

Daily/Monthly Claims Edit Check Instructions

Month/Year: Enter the month and year.

School: Enter the school name.

Number of Days Served: Record the number of serving days during the month.

Enrollment: Enter the highest number of students enrolled for the month.

Average Daily Attendance: The average number of students that attend school on any day during the month. To determine the average daily attendance, divide the total attendance for the month by the number of operational days during the month.

Attendance Factor (%): The percentage of the total enrollment that comes to school every day. You can use a local percentage or the current State of Montana's attendance factor, which is updated annually. To determine a local attendance factor, divide the average daily attendance by the average daily enrollment and multiply by 100.

Average daily enrollment is defined as the average number of students enrolled at school for any given day during the month. This number is determined by adding up the daily enrollment for each operating day during the month and dividing by the total number of operating days in the month.

Meal Type: Check the box for Breakfast or Lunch. An edit check is required for both meals.

Date: Enter each date that meals were served during the month.

Total Student Meals Served: Enter the total reimbursable student meals for each serving day of the month.

Free Meals Served: Enter the total number of free meals served for each serving day of the month.

Reduced-Price Meals Served: Enter the total number of reduced-price meals served for each serving day of the month.

Paid Meals Served: Enter the total number of paid meals served for each serving day of the month.

Students Eligible for Free Meals: Enter the number of students eligible for free meals on each serving day of the month.

Attendance Adjusted Eligible (AAE) Students Free Meals: Multiply **Students Eligible for Free Meals** by the **Attendance Factor** to obtain the number of attendance adjusted free eligible students. Always *round up* to the next whole number when calculating the AAE.

Students Eligible for Reduced-Price Meals: Enter the number of students eligible for reduced-price meals on each serving day of the month.

Attendance Adjusted Eligible (AAE) Students Reduced-Price Meals: Multiply **Students Eligible for Reduced-Price Meals** by the **Attendance Factor** to obtain the number of attendance adjusted reduced-price eligible students. Always *round up* to the next whole number when calculating the AAE.

Students Eligible for Paid Meals: Enter the number of students eligible for paid meals on each serving day of the month.

Attendance Adjusted Eligible (AAE) Students Paid Meals: Multiply **Students Eligible for Paid Meals** by the **Attendance Factor** to obtain the number of attendance adjusted paid eligible students. Always *round up* to the next whole number when calculating the AAE.

To Complete the Edit Check

Claims editing is a process school food authorities (SFAs) must use to ensure that daily and monthly meal counts do not exceed the number of participating students by eligibility category (free, reduced-price and paid). The SFA must complete claims editing forms on a monthly and daily basis for all days that meals (breakfast and lunch) are served during the month. The claims editing process may take place once a month prior to claim submission, but daily and monthly counts must be analyzed. If your school uses a computer system for obtaining meal counts, check to determine whether the computer system is able to generate a claims edit check report for your school.

The first edit check tests to see if the number of student meals claimed in each category (free, reduced-price and paid) is in excess of the highest number of students currently eligible. No acceptable meal count system could produce a daily meal count in excess of the highest number eligible in a category.

1. Circle any numbers in **Total Student Meals Served** that exceed enrollment. Investigate the source of the problem. The total number of reimbursable student meals served can never exceed enrollment.
2. A. Circle any numbers in:
 - **Free Meals Served** that exceed **Students Eligible for Free Meals**
 - **Reduced-Price Meals Served** that exceed **Students Eligible for Reduced-Price Meals**
 - **Paid Meals Served** that exceed **Students Eligible for Paid Meals**.

B. Investigate the source of the problem. The number of free, reduced-price and paid meals served can never exceed the number of students eligible for free, reduced-price and paid meals respectively.

It is recommended to complete a second edit check by comparing each school's daily counts of free, reduced-price and paid meals to the number of students eligible for free, reduced-price and paid meals multiplied by the attendance factor. It is reasonable to expect a school to serve no more free, reduced-price and paid meals than there are students eligible and in attendance.

3. A. Circle any numbers in:
 - **Attendance Adjusted Eligible (AAE) Students Free Meals** that exceeds **Free Meals Served**
 - **Attendance Adjusted Eligible (AAE) Students Reduced-Price Meals** that exceeds **Reduced-Price Meals Served**
 - **Attendance Adjusted Eligible (AAE) Students Paid Meals** that exceeds **Paid Meals Served**

B. There may be days in the month where the meals counts are higher than the attendance adjusted eligible number of students by category. Investigate to ensure there are not system errors and document the justification for meal counts in excess of the attendance adjusted eligible number of students by category.

Maintain this documentation on file to support your monthly claim for reimbursement until three years past the close of the claim month.