Ohio | Department of Education

Office for Child Nutrition
DAILY WORKSHEET (CN-7) EDIT CHECK
INSTRUCTIONS

The intent of the Edit Check is to have sponsor personnel edit the daily counts of free, reduced-price and paid lunches to assure the monthly claim for reimbursement is correct. Personnel must compare the daily counts with the average daily attendance (ADA) for students in a school. By comparing the daily lunch counts with the ADA, personnel will be able to identify the days on which the lunch count recorded is greater than the ADA and is possibly in error.

The Edit Check calculations must be performed at the beginning of each month. The meal counts should be checked against these calculations daily. If the count of free, reduced-price or paid lunches served is greater than the number of students expected to be in attendance (ADA) in any of the three categories, on any day – the counts must be further checked to verify accuracy. When discrepancies are found or potential problems are suspected, they must be resolved through further investigation. Any findings must be documented and filed with the school's daily record of meals claimed.

The Reimbursement Claims Official performs the Edit Checks, and should be aware of other indicators of possible problems:

- Patterns of numbers, repetition of numbers or constant counts by category;
- Served meal count equal to delivery count of vended or catered meals;
- Identical counts for breakfast and lunch;
- 100 percent participation;
- Category count exceeding number of children eligible for free and reduced-price meals.

EDIT CHECK PROCESS

Using the Daily Worksheet (CN-7), the Reimbursement Claims Official performs the following Edit Checks:

1.) Compare the daily number of free and reduced-price lunches served against the number of students currently approved for free and reduced-price meals. Free and reduced-price meals may not be claimed in excess of the number of students approved for such benefits.

2.) Compare the daily number of paid, reduced-price, and free lunches served against the number of students eligible times an attendance factor. Meal counts which are greater than the average daily attendance (ADA) must have documentation to support them. Notes can be made in the "Notes Supporting Edit Checks" column and supporting documentation must be on file or attached to the Daily Worksheet.

If the counts cannot be justified, appropriate corrections must be made before the monthly claim is submitted.

Alternative forms that achieve the same results can be used if approved by the Office for Child Nutrition.

SCHOOL LUNCH DAILY WORKSHEET

	Pd.	Fr.	Red.	Tot.
Enrollment (ADM)	4	3	2	1
Attendance (ADA)	6	7	8	9
Attendance Factor	5	%		

Site_____

Month_____ Year_____

DAY OF MO.	NUMBER OF LUNCHES SERVED TO STUDENTS (Include reimbursable lunches only)								
	Students Paid Lunches (include charged)				Needy Free	Needy Reduced Price	Non-Needy Student Workers	TOTAL Students Served	Notes Supporting Edit Checks
	___Price #1	___Price #2	___Price #3	___Price #4					
1									
2									

1 Enter the total number of students enrolled in the building who have access to the lunch program.

2 Enter the total number of students currently eligible for reduced-price meals - the number of students eligible based on approved reduced-price applications minus any of those students no longer eligible due to transfers, reported changes in income or household size or findings during verification, etc.

3 Enter the total number of students currently eligible for free meals - the number of students eligible based on approved free applications minus any of those students no longer eligible due to transfers, reported changes in income or household size or findings during verifications, etc.

4 Enter the total number of students currently eligible for paid meals - the number obtained by subtracting the number of students currently eligible for free and reduced-price meals from the total enrollment. [(1) – (2) – (3) = (4)]

5 Attendance Factor – the rate of attendance of enrolled students in a building. The attendance factor is developed by the Sponsor. Using reliable enrollment and attendance data, the attendance factor can be calculated by dividing the average daily attendance for a period of time by the total enrollment for that same period of time. This figure is the same as the Percentage Attendance Rate reported on the Site Application on the Claims Reimbursement and Reporting System (CRRS).

6 Students currently eligible for paid meals times the attendance factor = average daily attendance (ADA) for paid meals. [(4) x (5) = (6)]*

7 Students currently eligible for free meals times the attendance factor = average daily attendance (ADA) for free meals. [(3) x (5) = (7)]*

8 Students currently eligible for reduced-price meals times the attendance factor = average daily attendance (ADA) for reduced-price meals. [(2) x (5) = (8)]*

9 Total number of eligible enrolled students times the attendance factor = average daily attendance (ADA) for all meals. [(1) x (5) = (9)]*

*Round all fractions to the nearest whole number.

NOTE: All calculations should be based on beginning of the month figures. Updates should not be made to the Edit Check calculations, but documented in the "Notes Supporting Edit Checks" column (examples: new student applications approved mid-month; reasons for unusually high participation on a given day; visiting students).

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