Record the attendance factor percentage for each day. [Section 7 CFR 210.2](#) of the NSLP regulations defines the attendance factor percentage as a “percentage developed no less than once each school year which accounts for the difference between enrollment and attendance.”

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

- **Example:** For the month of October, there are 20 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

Instructions for the Community Eligibility Provision (CEP) Edit Check Worksheet

Enter the AF as a decimal, for example 0.97 not 97. The decimal point must be entered before the number for the calculation to work.

For the most accurate calculation, the CSDE encourages SFAs to calculate the attendance factor for each individual school. This helps prevent claims from being rejected for reporting more children than allowed due to an attendance factor that is too low.

Column D: Adjusted Eligible Attendance

Multiply enrollment (column B) by the attendance factor percentage (column C) and record this number in column D. The resulting adjusted eligible attendance provides an estimate of the number of students in attendance on an average day. Always round up to the next whole number. **Note:** The worksheet automatically performs this calculation.

Column E: Number of Meals Claimed

Record the number of meals claimed at this meal service. The number of meals claimed can never exceed the enrollment listed in column B. If the number of meals claimed (Column E) exceeds the number in column D on 50 percent or more of the month's total serving days, the SFA must investigate and document why this is occurring.

Column F: Explanation

If Column E exceeds Column D on 50 percent or more of the monthly serving days, provide an explanation.

Total Meals (Yellow Box at Bottom of Column E)

The worksheet automatically calculates the total number of meals claimed for the month. This total should match the total number of meals submitted to the CSDE 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 Community Eligibility Provision (CEP) Edit Check Worksheet

Example of Completed Daily Edit Check for First Day of Month

Column A: Day of Month	Column B: Total Enrollment	Column C: Attendance Factor Percentage	Column D: Adjusted Eligible Attendance	Column E: Number of Meals Claimed	Column F: Provide an explanation if Column E exceeds Column D on 50% or more of the monthly serving days
1	750	0.942	707	712	High participation due to pizza day

Instructions for the Community Eligibility Provision (CEP) Edit Check Worksheet

For information on the CEP, visit the CSDE's [CEP](#) webpage or contact the [school nutrition programs staff](#) at the Connecticut State Department of Education, Bureau of Child Nutrition Programs, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841. This document is available at https://portal.ct.gov/-/media/sde/nutrition/cep/cep_edit_check_worksheet_instructions.pdf



Instructions for the Community Eligibility Provision (CEP) Edit Check Worksheet

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. fax: (833) 256-1665 or (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 race; color; religious creed; age; sex; pregnancy; sexual orientation; workplace hazards to reproductive systems, gender identity or expression; marital status; national origin; ancestry; retaliation for previously opposed discrimination or coercion, intellectual disability; genetic information; learning disability; physical disability (including, but not limited to, blindness); mental disability (past/present history thereof); military or veteran status; status as a victim of domestic violence; or criminal record in state employment, 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: Attorney Louis Todisco, Connecticut State Department of Education, by mail 450 Columbus Boulevard, Hartford, CT 06103-1841; or by telephone 860-713-6594; or by email louis.todisco@ct.gov.