

# Instructions for the Daily Meal Count Edit Check Worksheet for the School Breakfast Program (SBP) and National School Lunch Program (NSLP)

Edit checks are one of the internal controls that local educational agencies (LEAs) must have in place to ensure an accurate claim for reimbursement in the U.S. Department of Agriculture's (USDA) [School Breakfast Program \(SBP\)](#) and [National School Lunch Program \(NSLP\)](#). LEAs must perform meal count edit checks prior to filing a monthly claim for reimbursement. The meal count totals on the edit check sheets are the numbers used to enter the monthly claim. Guidance on meal counting and claiming is available in the Connecticut State Department of Education's (CSDE) resource, [Overview of Meal Counting and Claiming Process](#).



Each school and institution participating in the NSLP or SBP must complete a daily edit check.

- **Sponsors that use a software program:** If the software program automatically performs a daily edit check, the sponsor must review the computerized edit check to ensure that accurate data is reported every day.
- **Sponsors that use a manual counting and claiming system:** Sponsors may perform a daily edit check using the CSDE's Excel form, [Daily Meal Count Edit Check Worksheet for the School Breakfast Program \(SBP\) and National School Lunch Program \(NSLP\)](#). The instructions in this document provide guidance on completing this sample form

Schools that participate only in the NSLP should use the CSDE's [Daily Lunch Count Edit Check Worksheet for the National School Lunch Program](#) instead of this form. For more information, refer to the CSDE's [Instructions for the Daily Lunch Count Edit Check Worksheet for the National School Lunch Program](#).

**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 Daily Meal Count Edit Check Worksheet for the SBP and NSLP

## Using the Daily Meal Count Worksheet

Enter data in the white columns only, following the guidance below. The gray columns (D, H, K, L, O, and P) calculate automatically.

### 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 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 A: Day of Month

Enter each day's information on the corresponding date.

### Column B: Total Enrollment

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

### Column C: Free Eligible

List the number of students who are eligible for free meals on the designated date. This number should represent the number of free-eligible students listed on the school's free and reduced benefit issuance document. This number can vary depending on the number of free-eligible students who are enrolled in the NSLP and SBP.

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### **Column D: 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 C.

The worksheet completes this calculation automatically.

### **Column E: Free Claimed Breakfast**

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 C (Free Eligible). If the total number of free breakfasts claimed exceeds the number in column D (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 E will turn red if it exceeds the number in columns C or D.

### **Column F: Free Claimed Lunch**

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 C (Free Eligible). If the total number of free lunches claimed exceeds the number in column C (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 F will turn red if it exceeds the number in columns C or D.

### **Column G: Reduced Eligible**

List the number of students who are eligible for reduced meals on the designated date. This number should represent the number of reduced-eligible students listed on the school's free and reduced benefit issuance document. This number can vary depending on the number of reduced-eligible students who are enrolled in the NSLP and SBP.

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### **Column H: Reduced Eligible X AF**

Multiply the number of reduced-eligible students by the school's AF. This number will fluctuate based on the number of reduced-eligible students listed in column G.

The worksheet completes this calculation automatically.

### **Column I: Reduced Claimed Breakfast**

List the total number of reduced-eligible student breakfasts served on the designated date. The total number of reduced breakfasts claimed can never exceed the number of reduced-eligible students in column G (Reduced Eligible). If the total number of reduced breakfasts claimed exceeds the number in column H (Reduced 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 I will turn red if it exceeds the number in columns G or H.

### **Column J: Reduced Claimed Lunch**

List the total number of reduced-eligible student lunches served on the designated date. The total number of reduced lunches claimed can never exceed the number of reduced-eligible students in column G (Reduced Eligible). If the total number of reduced lunches claimed exceeds the number in column H (Reduced 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 J will turn red if it exceeds the number in columns G or H.

### **Column K: Paid Eligible**

List the number of students who are eligible for paid meals on the designated date. This number should represent the total school enrollment minus free-eligible and reduced-eligible students. This number can vary depending on the number of paid students enrolled in the NSLP and SBP.

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### **Column L: Paid Eligible X AF**

Multiply the number of paid students by the school's AF. The number will fluctuate based on the number of paid students listed in column K.

The worksheet completes this calculation automatically.

### **Column M: Paid Claimed Breakfast**

List the total number of paid student breakfasts served on the designated date. The total number of paid breakfasts claimed can never exceed the number of paid-eligible students in column K (Paid Eligible). If the total number of paid breakfasts claimed exceeds the number in column L (Paid 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 M will turn red if it exceeds the number in columns K or L.

### **Column N: Paid Claimed Lunch**

List the total number of paid student lunches served on the designated date. The total number of paid lunches claimed can never exceed the number of paid-eligible students in column K (Paid Eligible). If the total number of paid lunches claimed exceeds the number in column L (Paid 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 N will turn red if it exceeds the number in columns K or L.

### **Column O: Total Claimed Breakfast (E + I + M)**

Add the total student breakfasts claimed on the designated date, i.e., free breakfasts (column E), reduced breakfasts (column I) and paid breakfasts (column M). The worksheet will calculate this information. The totals for free, reduced, and paid lunches must be recorded on the monthly claim for reimbursement.

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## **Column P: Total Claimed Lunch (F + J + N)**

Add the total student breakfasts claimed on the designated date, i.e., free lunches (column F), reduced lunches (column J) and paid lunches (column N). The worksheet will calculate this information. The totals for free, reduced, and paid lunches must be recorded on the monthly claim for reimbursement.

## **Column Q: Comments**

Record anything unusual that may be reflected in the meals counts. An example is a school's breakfast counts that dropped considerably because of a late opening due to inclement weather.

## **Totals for Breakfast**

In the last row after the 31st day of the month, add the total free breakfasts claimed (column E) for the month. Add the total reduced breakfasts claimed (column I) for the month. Add the total paid breakfasts claimed (column M) for the month. Add the total breakfasts claimed (column O) for the month. The sum of columns E, I, and M must equal the total listed in column O.

The worksheet completes this calculation automatically.

## **Totals for Lunch**

In the last row after the 31st day of the month, add the total free lunches claimed (column F) for the month. Add the total reduced lunches claimed (column J) for the month. Add the total paid lunches claimed (column N) for the month. Add the total lunches claimed (column 15) for the month. The sum of columns F, J, and N must equal the total listed in column P.

The worksheet completes this calculation automatically.

## **Completed By (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 for School Nutrition Programs](#) 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/nslp/forms/mealcount/edit\\_check\\_worksheet\\_breakfast\\_lunch\\_instructions.pdf](https://portal.ct.gov/-/media/sde/nutrition/nslp/forms/mealcount/edit_check_worksheet_breakfast_lunch_instructions.pdf).



# Instructions for the Daily Meal Count Edit Check

## Worksheet for the SBP and NSLP

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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](mailto:program.intake@usda.gov)

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