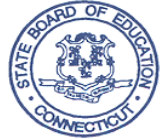





STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Sponsors of the National School Lunch and School Breakfast Programs

FROM: John Frassinelli, Chief 
Bureau of Health/Nutrition, Family Services and Adult Education

DATE: December 3, 2013

SUBJECT: Operational Memorandum #6-14
Edit Check Worksheets

This is a reminder that according to the National School Lunch Program (NSLP) Code of Federal Regulations (7CFR) §210.8, prior to the submission of a monthly Claim for Reimbursement, each school food authority (SFA) shall review the lunch count data for each school under its jurisdiction to ensure the accuracy of the monthly Claim for Reimbursement. The objective of this review is to ensure that monthly claims include only the number of free, reduced price and paid lunches **served** on any day of operation to children currently eligible for school lunches. Meal counts must never be based on student attendance.

Additionally, the SFA is required to compare each school's daily counts of free, reduced price and paid lunches against the product of the number of children in that school currently eligible for free, reduced price and paid lunches, respectively, and multiply this number by an attendance factor. 7CFR §210.2 defines the *Attendance factor* as a "percentage developed no less than once each school year which accounts for the difference between enrollment and attendance." For the most accurate calculation, SFAs are encouraged to calculate the attendance factor for each individual school to ensure that claims are not rejected due to claiming more children than permitted based on an attendance factor that is too low.

To reinforce this Federal regulation and to also accommodate the new Child Nutrition Program Administrative Review requirements, the edit check forms have been updated to reflect additional information needed (i.e., two new columns labeled - *Paid Eligible* and *Paid Eligible X AF*.) For more information, please refer to the attached forms and instructions, which are also posted on the Child Nutrition Program Web site under [Forms](#). These new worksheets go into effect immediately, therefore, please discard any old edit check forms that are on file.

Note that the state agency also requires that an edit check be maintained and that an attendance factor be applied daily for the School Breakfast Program.

Questions may be directed to:

COUNTY ASSIGNMENTS	CONSULTANT	E-MAIL AND PHONE
Fairfield County	Fionnuala Brown	fionnuala.brown@ct.gov 860-807-2129
Hartford County (towns/cities beginning with A-R)	Teri Dandeneau	teri.dandeneau@ct.gov 860-807-2079
Hartford County (towns/cities beginning with S-W) Windham County	Susan Alston	susan.alston@ct.gov 860-807-2081
Litchfield County	Allison Calhoun-White	allison.calhoun-white@ct.gov 860-807-2008
Middlesex County Tolland County	Andy Paul	andrew.paul@ct.gov 860-807-2048
New Haven County	Jackie Schipke	jackie.schipke@ct.gov 860-807-2123
New London County	Monica Pacheco	monica.pacheco@ct.gov 860-807-2073

JF:tdd

Attachments: (4)

DAILY LUNCH COUNT EDIT CHECK WORKSHEET INSTRUCTIONS

ATTENDANCE FACTOR FORMULA CALCULATION

See formula on front.

Example: if your enrollment is 850 students in the month of October and there are 21 days in October, "A" would equal 17,850. If there were a total of 307 student absences during the month of October, then "B" would equal 307. Following the formula above, your Attendance Factor would be **98%**. The Attendance Factor should be used every month.

TOTAL ENROLLMENT

Note the total daily enrollment, subtract free (column 1) and reduced (column 4) eligible numbers to get the number of possible paid students (column 7).

FREE ELIGIBLE (COLUMN 1)

List the number of students who are eligible for free meals on that specific day. Note that this number can vary depending on the number of free eligible students who are enrolled in the program. Also, this number should represent the number of free students you have listed on your free and reduced roster of eligible students.

FREE ELIGIBLE X AF (COLUMN 2)

Multiply the number of free eligible students by your Attendance Factor (AF). This number takes into consideration the fact that 100% of the students do not always report to school daily. This number will fluctuate based on the number of free eligible students that are listed in column 1.

FREE CLAIMED (COLUMN 3)

This is the total number of free student meals that you served on that designated day. The total number of free claimed can **never** exceed the total number of free eligible students listed in column 1. Also, if you find that the total number of free claimed exceeds the number listed in column 2 (Free Eligible X AF) more than 50 percent of the time, you must investigate and document why this is occurring.

REDUCED ELIGIBLE (COLUMN 4)

List the number of students who are eligible for reduced meals on that specific day. Note that this number can vary depending on the number of reduced eligible students who are enrolled in the program. Also, this number should represent the number of reduced students you have listed on your free and reduced roster of eligible students.

REDUCED ELIGIBLE X AF (COLUMN 5)

Multiply the number of reduced eligible students by your Attendance Factor (AF). This number takes into consideration the fact that 100% of the students do not always report to school daily. This number will fluctuate based on the number of reduced eligible students that are listed in column 4.

REDUCED CLAIMED (COLUMN 6)

This is the total number of reduced student meals that you served on that designated day. The total number of reduced claimed can **never** exceed the number of reduced eligible in column 4. Also, if you find that the total number of reduced claimed exceeds the number listed in column 5 (Reduced Eligible X AF) more than 50 percent of the time, you must investigate and document why this is occurring.

PAID ELIGIBLE (COLUMN 7)

List the number of students who are eligible for paid meals on that specific day. Note that this number can vary depending on the number of paid eligible students who are enrolled in the program. Also, this number should represent the total school enrollment minus free and reduced price eligible students.

PAID ELIGIBLE X AF (COLUMN 8)

Multiply the number of paid students by your Attendance Factor (AF). This number takes into consideration the fact that 100% of the students do not always report to school daily. The number will fluctuate based on the number of paid students listed in column 7.

PAID CLAIMED (COLUMN 9)

This is the total number of paid student meals served daily.

TOTAL CLAIMED (COLUMN 10)

This is the total number of free, reduced and paid student meals served on the designated day.

COMMENTS

The comment section is to record anything unusual that may be reflected in the counts. For example, if a late opening due to inclement weather occurred and your counts for breakfast dropped considerably, you may want to record this in the comment section.

TOTAL ROW AT THE BOTTOM

Columns 3, 6, 9, and 10 should be added to record the total on the bottom. When you add up columns 3, 6, and 9, they should equal the total listed in column 10. If they don't, then an addition or recording error has occurred and the form needs to be checked for errors.

Make sure that the Edit Check Worksheet is signed and dated when it is completed. A separate Edit Check Worksheet needs to be completed for the Breakfast Program if applicable.

DAILY LUNCH COUNT EDIT CHECK WORKSHEET INSTRUCTIONS

ATTENDANCE FACTOR FORMULA CALCULATION

See formula on front.

Example: if your enrollment is 850 students in the month of October and there are 21 days in October, "A" would equal 17,850. If there were a total of 307 student absences during the month of October, then "B" would equal 307. Following the formula above, your Attendance Factor would be **98%**. The Attendance Factor should be used every month.

TOTAL ENROLLMENT

Note the total daily enrollment, subtract free (column 1) and reduced (column 4) eligible numbers to get the number of possible paid students (column 7).

FREE ELIGIBLE (COLUMN 1)

List the number of students who are eligible for free meals on that specific day. Note that this number can vary depending on the number of free eligible students who are enrolled in the program. Also, this number should represent the number of free students you have listed on your free and reduced roster of eligible students.

FREE ELIGIBLE X AF (COLUMN 2)

Multiply the number of free eligible students by your Attendance Factor (AF). This number takes into consideration the fact that 100% of the students do not always report to school daily. This number will fluctuate based on the number of free eligible students that are listed in column 1.

FREE CLAIMED (COLUMN 3)

This is the total number of free student meals that you served on that designated day. The total number of free claimed can **never** exceed the total number of free eligible students listed in column 1. Also, if you find that the total number of free claimed exceeds the number listed in column 2 (Free Eligible X AF) more than 50 percent of the time, you must investigate and document why this is occurring.

REDUCED ELIGIBLE (COLUMN 4)

List the number of students who are eligible for reduced meals on that specific day. Note that this number can vary depending on the number of reduced eligible students who are enrolled in the program. Also, this number should represent the number of reduced students you have listed on your free and reduced roster of eligible students.

REDUCED ELIGIBLE X AF (COLUMN 5)

Multiply the number of reduced eligible students by your Attendance Factor (AF). This number takes into consideration the fact that 100% of the students do not always report to school daily. This number will fluctuate based on the number of reduced eligible students that are listed in column 4.

REDUCED CLAIMED (COLUMN 6)

This is the total number of reduced student meals that you served on that designated day. The total number of reduced claimed can **never** exceed the number of reduced eligible in column 4. Also, if you find that the total number of reduced claimed exceeds the number listed in column 5 (Reduced Eligible X AF) more than 50 percent of the time, you must investigate and document why this is occurring.

PAID ELIGIBLE (COLUMN 7)

List the number of students who are eligible for paid meals on that specific day. Note that this number can vary depending on the number of paid eligible students who are enrolled in the program. Also, this number should represent the total school enrollment minus free and reduced price eligible students.

PAID ELIGIBLE X AF (COLUMN 8)

Multiply the number of paid students by your Attendance Factor (AF). This number takes into consideration the fact that 100% of the students do not always report to school daily. The number will fluctuate based on the number of paid students listed in column 7.

PAID CLAIMED (COLUMN 9)

This is the total number of paid student meals served daily.

TOTAL CLAIMED (COLUMN 10)

This is the total number of free, reduced and paid student meals served on the designated day.

COMMENTS

The comment section is to record anything unusual that may be reflected in the counts. For example, if a late opening due to inclement weather occurred and your counts for breakfast dropped considerably, you may want to record this in the comment section.

TOTAL ROW AT THE BOTTOM

Columns 3, 6, 9, and 10 should be added to record the total on the bottom. When you add up columns 3, 6, and 9, they should equal the total listed in column 10. If they don't, then an addition or recording error has occurred and the form needs to be checked for errors.

Make sure that the Edit Check Worksheet is signed and dated when it is completed. A separate Edit Check Worksheet needs to be completed for the Breakfast Program if applicable.

DAILY MEAL COUNT EDIT CHECK WORKSHEET INSTRUCTIONS

ATTENDANCE FACTOR FORMULA CALCULATION

See front for formula.

Example: if your enrollment is 850 students in the month of October and there are 21 days in October, "A" would equal 17,850. If there were a total of 307 student absences during the month of October, then "B" would equal 307. Following the formula above, your Attendance Factor would be 98%. The Attendance Factor should be used every month.

TOTAL ENROLLMENT

Note the total daily enrollment, subtract free (column 1) and reduced (column 5) eligible numbers to get the number of possible paid students (column 9).

FREE ELIGIBLE (COLUMN 1)

List the number of students who are eligible for free meals on that specific day. Note that this number can vary depending upon the number of free eligible students who are enrolled in the program. Also, this number should represent the number of free students you have listed on your free and reduced roster of eligible students.

FREE ELIGIBLE X AF (COLUMN 2)

Multiply the number of free eligible students by your Attendance Factor (AF). This number takes into consideration the fact that 100% of the students do not always report to school daily. This number will fluctuate based on the number of free eligible students that are listed in column 1.

FREE CLAIMED BREAKFAST AND FREE CLAIMED LUNCH (COLUMNS 3 AND 4)

This is the total number of free student breakfasts and lunches that you served on that designated day. The total number of free claimed can never exceed the total number of free eligible students listed in column 1. Also, if you find that the total number of free claimed exceeds the number listed in column 2 (Free Eligible X AF) more than 50 percent of the time, you must investigate and document why this is occurring.

REDUCED ELIGIBLE (COLUMN 5)

List the number of students who are eligible for reduced meals on that specific day. Note that this number can vary depending upon the number of reduced eligible students who are enrolled in the program. Also, this number should represent the number of reduced students you have listed on your free and reduced roster of eligible students.

REDUCED ELIGIBLE X AF (COLUMN 6)

Multiply the number of reduced eligible students by your Attendance Factor (AF). This number takes into consideration the fact that 100% of the students do not always report to school daily. This number will fluctuate based on the number of reduced eligible students that are listed in column 5.

REDUCED CLAIMED BREAKFAST AND REDUCED CLAIMED LUNCH (COLUMNS 7 AND 8)

This is the total number of reduced student breakfasts and lunches that you served on that designated day. The total number of reduced claimed can never exceed the number of reduced eligible in column 5. Also, if you find that the total number of reduced claimed frequently exceeds the number listed in column 6 (Reduced Eligible X AF) then you need to investigate and document why this is occurring.

PAID ELIGIBLE (COLUMN 9)

List the number of paid students on that specific day. Note this number can vary depending upon the number of paid students who are enrolled in the program. This number should represent total school enrollment minus free and reduced price eligible students.

PAID ELIGIBLE X AF (COLUMN 10)

Multiply the number of paid students by your Attendance Factor (AF). This number takes into consideration the fact that 100% of the students do not always report to school daily. The number will fluctuate based on the number of paid students listed in column 9.

PAID CLAIMED BREAKFAST AND PAID CLAIMED LUNCH (COLUMNS 11 AND 12)

This is the total number of paid student breakfasts and lunches served daily.

TOTAL CLAIMED BREAKFAST AND TOTAL CLAIMED LUNCH (COLUMNS 13 AND 14)

This is the total number of free, reduced and paid student breakfasts and lunches served on the designated day.

COMMENTS

The comment section is to record anything unusual that may be reflected in the counts. For example, if a late opening due to inclement weather occurred and your counts for breakfast dropped considerably, you may want to record this in the comment section.

TOTAL ROW AT THE BOTTOM

Columns 3, 4, 7, 8, 11, 12, 13 and 14 should be added to record the total on the bottom. When you add up columns 3, 7, and 11, they should equal the total listed in column 13. When you add up 4, 8, and 12, they should equal the total listed in column 14. If they don't, then an addition or recording error has occurred and the form needs to be checked for errors.

Make sure that the Edit Check Worksheet is signed and dated when it is completed.