# 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: ________________

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 below:

<table>
<thead>
<tr>
<th>Enrollment</th>
<th>Days Operating</th>
<th>Circle meal services approved for site:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>B     AM     L     PM     S     Add</td>
</tr>
</tbody>
</table>

Number of meal services approved for this site (from above):

<table>
<thead>
<tr>
<th>Total</th>
</tr>
</thead>
</table>

3. Total number of meals/snacks claimed this month for this site: __________

4. 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.

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 below:

<table>
<thead>
<tr>
<th>Enrollment</th>
<th>Days Operating</th>
<th>Circle meal services approved for site:</th>
</tr>
</thead>
<tbody>
<tr>
<td>43</td>
<td>21</td>
<td>B     AM     L     PM     S     Add</td>
</tr>
</tbody>
</table>

Number of meal services approved for this site (from above):

<table>
<thead>
<tr>
<th>Total</th>
</tr>
</thead>
</table>

3. Total number of meals/snacks claimed this month for this site: 2936

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.

 Guidance Memorandum 3  