

Daily/Monthly Claims Edit Check Instructions

Claims editing is a process school food authorities (SFAs) must use to ensure that daily and monthly meal counts do not exceed the number of participating students by eligibility category (free, reduced-price and paid) multiplied by the number of serving days each month. The SFA must complete claims editing forms on a monthly and daily basis for all days that meals (breakfast and lunch) are served during the month and retain these records on file for three years after the last allowable paid claim in that federal fiscal year. The claims editing process may take place once a month prior to claim submission, but daily and monthly counts must be analyzed. If your school uses a computer accountability system for obtaining meal counts, check to determine whether the computer system is able to generate a claims edit check report for your school.

Month: Enter the month.

School: Enter the school name.

Number of Serving Days: Record the number of serving days during the month.

Enrollment: Enter the highest enrollment for the month.

Average Daily Attendance: The average number of students that attend school on any day during the month. Determine the average daily attendance using the formula:

Sum of daily school attendance for the month divided by the number of operational days during the month.

Attendance Factor: The percentage of the total enrollment that comes to school every day. You can use a local percentage or the current State of Minnesota attendance factor, which is updated annually. To determine a local attendance factor, divide the average daily attendance by the average daily enrollment and multiply by 100:

Sum of average daily attendance divided by average daily enrollment then multiply by 100.

Average daily enrollment is defined as the average number of students enrolled at school for any given day during the month. This number is determined by adding up the daily enrollment for each operating day during the month and dividing by the total number of operating days in the month.

Date: Enter each date that meals were served during the month.

Total Student Meals Served: Enter the total reimbursable student meals for each serving day of the month.

Free Meals Served: Enter the total number of free meals served for each serving day of the month.

Reduced-Price Meals Served: Enter the total number of reduced-price meals served for each serving day of the month.

Paid Meals Served: Enter the total number of paid meals served for each serving day of the month.

Students Eligible for Free Meals: Enter the number of students eligible for free meals on each serving day of the month.

Attendance Adjusted Students Eligible for Free Meals: Multiply **Students Eligible for Free Meals** by the **Attendance Factor** to obtain the number of attendance adjusted free eligible students.

Students Eligible for Reduced-Price Meals: Enter the number of students eligible for reduced-price meals on each serving day of the month.

Attendance Adjusted Students Eligible for Reduced-Price Meals: Multiply **Students Eligible for Reduced-Price Meals** by the **Attendance Factor** to obtain the number of attendance adjusted reduced-price eligible students.

Students Eligible for Paid Meals: Enter the number of students eligible for paid meals on each serving day of the month.

Attendance Adjusted Students Eligible for Paid Meals: Multiply **Students Eligible for Paid Meals** by the **Attendance Factor** to obtain the number of attendance adjusted paid eligible students.

To Complete the Edit Check

The first edit check tests to see if the number of student lunches claimed in each category (free and reduced-price) is in excess of the highest number of students currently eligible. No adequate meal count system could produce a daily lunch count in excess of the highest number eligible in a category.

1. Circle any numbers in **Total Student Meals Served** that exceed enrollment. Investigate the source of the problem. The total number of reimbursable student meals served can never exceed enrollment.
2. Circle any numbers in **Free Meals Served** that exceed **Students Eligible for Free Meals**, any numbers in **Reduced-Price Meals Served** that exceed **Students Eligible for Reduced-Price Meals** and any **Paid Meals Served** that exceed students eligible for paid meals. Investigate the source of the problem. The number of free, reduced-price and paid meals served can never exceed the number of students eligible for free, reduced-price and paid meals respectively.

Any SFA that had counting and claiming violations in the previous state agency Administrative Review must complete a second edit check by comparing each school's daily counts of free, reduced-price and paid lunches to the number of students eligible for free, reduced-price and paid meals multiplied by the attendance factor. It is reasonable to expect a school to serve no more free, reduced-price and paid meals than there are students eligible and in attendance.

3. Circle any numbers in **Attendance Adjusted Students Eligible for Free Meals** that exceeds **Free Meals Served**, any numbers in **Attendance Adjusted Students Eligible for Reduced-Price Meals** that exceeds **Reduced-Price Meals Served**, and any numbers in **Attendance Adjusted Students Eligible for Paid Meals** that exceeds **Students Eligible for Paid Meals**. There may be days in the month where the meals counts are higher than the attendance adjusted eligible number of students by category. Investigate to ensure there are not system errors and document the justification for meal counts in excess of the attendance adjusted eligible number of students by category.
4. Maintain this documentation on file to support your monthly claim for reimbursement until three years past the close of the claim month.