Meal Edit Checks (2 Sites)

Site:			Claiming Month:		
1.	Is the site approved in the DPI contract for the type(s) of meals claimed? □ Yes □ No If NO , do not claim these meals until contract has been amended & approved				
2.	Complete the	calculation belo	W:		
	Enrollment	Days Operating	Circle meal services approved for site: B AM L PM S Add Number of meal services approved for this site (from above)	Total	
		x	X =		
	 Total number of meals/snacks claimed this month for this site: Is the total from #3 less than the total from #2? Yes No If NO, investigate to determine reason for discrepancy and make any needed corrections before submitting the claim 				
Ini	tials	Date			
Sit	e:		Claiming Month:		
1.	 Is the site approved in the DPI contract for the type(s) of meals claimed? ☐ Yes ☐ No If NO, do not claim these meals until contract has been amended & approved 				
		n NO, do not en	aim these meals until contract has been ame	ended & approved	
2.		calculation belo		ended & approved	
2.				ended & approved Total	
2.	Complete the Enrollment	calculation belo Days	w: Circle meal services approved for site: B AM L PM S Add Number of meal services approved for		
	Enrollment	Days Operating	w: Circle meal services approved for site: B AM L PM S Add Number of meal services approved for this site (from above)	,,	
3.	Enrollment Total number Is the total fro	Days Operating X of meals/snacks m #3 less than to determine	w: Circle meal services approved for site: B AM L PM S Add Number of meal services approved for this site (from above) X =	Total	

Keep this form on file with your monthly paper claim documentation.