CLAIMS REVIEW PROCESS

INSTRUCTIONS FOR COMPLETING EDIT CHECK WORKSHEETS FOR VENDED SPONSORS

Box 1.   Enter the name of the school (a separate edit check worksheet must be completed for each school or site under your sponsorship).

Box 2.   Enter the month for which the reimbursement claim is being made.

Box 3.   Enter the attendance factor (percentage of attendance) calculated by dividing the average daily attendance by the enrollment. The figures to calculate the attendance factor can be obtained from one of the following sources:

   A.   School Register Summary (Public Schools Only)

   B.   Average from Previous School Year

   C.   Average from Previous Month

Box 4.   Enter the <u>current</u> enrollment for the school. Exclude students who do not have access to the lunch program (i.e. Split-Session Kindergarten Students).

Columns

Column 5.   Enter each day of the month for which meals are served.

Column 6.   Enter the number of meals <u>actually</u> <u>served</u> each day.

Column 7.   Enter the number of students who are currently eligible for free meals.

Column 8.   Enter the product of the number of students eligible for free meals (Column 7) times the attendance factor (Box 3).

Column 9.   Enter the number of reduced price meals actually served each day.

Column 10.   Enter the number of students who are currently eligible for reduced price meals.

Column 11.   Enter the product of the number of students eligible for reduced price meals (Column 10) times the attendance factor (Box 3).

Column 12.   Enter the number of paid meals actually served each day.

Column 13.   Enter the product of the number of students eligible for paid meals* times the attendance factor.

   *The number of students eligible for paid meals is computed by subtracting the number of students eligible for free and reduced price meals (Columns 7 and 10) from the current school enrollment (Box 4).

Column 14.   Enter the total number of meals served that day (Columns 6+9+12).

Column 15.   Enter comments when needed for problems requiring corrective action or investigation.

Column 16.   Enter the number of student vended meals received.

REQUIRED COMPARISONS

The following comparisons must be made:

1.   The number of free meals served to the number eligible for free meals.

>   (Column 6)   to   (Column 7)

2.   The number of free meals served to the number eligible for free meals times the attendance factor.

>   (Column 6)   to   (Column 8)

3.   The number of reduced price meals served to the number eligible for reduced price meals.

>   (Column 9)   to   (Column 10)

4.   The number of reduced price meals served to the number eligible for reduced price meals times the attendance factor.

>   (Column 9)   to   (Column 11)

5.   The number of paid meals served to the number of paid eligible times the attendance factor.

>   (Column 12)   to   (Column 13)

6.   The number of total meals served to the number of vended meals received.
>   (Column 14)   to   (Column 16)

COMPARISONS REQUIRING INVESTIGATIONS

If any of the above comparisons reveal potential problems, an investigation must be made to determining the cause and an explanation must be included in the comments section of the edit check worksheets (Column 15).

COMPARISONS REQUIRING CORRECTIVE ACTION

If the number of free or reduced price meals served on any day exceeds the number of students currently approved for free or reduced price meals, immediate corrective action must be taken to correct the problem. Excess meals may not be claimed for reimbursement.