

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 participants 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 site uses a computer accountability system for obtaining meal counts, you may want to determine whether the computer system is able to generate a claims edit check report.

Site: Enter the site name.

Month: Enter the month and year.

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

Average Daily Attendance: The average number of participants in attendance on any day during the month.

Determine the average daily attendance using the formula:

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

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

Reimbursable Meals Served (Breakfast *and* Lunch): Enter the number of reimbursable breakfasts and lunches served for each serving day of the month.

Non-reimbursable Meals Served (Breakfast *and* Lunch): Enter the number of non-reimbursable breakfasts and lunches served for each serving day of the month. Examples of these are meals served to adult staff, visitors, or meals selected by participants that do not meet the requirements of a reimbursable meal.

Reimbursable Afterschool Snacks Served: If your site participates in the Afterschool Snack Program, enter the total reimbursable snacks served for each serving day of the month. Note: snacks may only be claimed for reimbursement if participants are also attending educational enrichment activities that day, after the end of the regularly scheduled school day.

Number of Daily Eligible Participants: Enter the number of participants that are eligible for meals on each serving day of the month. This may also be known as your enrollment or attendance.

At the end of the month, add up separately the number of reimbursable breakfasts, lunches and snacks and non-reimbursable breakfasts and lunches served. Enter these totals in the last row of the table. You will use these numbers to submit your monthly claim in the Cyber-Linked Interactive Child Nutrition System (CLiCs).

To Complete the Edit Check

The edit check tests to see if the number of reimbursable student meals claimed is in excess of the highest number of participants 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 **Reimbursable Meals Served (Breakfast or Lunch)** that exceed enrollment. Investigate the source of the problem. The total number of reimbursable student meals served can never exceed enrollment.
2. Maintain this documentation on file to support your monthly claim for reimbursement until three years past the close of the claim month.