Required Edit Check for School Lunch and Breakfast Programs

U. S. Department of Agriculture (USDA) regulations require school agencies to complete an edit check for each of its schools that participate in the National School Lunch Program prior to consolidation of the daily lunch counts for the monthly reimbursement claim. The purpose of the edit check is to identify errors in the schools’ lunch counts and/or problems with the meal counting and claiming procedures so that necessary corrections are made. The prototype daily participation/ edit check form is provided by DPI. School agencies are not required to use this particular form but must perform an edit check after completing the calculations shown on the bottom of the form. Those school agencies with computerized meal counting systems or in process of purchasing such a system should ask vendors about the edit check feature.

### USDA’s Required Edit Check Procedures for Each School

### *Obtain and record the highest number of students in each category.*

* Obtain the highest number of students approved for free and for reduced price lunches.
* Obtain the highest student enrollment in the schools submitting lunch participation data for the month.

Exclude those students who do not have access to the lunch program (e.g., half-day kindergarten and/or pre-kindergarten students) when arriving at the enrollment figure to use in the edit check.

* Subtract the number of students approved for free and reduced price meal benefits from the student enrollment to obtain the number of students for the paid category.

***2. Compute the attendance factor.***

* Divide the average daily attendance for students by the school enrollment to obtain the attendance factor. The attendance factor is percentage of students in attendance and is not the percentage of students participating in the school lunch program.
* Note: The attendance factor must be calculated at least once each school year but may be computed each month.

1. ***Calculate the “highest number of lunches expected for any day” by eligibility category.***

* Multiply the highest number of students in each category by the attendance factor.

1. ***Compare the “highest number of lunches expected for any day” to the daily counts recorded***

***on the participation record for each of the eligibility categories.***

1. ***Evaluate any daily lunch counts that exceed the “highest number of lunches expected”.***

* The school may find that students approved for the free or reduced-price lunches attend at a higher daily rate than those students in the paid category.
* Documentation such as daily attendance records or check-off rosters may be used to support daily counts that exceed the “highest number of lunches expected”.
* Scan the daily counts and evaluate any that appear unusual, such as transposed digits, counts reported in the wrong category or questionable patterns in daily counts.

1. ***Correct any lunch count reporting errors that are discovered during the edit check before***

***consolidating counts for the reimbursement claim.***

#### Example of a School’s Required Edit Check

School’s highest number of students approved for free meal benefits during the month: 15

School’s highest number of students approved for reduced price benefits during the month: 8

School’s highest daily enrollment for students with access to the lunch program: 239

School’s highest number of students in the paid category: 239 – 23 = 216

School’s average daily attendance: 230 School’s attendance factor: 230 ÷ 239 = .962

**Highest # Of Students Attendance Factor Highest # Of Lunches**

**Approved in Month (average daily attendance Expected for Any**

**÷ school enrollment) Serving Day**

Free \_\_\_\_\_\_15\_\_\_\_\_\_\_\_ X \_\_\_\_\_.962\_\_\_\_\_\_\_ = \_\_\_\_\_14.4 or 15\_\_\_

Reduced-Price \_\_\_\_\_\_\_8\_\_\_\_\_\_\_\_ X \_\_\_\_\_.962\_\_\_\_\_\_\_ = \_\_\_\_\_\_\_7.7 or 8\_\_\_

Paid \_\_\_\_\_216\_\_\_\_\_\_\_\_ X \_\_\_\_\_.962\_\_\_\_\_\_\_ = \_\_\_\_207.8 or 208\_\_

**- over -**

**Daily Participation Record/Edit Check**

**MONTH OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_\_** **SCHOOL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DATE** | **LUNCH**  **BREAKFAST¹** | | | | | | | |
| **FREE** | **REDUCED**  **PRICE** | PAID | **NON-**  **REIMBURSABLE²** | **FREE** | **REDUCED**  **PRICE** | **PAID** | **NON-**  **REIMBURSABLE²** |
| **1** |  |  |  |  |  |  |  |  |
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| **29** |  |  |  |  |  |  |  |  |
| **30** |  |  |  |  |  |  |  |  |
| **31** |  |  |  |  |  |  |  |  |
| TOTALS |  |  |  |  |  |  |  |  |

# REQUIRED EDIT CHECK FOR SCHOOL LUNCH AND BREAKFAST PROGRAMS

**Highest # of Student Attendance Factor Highest # of Lunches**

**Approved in Month (average daily attendance Expected for Any**

**÷ school enrollment) Serving Day**

Free \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ X \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reduced-Price \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ X \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Paid \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ X \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**¹**Although it is not required to complete an edit check incorporating an attendance factor, USDA regulations prohibit claiming for free and reduced price breakfasts in excess of the number of children approved for free and reduced price breakfasts.

**²**Nonreimbursable meals include meals served to adults (program and nonprogram) and nonclaimable children, second lunches served to students, and meals missing required food items.