

## **Point of Service Form with Edit Check**

### **For RCCIs with Non-Day Students**

USDA regulations require an edit check prior to submission of the monthly reimbursement claim for all RCCIs. The purpose of the edit check is to identify any errors in the counting and claiming procedures so corrections can be made. RCCIs are not required to use this form but must ensure their method has an edit check feature.

#### **Edit check procedure:**

1. Record the count on the highest day of attendance for the claiming month.
2. Compare the count on the highest day of attendance with the daily meal counts. Ensure none of the daily meal counts exceed the count on the highest day of attendance.
3. Correct any counting errors that are discovered during the edit check before submitting the reimbursement claim.

**Note:** Non-reimbursable meals are meals missing components and meals sold or given to non-program adults. Non-reimbursable meals are not included in the claim.

**Enter count on the highest day of attendance:** \_\_\_\_\_  
(Ensure no day has a meal count higher than this number)

# Daily Point of Service Form

Month and Year \_\_\_\_\_

Site Name \_\_\_\_\_

Date	Breakfast Reimbursable	Breakfast Non-Reimbursable	Lunch Reimbursable	Lunch Non-Reimbursable	Afterschool Snack Reimbursable	Afterschool Snack Non-Reimbursable
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
Total						