

## Guidance Memorandum 3: CACFP Claim Submission and Processing Required for Sponsoring Organizations Only (*Agencies with more than 1 site*)

### Meal Edit Checks

*Use of this form is optional. Other methods of documentation may be used as long as the required edit checks have been completed and clearly documented for each month for each site.*

Site: \_\_\_\_\_ Claiming Month/Year: \_\_\_\_\_

- 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*
- Complete the calculation below:

Enrollment	Days Operating	Circle meal services approved for site: B AM L PM S Add	Total
Number of meal services approved for this site (from above)			
[ ]	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*

Initials \_\_\_\_\_ Date \_\_\_\_\_

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

#### Example of edit checks above:

A site has **43** children enrolled, serves meals on **21** days during the claiming month, and has been approved to claim **3** meal services (breakfast, lunch, and PM snack). The site claims **2936** total meals/snacks this month.

- 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*
- Complete the calculation below:

Enrollment	Days Operating	Circle meal services approved for site: B AM L PM S Add	Total
Number of meal services approved for this site (from above)			
43	X 21	X 3	= 2709

- Total number of meals/snacks claimed this month for this site: [ 2936 ]
- Is the total from #3 less than the total from #2?  Yes  No

**The claim for this site must be investigated, since they have claimed more than 2709 total meals, which is the maximum number of total meals this edit check indicates they should be able to claim this month.**