



To: Authorized Representatives of Child Nutrition Programs
From: Child and Adult Nutrition Services
Date: July 1, 2018
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.

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.

Factors to know for performing edit checks:

- ADA = Average Daily Attendance = total monthly attendance divided by the number of days of operation
- 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
- 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

Compare the number of children in the free, reduced-price, and paid categories multiplied by the attendance factor against the number of meals served by category on a daily basis.

EDITS WORKSHEET FOR MONTHLY REVIEW OF MEAL COUNT DATA FOR NATIONAL SCHOOL LUNCH/SCHOOL BREAKFAST PROGRAMS REIMBURSEMENT CLAIM

Prior to the completion of the monthly National School Lunch/School Breakfast Programs reimbursement claim, the following comparisons must be made to identify and correct any errors. Complete a copied worksheet for each attendance center or location where meal counts are taken.

School Name: _____	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
1. Free meals claimed on any given day do not exceed the number of students approved for free meals times the attendance factor.												
2. Reduced price (RP) meals claimed on any given day do not exceed the number of students approved for RP meals times the attendance factor.												
3. Paid meals claimed on any given day do not exceed the number of students in the paid category times the attendance factor.												
4. I certify that all the above edit checks were completed, and I have reviewed and analyzed the meal counts. Justifications is on file for all NO answers.	Date											
	Authorized Representative Initials											

INSTRUCTIONS

Answer "YES" or "NO" to all questions for each month. A "YES" agrees with the statement. A "NO" indicates a potential problem and requires follow-up.

1. Compare number of students approved for free meals in current month times the attendance factor with number of free meals claimed on each day of current month. The number of free meals claimed on any day should not exceed the number of students approved for free meals times the attendance factor.
2. Compare number of students approved for reduced price (RP) meals in current month times the attendance factor with number of RP meals claimed on each day of current month. The number of RP meals claimed on any day should not exceed the number of students approved for RP meals times the attendance factor.
3. Compare number of students in the paid category meals in current month times the attendance factor with the number of paid meals claimed on each day of current month.

Authorized representative should initial and date to verify all edit checks were completed. This form should be maintained for review and audit.