

Division of Funding and Disbursement Services

School Based Child Nutrition Programs

Frequently Asked Questions

9-12-12

How to calculate the highest number of eligible students

Report the highest number of children eligible during the month for free, and reduced. Be sure to include any children who transferred out or to another category at any time during the claim month.

NOTE: The children, who transferred to another eligibility category during the month, would be counted in the old and new category for the month in which they transferred because you will be claiming meals in both categories.

How to calculate the highest number of day's food was served

Report the highest number of serving days at the appropriate sites. If meal services have different number of serving days, report the highest number.

How to calculate average daily school attendance

Average daily school attendance in National Lunch/Breakfast sites this month:

Report the average daily attendance for students that had access to the National School Lunch and/or School Breakfast Programs. (This is not average daily participation for students eating lunch or breakfast).

Average daily school attendance in Severe Need National School Breakfast Program sites this month:

Report the average daily attendance for students enrolled in sites eligible for the Severe Need rate of reimbursement. (This is not average daily participation for students eating lunch or breakfast).

Do not include pre-school, split-session kindergarten students in the average daily school attendance if they **do not have access** to the National Lunch/or Breakfast Program.

Average daily school attendance in Special Milk, Illinois Free Only, or Special Milk and Illinois Free sites this month:

Report the average daily school attendance for students that had access to the Special Milk, Illinois Free only or Special Milk and Illinois Free programs. Include Average Daily School Attendance of pre-school, split-session kindergarten classes that do not have access to lunch/breakfast program.

Example:

For the days food service is available, total daily attendance by site for the month. Divide this total by the number of serving days food service was available. Round total to the next highest number.

Do not include fractions, percentages, or decimals.

If your site attendance for 21 days totaled 850. $850 \div 21 = 40.47$. You would report 41 as your average daily attendance on your site claim.

How to calculate the school enrollment for National School Lunch/Breakfast Program(s).

Report the highest number of students enrolled in sites, approved for the appropriate program(s) during the month. **Do not** include pre-school, split-session kindergarten students in the school enrollment if they **do not have access** to the National School Lunch/or Breakfast Program.

How to calculate the school enrollment for Milk only, Illinois Free only, or Milk and Illinois Free Program(s).

Report the highest number of students enrolled in sites, approved for the appropriate program(s) during the month. This is for Milk only, Illinois Free only, or Milk and Illinois Free students who get Milk/Illinois Free lunch that do not have access to the National School Lunch/or Breakfast Program(s).

If you have any questions regarding the claim reimbursement please contact the Funding and Disbursement Services personnel at 217-782-5256.

If you are having technical problems (accessing IWAS, accessing ACES, password not working, etc.), please contact Technical Assistance at 217-558-3600