Edit Check with Daily Participation Record

For RCCIs without Day Students OR

RCCIs with Day Students that are Non-Pricing and Not Obtaining Eligibility Information

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 sold to staff or other adults, non-claimable students, second meals served to students, and meals missing components. Non-reimbursable meals are not included in the claim.

Count on the highest day of attendance: ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­

Daily Participation Record

Month:

Year:

Agency/Site:

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| --- | --- | --- | --- | --- | --- | --- |
| Date | Breakfast  Free | Breakfast  Non-Reimbursable | Lunch  Free | Lunch  Non-Reimbursable | Afterschool Snack  Free | Afterschool Snack  Non-Reimbursable |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
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| 22 |  |  |  |  |  |  |
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| 27 |  |  |  |  |  |  |
| 28 |  |  |  |  |  |  |
| 29 |  |  |  |  |  |  |
| 30 |  |  |  |  |  |  |
| 31 |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |