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To: Authorized Representatives of Child Nutrition Programs
From: Child and Adult Nutrition Services
Date: March 15, 2021
Subject: Edit Checks
Memo Number: SNP 211-1

This memo replaces the previous memo on this topic dated October 22, 2004, memo NSLP-53. The purpose of this memo is to give guidance on edit check requirements in the National School Lunch Program and the School Breakfast Program.

This information should be shared with all parties involved in compiling meal counts and submitting claims.

Background:

An edit check is a system of comparisons and calculations for individual schools and SFAs to identify potential problems in the meal count system and facilitate count/report accuracy.

7 CFR 210.8 Claims for Reimbursement, (a) Internal Controls, (2) School Food Authority Claims Review Process states, prior to the submission of a monthly Claim for Reimbursement, each school food authority shall review the lunch count data for each school under its jurisdiction to ensure the accuracy of the monthly Claim for Reimbursement. The objective of this review is to ensure that monthly claims include only the number of free, reduced price, and paid lunches served on any day of operation to children currently eligible for such lunches. 7 CFR 210.8 Claims for Reimbursement, (a) Internal Controls, (3) Edit Checks states, the school food authority shall compare each school's daily counts of free, reduced price, and paid lunches against the product of the number of children in that school currently eligible for free, reduced price, and paid lunches, respectively, times an attendance factor.

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7 CFR 220.9 Reimbursement Payments (d) states that the school food authority shall establish internal controls which ensure the accuracy of breakfast counts prior to submission of the monthly Claim for Reimbursement. At a minimum, these internal controls shall include: an on-site review of the breakfast counting and claiming system employed by each school within the jurisdiction of the school food authority; comparisons of daily free, reduced price and paid breakfast counts against data which will assist in the identification of breakfast counts in excess of the number of free, reduced price and paid breakfasts served each day to children eligible for such breakfasts; and a system for following up on those breakfast counts which suggest the likelihood of breakfast counting problems. Based on the last administrative review, State Agencies may authorize school food authorities to conduct other data analyses and internal control procedures in lieu of those comparisons mentioned above.

Definitions and Factors to know for performing edit checks:

- ADA = Average Daily Attendance = total monthly attendance divided by the number of days of operation
 - Jan 3: 25
 - Jan 4: 30
 - Jan 5: 35
 - Jan 6: 28
 - Jan 7: 27
 - Jan 8: 36
 - Total Monthly Attendance: 181
 - Divided by Days Served: 6
 - ADA: 30.16
- ADP = Average Daily Participation = total monthly participation in the program divided by the number of days of operation
- AF = Attendance Factor = number found by dividing the ADA by the total enrollment; if the SFA does not determine actual daily, weekly, or monthly attendance, contact Child and Adult Nutrition Services for further information (Attendance Factor = Average Daily Attendance ÷ Site Enrollment)
- Daily number of meals served by category
- Number of children with approved free benefits
- Number of children with approved reduced-price benefits
- Any other enrollment or membership data useful in identifying discrepancies:

- Maximum allowable free meals equal to the number of approved free students multiplied by the number of operating days
- Maximum allowable reduced-price meals equal to the number of approved reduced-price students multiplied by the number of operating days
- Internal Controls: Processes conducted to ensure meal count and reporting accuracy
- Edit Check: Required process as part of an internal control procedure. Participating sites are required to compare daily counts of free, reduced price, and paid meals against the current eligible count for free, reduced price, and paid meals, times an attendance factor.

Any counts that do not seem reasonable should be explained or investigated to ensure accuracy. Unreasonable counts may include:

- Meal counts that exceed the number of eligible students in attendance
- Constant counts – meal counts that are the same every day
- Meal counts where extremely high percentages of eligible students eat every day
- Pattern counts – counts that seem to repeat in patterns
- Served count equals the attendance count or delivery count of vended meals
- Manual Meal Count Method: *Manual Meal Count Method* means meal counts are generated by a manual Point of Service process. Meal counts are manually tallied. Consolidation of meal counts by the site/agency is completed manually. Hard copy records are kept on file.
- Electronic Meal Count Method: *Electronic Meal Count Method* means meal counts are generated by an automated Point of Service (POS) system. Meal counts are recorded directly into an electronic system, such as thru PIN number terminal, without the use of paper documents. Electronic systems have the ability to identify a student's benefit category, tally daily meal counts, transfer daily meal counts to the site/agency, consolidate meal counts for the site/agency, and/or submit the claim for reimbursement. The system is limited to virtually NO MANUAL data entry at the POS. Meal counts are kept electronically.
- Combination Meal Count Method: If the site/agency has implemented an electronic system, but one or more aspect of the meal count/claim process is conducted manually (e.g., the site/agency has an electronic POS, but utilizes a roster at an alternate service location and site/agency staff manually enters meal counts from the alternate service location), the site/agency is utilizing a combination meal count method.

The goals of a Meal Count Edit Check Procedure are to:

- Ensure meal counts are being taken at the point of service, or approved alternate point of service
 - Maintain compliance with edit check and internal control program requirements
 - Submit an accurate monthly claim for reimbursement based on daily meal counts
1. **Meal Count Procedures:** Your meal count edit check procedures will depend on the type of meal count procedure that is implemented. Procedures will be captured below.
 2. **Edit Check:** Must be conducted on daily meal counts and before submitting a claim for reimbursement. Most electronic meal count systems have built-in edit check reports, whereas manual and combination methods may require a manual edit check process.
 - Edit checks compare meal count data to other information (number of eligible students and attendance figures, etc.) to identify possible problems in the meal count system
 - Any counts that do not seem reasonable should be explained or investigated to ensure accuracy
 - Unreasonable counts may include (but not limited to):
 - Meal counts that exceed the number of eligible students in attendance
 - Constant counts – meal counts that are the same every day
 - Meal counts where extremely high percentages of eligible students eat every day
 - Pattern counts – counts that seem to repeat in patterns
 - Served count equals the attendance count or delivery count of vended meals

Several sites/agencies utilize an electronic meal count system which has a built-in daily edit check report. Run the report to ensure that the daily meal counts make sense with the enrollment and eligibility.

Examples of Edit Checks featured on the following page.

Example of Electronic Edit Check – Infinite Campus

District <small>Generated on 04/18/2017 08:35:11 AM Page 1 of 1</small>	Edit Check <small>Period: 03/01/2017-03/31/2017 Total Calendars: 4</small>
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Summary													
Daily Participation										Maximum Enrollment			
Program	Paid	% Participation	Reduced	% Participation	Free	% Participation	Total	% Participation	Total Days	Paid	Reduced	Free	Total
NSLP	66	69.47	12	85.71	24	80	102	73.38	18	97	14	32	143

Summary														
NSLP - National School Lunch Program MEALS SERVED					Daily Maximums				Attendance		Actual Enrollments			
Date	Paid	Reduced	Free	Total	Paid	Reduced	Free	Total	ADA	Attend Factor	Paid	Reduced	Free	Total
03/01/2017	71	12	22	105	91	13	25	129	129	93.5825	97	14	27	138
03/02/2017	60	12	23	95	91	13	25	129	130	93.9466	97	14	27	138
03/06/2017	70	13	20	103	89	13	25	127	127	91.8486	97	14	27	138
03/07/2017	66	12	23	101	91	13	25	129	130	94.2425	97	14	27	138
03/08/2017	61	13	22	96	92	13	27	132	132	95.3557	96	14	28	138
03/09/2017	79	11	24	114	91	13	26	130	131	94.5728	96	14	28	138
03/13/2017	64	9	19	92	85	13	27	125	125	90.8392	94	14	30	138
03/14/2017	62	12	24	98	88	13	28	129	130	94.0143	94	14	30	138
03/15/2017	68	10	27	105	88	13	28	129	130	93.9751	94	14	30	138
03/16/2017	77	12	24	113	91	14	29	134	133	96.4314	94	14	30	138
03/20/2017	72	12	22	106	86	13	29	128	128	91.4898	94	14	32	140
03/21/2017	75	13	22	110	88	13	30	131	132	94.0994	94	14	32	140
03/22/2017	60	11	23	94	88	13	30	131	132	94.0656	94	14	32	140
03/23/2017	60	12	26	98	89	13	30	132	132	94.2723	94	14	32	140
03/27/2017	60	13	29	102	90	13	30	133	133	95.2788	94	14	32	140
03/28/2017	58	13	24	95	85	13	29	127	126	90.1429	94	14	32	140
03/29/2017	63	13	27	103	89	13	30	132	132	94.1666	94	14	32	140
03/30/2017	68	11	28	107	90	13	31	134	134	95.4045	94	14	32	140
Total	1194	214	429	1837	1602	235	504	2341	2344	93.7618	1708	252	540	2500

Example of Manual Edit Check Worksheet:

Day of Month:	A	B	C	D	A	B	C	D	A	B	C	D	TOTAL COUNTS:
	Free Eligible	AF	Free Eligible X AF:	Free Meals Served:	Reduced Eligible	AF	Reduced Eligible X AF:	Reduced Meals Served:	Paid Eligible:	AF	Paid Eligible X AF:	Paid Meals Served:	
1	100	92.00%	92	93	20	92.00%	18	17	200	92.00%	184	180	290

Manual Edit Check Worksheet can be found on the CANS-School Nutrition Programs webpage under School Meal Documents