

Point of Service Form with Edit Check

For RCCIs with Day Students that are Claiming Meals by Eligibility

USDA regulations require an edit check prior to submission of the monthly reimbursement claim for all RCCIs that are claiming meals by eligibility (free, reduced-price, and paid). The purpose of the edit check is to identify any errors in the meal counting and claiming procedures so that necessary corrections can be made. RCCIs are not required to use this form but must ensure their method has an edit check feature using the calculations shown below.

Edit Check Procedure:

- Record the average daily attendance and the highest daily enrollment to calculate the attendance factor.
 - Average daily attendance divided by highest daily enrollment equals attendance factor*

Average daily attendance	(Divide)	Highest daily enrollment	(Equals)	Attendance factor
	÷		=	

- Record the highest number of students in the free, reduced-price, and paid categories.
 - Exclude those students who do not have access to the program*
- Record the attendance factor that was calculated above.
- Calculate the highest number of lunches expected per day for each category.
 - Highest number of students multiplied by attendance factor equals highest number of lunches expected.*

Category	Highest number of students per month	(Multiply)	Attendance factor	(Equals)	Highest number of lunches expected per day
Free		x		=	
Reduced-price		x		=	
Paid		x		=	

- Compare the highest number of lunches expected to the daily counts recorded on the participation record (on the next page) for each of the eligibility categories. Evaluate any counts that exceed the highest number of lunches expected.
- Correct any lunch count 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.

Daily Participation Record

For RCCIs with Day Students that are Claiming Meals by Eligibility

Month: _____

Year: _____

Agency/Site: _____

Date	Afterschool Snack Free	Afterschool Snack Reduced- price	Afterschool Snack Paid	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				