

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. 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) National School Lunch Program (NSLP) 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.

Sponsors that use a manual counting and claiming system may use the CSDE's form, [Daily Lunch Count Edit Check Worksheet for the SBP and NSLP](#). The instructions below provide guidance on completing this sample form. **Enter data in the white columns only.** The gray columns (4, 8, 11, 12, 15, and 16) calculate automatically.

If the school participates only in the NSLP, use the [Daily Lunch Count Edit Check Worksheet for the National School Lunch Program](#) instead of this form. For more information, see the [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.

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

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 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 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 3: 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.

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: 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 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.*

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

Column 6: 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 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: 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.

Column 8: 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 7. The worksheet completes this calculation automatically. *The worksheet will calculate this information.*

Column 9: 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 7 (Reduced Eligible). If the total number of reduced breakfasts claimed exceeds the number in column 8 (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 9 will turn red if it exceeds the number in columns 7 or 8.*

Column 10: 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 7 (Reduced Eligible). If the total number of reduced lunches claimed exceeds the number in column 8 (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 10 will turn red if it exceeds the number in columns 7 or 8.*

Column 11: 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.

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

Column 12: 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 11. *The worksheet will calculate this information.*

Column 13: 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 11 (Paid Eligible). If the total number of paid breakfasts claimed exceeds the number in column 12 (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 13 will turn red if it exceeds the number in columns 11 or 12.*

Column 14: 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 11 (Paid Eligible). If the total number of paid lunches claimed exceeds the number in column 12 (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 13 will turn red if it exceeds the number in columns 11 or 12.*

Column 15: Total Claimed Breakfast (5 + 9 + 13)

Add the total student breakfasts claimed on the designated date, i.e., free breakfasts (column 5), reduced breakfasts (column 9) and paid breakfasts (column 13). *The worksheet will calculate this information.* The totals for free, reduced, and paid lunches must be recorded on the monthly claim for reimbursement.

Column 16: Total Claimed Lunch (6 + 10 + 14)

Add the total student breakfasts claimed on the designated date, i.e., free lunches (column 6), reduced lunches (column 10) and paid lunches (column 14). *The worksheet will calculate this information.* The totals for free, reduced, and paid lunches must be recorded on the monthly claim for reimbursement.

Column 17: Comments

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

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

Totals for Breakfast

In the last row after the 31st day of the month, add the total free breakfasts claimed (column 5) for the month. Add the total reduced breakfasts claimed (column 9) for the month. Add the total paid breakfasts claimed (column 13) for the month. Add the total breakfasts claimed (column 15) for the month. The sum of columns 5, 9, and 13 must equal the total listed in column 15. *The worksheet will calculate this information.*

Totals for Lunch

In the last row after the 31st day of the month, add the total free lunches claimed (column 6) for the month. Add the total reduced lunches claimed (column 10) for the month. Add the total paid lunches claimed (column 14) for the month. Add the total lunches claimed (column 15) for the month. The sum of columns 6, 10, and 14 must equal the total listed in column 16. *The worksheet will calculate this information.*

Signature and date

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

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



For more information, visit the CSDE's [Meal Counting and Claiming](#) 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.

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, audiotape, 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.