

School Daily/Monthly Point of Service Meal Count Form Instructions

Complete the point of service meal count form for each meal type for each month. If a week contains days in two different months, such as September 30 and October 1, be sure to use a separate form for each month.

School: Enter the school name. **Month/Year:** Enter the month and year. **Prepared by:** Name of individual completing the meal count and edit check.

Grade: Enter grade level(s). **Teacher:** Enter teacher name(s), if applicable.

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

Enrollment: Enter the highest number of students enrolled in the school for the month.

Average Daily Attendance: The average number of students that attend school on any day during the month. To determine the average daily attendance, divide the total attendance for the month 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.

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.

Meal Type: Check for Breakfast or Lunch

Enter student names and place a check or tally mark in the box on the days when a reimbursable meal was selected at the point of service.

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

Total Student Meals Served: Every day, total the number of students meals served in the rows labeled “served”. At the end of the month, add and enter the total reimbursable student meals for each serving day across all days and record the monthly total and student totals on the right side of the form.

Free Meals Served: At the end of the month, add and enter the total number of free meals served for each serving day across all days and calculate the monthly total of free meals on the right side of the form. You may utilize the first column on the left side of the page to code students by category-free (F), reduced-price (R) or paid (P). Note that the coding by eligibility categories (free, reduced-price and paid) must be completed *after* the meal checklist is submitted to the office to prevent overt identification of student eligibility.

Reduced-Price Meals Served: At the end of the month, add and enter the total number of reduced-price meals served for each serving day across all days and calculate the monthly reduced-price meals total on the right side of the form.

Paid Meals Served: At the end of the month add and enter the total number of paid meals served for each serving day across all days and calculate the monthly paid meal total on the right side of the form.

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

Attendance Adjusted Eligible (AAE) Students Free Meals: Multiply **Students Eligible for Free Meals** by the **Attendance Factor** and enter for each day. Always *round up* to the next whole number when calculating the AAE.

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

AAE Students Reduced-Price Meals: Multiply **Students Eligible for Reduced-Price Meals** by the **Attendance Factor** and enter for each day. Always *round up* to the next whole number when calculating the AAE.

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

AAE Student Paid Meals: Multiply **Students Eligible for Paid Meals** by the **Attendance Factor** and enter each day. Always *round up* to the next whole number when calculating the AAE.

To Complete the Edit Check

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). 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. 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 system for obtaining meal counts, check to determine whether the computer system is able to generate a claims edit check report for your school.

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

1. Circle any numbers in **Total Meals Served** that exceed enrollment. Investigate the source of the problem. The total number of reimbursable student meals served can never exceed enrollment.

2. A. Circle any numbers in:

- **Free Meals Served** that exceed **Students Eligible for Free Meals**
- **Reduced-Price Meals Served** that exceed **Students Eligible for Reduced-Price Meals**
- **Paid Meals Served** that exceed **Students Eligible for Paid Meals**

B. 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.

It is recommended to complete a second edit check by comparing each school's daily counts of free, reduced-price and paid meals 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. A. Circle any numbers in:

- **Attendance Adjusted Eligible (AAE) Students Free Meals** that exceeds **Free Meals Served**
- **AAE Students Reduced-Price Meals** that exceeds **Reduced-Price Meals Served**
- **AAE Students Paid Meals** that exceeds **Paid Meals Served**

B. 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.

Maintain this documentation on file to support your monthly claim for reimbursement until three years past the close of the claim month.