

Must be completed at every home visit**1. Select 5-day period:**

The immediate 5 prior operating days or any set of 5 consecutive days within current and/or last claim period

- Exclude the home visit day from selected 5-day period
- Each of 5 days must have meal counts recorded for all meal types typically claimed
 - If not, select another 5-day period with fully recorded meal counts*Disallow meals when meal counts are not recorded.*

2. Count and Record Numbers:**Total Enrollment**

Determine total enrollment # by counting the children claimed at least one time within the selected 5-day period.

- If the 5-day period crosses between two months, use highest enrollment number of the two months.

Total Daily Attendance

Determine the total daily attendance for each day.

- Count each child who attended at any point in time within the day.
- Count "Provider's Own" ≥ 7 year old children in daily attendance totals when they are eligible and included within the meal counts. (*Providers are not required to record own ≥ 7 years old kids in attendance records.*)

Meal Counts

Total meal counts for each meal type claimed by the provider.

- Record meal counts for at least one meal type, for the observed meal or meal closest to home visit time.

3. Compare :**Total Enrollment to Total Daily Attendance**

- Compare the # of enrolled children to the total # of children in attendance for each of the 5 days. Identify and record discrepancies.

Total Daily Attendance to Meal Counts for each Meal Type

- Compare the total # of children in attendance to the meal counts recorded for each meal type for each of the 5 days. Identify and record discrepancies.

Discrepancies: Identify, Record, and Take Further Action:

Discrepancies may include:

- If enrollment is lower than total attendance
- If meal counts are higher than total attendance

Further action may include one or more of the following:

1. Cite discrepancy(ies) on HV form
2. Disallow meals that are higher than enrollment or attendance
3. Complete the 5 day reconciliation by child
4. Complete additional unannounced home visit(s)
5. Complete a household contact

Missing attendance records

If attendance records are missing for the selected 5-day period, complete the reconciliation by comparing meal counts to the total # of kids enrolled.

Further Action Required:

Record and disallow meals claimed during the selected 5-day period for missing attendance.

Note: Meal disallowance is not required for missing attendance when it is a first occurrence and inadvertent.