**Template Meal Count Edit Check Procedure**

Agency Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name/Title of Person Responsible: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Effective Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Instructions for Prototype Internal Control Procedure:

This prototype provides an example to meet minimum meal count edit check requirements. Use this resource to ensure internal controls are maintained and implemented. The text in red indicates areas to update.

Name or title of person responsible for maintaining point of service meal counts, conducting internal edit checks and internal controls, and submitting claims for reimbursement. For example, the food service director or lead, business manager, administrative assistant.

* **(List positions here)**
* **(List positions here)**
* **Meal Count Edit Check Procedure:** Provide information for each site and describe how the internal controls and edit checks meet the program requirement. Please see the example below for reference, and complete for each site on the following page.

**Example:**

* 1. Site Name: **Example Elementary School**
  2. Meal Count Method: **Electronic**
  3. Describe Meal Count Procedure: **Students enter the cafeteria, pick up tray, milk, silverware, go through the salad bar, go through the hot line, then enter their PIN at the cashier/POS terminal**
  4. Describe Edit Check Procedure: **After lunch service is completed the business manager runs the Edit Check Report from the electronic system. The Report compares daily counts of free, reduced price, and paid meals with eligibility by category x the attendance factor.** **If oddities are observed, the business manager investigates the observations with the food service manager and point of service staff as needed.**

**Feel free to list multiple sites together if processes are the same**

**Complete Below:**

* 1. Site Name: (Insert site name(s) here)
  2. Meal Count Method: (Manual/Electronic/Combination)
  3. Describe Meal Count Procedure: (Provide meal count procedure)
  4. Describe Edit Check Procedure: (Provided edit check procedure)
  5. Site Name: (Insert site name(s) here)
  6. Meal Count Method: (Manual/Electronic/Combination)
  7. Describe Meal Count Procedure: (Provide meal count procedure)
  8. Describe Edit Check Procedure: (Provided edit check procedure)
  9. Site Name: (Insert site name(s) here)
  10. Meal Count Method: (Manual/Electronic/Combination)
  11. Describe Meal Count Procedure: (Provide meal count procedure)
  12. Describe Edit Check Procedure: (Provided edit check procedure)
* Add additional site blocks if needed by copy/paste.