

MEAL COUNT EDIT FORM Instructions

1. Fill in name of site. A meal count edit form needs to be completed for each site within a school food authority.
2. Fill in the claim month.

NUMBER OF MEALS CLAIMED ON A DAILY BASIS

3. Record the date and the number of free, reduced-price and paid meals served for each day in the claim month.
4. Calculate the total number of meals served for each category (free, reduced-price and paid) and record under "Totals" (A, B and C).

ENROLLMENT AND AVERAGE DAILY ATTENDANCE

5. Record the highest enrollment. **Enrollment** is the number of students enrolled at the site who are eligible to participate in the National School Lunch Program. This enrollment figure may or may not exclude pre-kindergarten, special education, etc. depending on access and enrollment in your district.
6. Record the average daily attendance. The average daily attendance is determined by adding the total number of students in attendance every day during a month and dividing that total by the total number of school days in that month.

HIGHEST NUMBER OF ELIGIBLES DURING THE MONTH

7. Record the highest number of free and reduced eligibles (#1 and #2). The number of eligibles is the number of students (free and reduced) at the end of the claim month **plus** any students who transferred out at **any** time during the claim month.
8. The number of paid eligibles is determined by obtaining the **highest** enrollment for the claim month **minus** the highest number of free **plus** reduced eligibles. Paid eligibles = highest enrollment - (free + reduced).

AVERAGE DAILY ATTENDANCE PERCENTAGE

9. To calculate the average daily attendance percentage divide the average daily attendance by enrollment or total days present divided by total days enrolled.

ATTENDANCE-ADJUSTED ELIGIBLES

10. Attendance adjusted eligibles is the average daily attendance percentage times the highest number of students eligible for a specific category (free, reduced, and paid). Fill in the number of free, reduced and paid eligibles (#1, #2 and #3) and the average daily attendance percentage calculated above (#4). Multiply the average daily attendance percentage by the number eligible in each category to arrive at the attendance-adjusted eligibles (#5, #6, and #7).

MAXIMUM NUMBER OF MEALS

11. **Calculate** the maximum number of meals (#8, #9 and #10) by filling in the number of attendance-adjusted eligibles (#5, #6 and #7) and multiplying times the number of serving days for the claim month.

UPON COMPLETING THE FORM, YOU SHOULD:

1. **Compare** the highest number of eligibles by category (#1, #2 and #3) to the number of meals served by category on a daily basis. If on any day the number of meals served is **higher** than the number of eligibles, you must lower the number of meals served to the number of eligibles (#1, #2 and #3) or **document** the reason the number of meals served exceeds the maximum number of eligibles.
2. **Compare** the attendance adjusted eligibles (#5, #6 and #7) to the number of meals served by category on a daily basis. If the number of meals served is consistently **higher** than the attendance adjusted eligibles, this could signify a possible problem with your counting and recording procedures.
3. **Compare** the maximum number of meals (#8, #9 and #10) to the total number of meals claimed by category (A, B and C); if the total number of meals served is **higher** than the maximum number of meals, you must either document the reason or you must adjust your meals claimed to the maximum meals allowed.
4. When reviewing daily numbers look for indications of possible problems such as
 - patterns of numbers or repetition of numbers,
 - counts which equal the number of eligibles,
 - meal counts equal to the number of meals delivered for satellite or vended sites, and
 - identical counts for breakfast and lunch.