

Step by Step Instruction: How to Complete Daily Edit Checks

Professional Standards Learning Code 3310
Length: 1 hour



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"*Step by Step Instruction: How to Complete Daily Edit Checks*" is intended for the School Food Authorities in the state of Arizona. All regulations are specific to operating the National School Lunch Program under the direction of the Arizona Department of Education.

Step by Step
Instruction:
How to
Complete
Daily Edit
Checks

Intended Audience and Content

- This *How-To-Guide* is intended for Local Educational Agencies (LEAs) operating the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP) who count and claim free, reduced and paid meals and are required to establish internal controls to ensure that accurate claims are being made for reimbursement.
- The following slides provide guidance on how to complete Daily Edit Checks when using ADE's *Daily Edit Check Worksheet*. *ADE recognizes that some LEAs have established their own method of completing Daily Edit Checks and do not utilize this worksheet.
- Attendees are expected to already understand proper counting and claiming procedures prior to reviewing this How-To-Guide.

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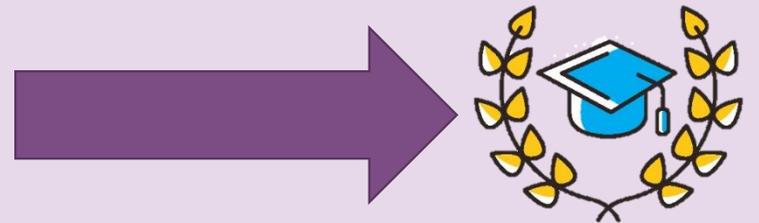
Objectives

At the end of this training, attendees should be able to:

- understand key terms needed to complete a Daily Edit Check;
- complete the header for each month;
- understand the daily requirements that must be completed on the table; and
- utilize the *Daily Edit Check Worksheet* to ensure that claims are being made accurately in CNPWeb each month.

Comprehension Check

- Throughout this guide there will be comprehension quiz questions to test your knowledge and help you apply what you're learning.
- Be sure to review these quiz questions and the answers, available within the guide.
- This icon will indicate a comprehension quiz question, and the background of the slides will be a light purple like you see on this slide.



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Definitions

Daily Edit Check: A worksheet that is required to be completed on a daily basis to ensure the numbers of children eligible for free, reduced-price, and paid meals, multiplied by the LEA's attendance factor, does not exceed the meals served for the day.

Meal Claiming: Federal reimbursement is provided for each meal that meets program requirements and is served to an eligible student. To obtain this reimbursement, school personnel must accurately count, record, and claim the number of meals actually served to students by category (free, reduced-price, paid) at the point of service (POS).

Attendance Factor: A percentage developed each program year by ADE School Finance. This percentage accounts for the difference between enrollment and attendance. This information is used as a basic edit check for claims.

Benefit Issuance Document (BID): The document that summarizes the meal benefit each student receives, the documentation that is on file supporting that benefit eligibility, and the date the documentation was processed.

*Step by Step
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The Step by Step Instruction will review:

Counting and Claiming Review	Slides 7-10
Introduction to the Daily Edit Check	Slides 11-25
Completing the Daily Edit Check Worksheet	Slides 26-54
Completing the Simplified Daily Edit Check Worksheet	Slides 55-75

Counting and Claiming Review

Review of Counting and Claiming

Counting and Claiming Overview

- Federal reimbursement is provided for each meal that meets program requirements and is served to an eligible student.
- To obtain this reimbursement, LEAs must accurately count, record, and claim these meals by eligibility categories: free, reduced-price, and paid.
- Program meals and non-program meals must be recorded daily and the number of meals claimed must have adequate documentation on file to support the claim.

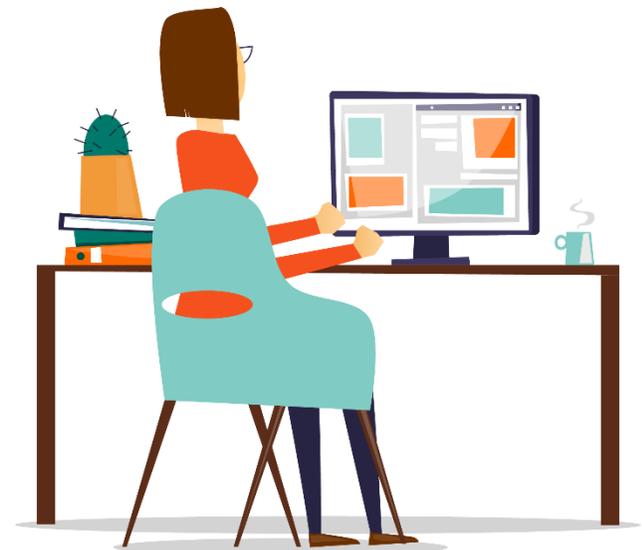


Continue

Review of Counting and Claiming

Counting and Claiming Overview, Continued

- Daily checks are required at each site to establish internal control for School Food Authorities (SFAs) to ensure that an accurate claim for reimbursement has been made.
- Total free, reduced-price, and paid reimbursable meal counts will then be reported by site each month for reimbursement.
- The number of meals reported for monthly reimbursement should be reflective of meals served on the Daily Edit Check.



Review of Counting and Claiming

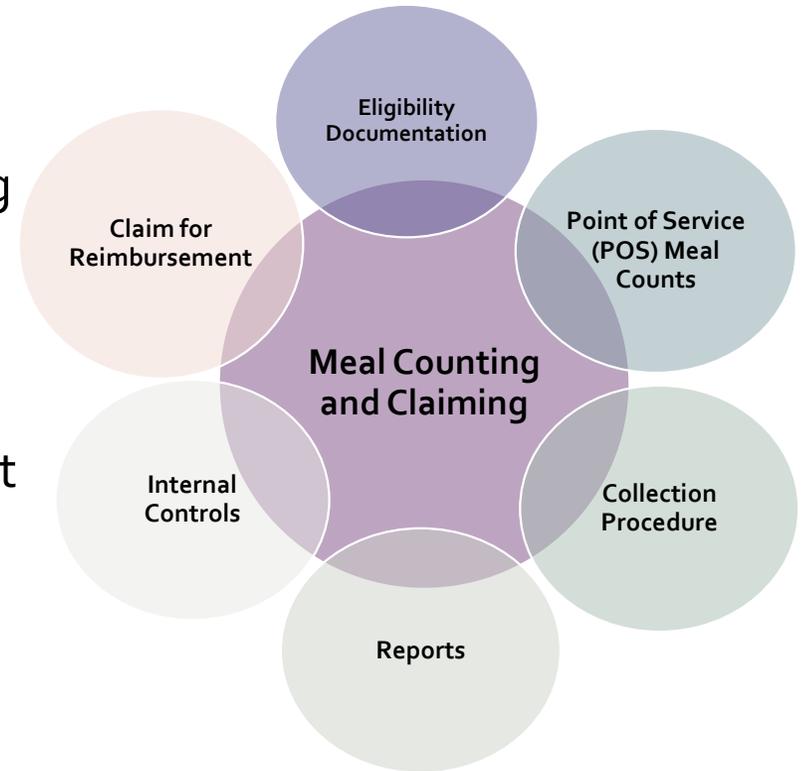
Ensuring Claiming Accuracy

To make accurate claims for reimbursement each month, proper daily procedures must be followed.

If an error is made during the counting and collection processes, SFAs should identify these errors prior to submitting the monthly claim.

Edit checks are to occur every day that eligible meals are being served to identify any potential errors made.

When an error is found, it is up to the SFA to investigate further and make any necessary corrections prior to the submission of their claim.



Introduction to the Daily Edit Check

Introduction to the Daily Edit Check

Monitoring Meal Counts with Daily Edit Checks

As we learned in the first section of this training, LEAs are required to complete an edit check for each school that participates in the SBP and/or the NSLP for each day eligible students are provided with reimbursable meals. This requirement must be completed prior to the submission of the total counts in the monthly reimbursement claim. The purpose of the Daily Edit Check is to identify any possible errors in the schools' meal counting and claiming processes.

A possible identifiable error is:

- ***More meals served were counted on a single day than eligible students in the free, reduced-price, and/or paid categories.***

Example:

If Walter Cronkite Elementary has 70 students approved for reduced-price meals, it is not possible to serve over 70 reduced-price meals in one day.

Introduction to the Daily Edit Check

Downloading the Worksheet

ADE provides two different worksheets for SFAs to complete their edit checks with:

DAILY EDIT CHECK WORKSHEET

School: _____ Enrollment (Membership): _____ Attendance Factor (AF): _____

National School Lunch Program
 School Breakfast Program

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													
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													
Meals Served should not exceed Eligible X Attendance Factor (AF). (Column D should not exceed column C).													
Monthly Totals													

Daily Edit Check Worksheet

DAILY EDIT CHECK WORKSHEET

School: _____ Enrollment: _____ Attendance Factor (AF): _____

National School Lunch Program
 School Breakfast Program

Simplified Daily Edit Check Worksheet

BREAKFAST						LUNCH					
Day of Month	A	B	C	D	TOTAL COUNTS:	Day of Month	A	B	C	D	TOTAL COUNTS:
	Total Enrollment	AF	Total Enrollment X AF:	Total Meals Served:			Total Enrollment	AF	Total Enrollment X AF:	Total Meals Served:	
1		0.00%	0	0	0	1		0.00%	0	0	0
2		0.00%	0	0	0	2		0.00%	0	0	0
3		0.00%	0	0	0	3		0.00%	0	0	0
4		0.00%	0	0	0	4		0.00%	0	0	0
5		0.00%	0	0	0	5		0.00%	0	0	0
6		0.00%	0	0	0	6		0.00%	0	0	0
7		0.00%	0	0	0	7		0.00%	0	0	0
8		0.00%	0	0	0	8		0.00%	0	0	0
9		0.00%	0	0	0	9		0.00%	0	0	0
10		0.00%	0	0	0	10		0.00%	0	0	0
11		0.00%	0	0	0	11		0.00%	0	0	0
12		0.00%	0	0	0	12		0.00%	0	0	0
13		0.00%	0	0	0	13		0.00%	0	0	0
14		0.00%	0	0	0	14		0.00%	0	0	0
15		0.00%	0	0	0	15		0.00%	0	0	0
16		0.00%	0	0	0	16		0.00%	0	0	0
17		0.00%	0	0	0	17		0.00%	0	0	0
18		0.00%	0	0	0	18		0.00%	0	0	0
19		0.00%	0	0	0	19		0.00%	0	0	0
20		0.00%	0	0	0	20		0.00%	0	0	0
21		0.00%	0	0	0	21		0.00%	0	0	0
22		0.00%	0	0	0	22		0.00%	0	0	0
23		0.00%	0	0	0	23		0.00%	0	0	0
24		0.00%	0	0	0	24		0.00%	0	0	0
25		0.00%	0	0	0	25		0.00%	0	0	0
26		0.00%	0	0	0	26		0.00%	0	0	0
27		0.00%	0	0	0	27		0.00%	0	0	0

Simplified Daily Edit Check Worksheet

SFAs will need to use the correct worksheet depending on their individual school's operation. Refer to the next slide for more details on these worksheets.

*If you would like to download the Excel version of either of these worksheets, please click [here](#) for the Program Forms webpage, then click on the  icon next to the preferred edit check worksheet.

Introduction to the Daily Edit Check

Monitoring Meal Counts with Daily Edit Checks

The *Simplified Daily Edit Check Worksheet* should only be used at those sites who are operating an alternative counting and claiming system because they have been approved by ADE to operate a provision. Please refer to the chart below that outlines which operations should be using which worksheet.

Daily Edit Check Worksheet	Simplified Daily Edit Check Worksheet
Regular NSLP	Community Eligibility Provision (CEP)
Special Assistance Provision Base Year	Special Assistance Provision Non-Base Year

Introduction to the Daily Edit Check

Diagram of the Daily Edit Check Worksheet

The *Daily Edit Check Worksheet* has two sections: the header and the table.

Daily Edit Check Header

School:					Enrollment (Membership):					<input type="checkbox"/> National School Lunch Program			
Month:					Attendance Factor (AF):					<input type="checkbox"/> School Breakfast Program			
	A	B	C	D	A	B	C	D	A	B	C	D	
Day of Month:	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:	TOTAL COUNTS:
1		0.00%	0			0.00%	0			0.00%	0		0
2		0.00%	0			0.00%	0			0.00%	0		0
3		0.00%	0			0.00%	0			0.00%	0		0
4		0.00%	0			0.00%	0			0.00%	0		0
5		0.00%	0			0.00%	0			0.00%	0		0
6		0.00%	0			0.00%	0			0.00%	0		0
7		0.00%	0			0.00%	0			0.00%	0		0
8		0.00%	0			0.00%	0			0.00%	0		0
9		0.00%	0			0.00%	0			0.00%	0		0
10		0.00%	0			0.00%	0			0.00%	0		0
11		0.00%	0			0.00%	0			0.00%	0		0
12		0.00%	0			0.00%	0			0.00%	0		0
13		0.00%	0			0.00%	0			0.00%	0		0
14		0.00%	0			0.00%	0			0.00%	0		0
15		0.00%	0			0.00%	0			0.00%	0		0
16		0.00%	0			0.00%	0			0.00%	0		0
17		0.00%	0			0.00%	0			0.00%	0		0
18		0.00%	0			0.00%	0			0.00%	0		0
19		0.00%	0			0.00%	0			0.00%	0		0
20		0.00%	0			0.00%	0			0.00%	0		0
21		0.00%	0			0.00%	0			0.00%	0		0
22		0.00%	0			0.00%	0			0.00%	0		0
23		0.00%	0			0.00%	0			0.00%	0		0
24		0.00%	0			0.00%	0			0.00%	0		0
25		0.00%	0			0.00%	0			0.00%	0		0
26		0.00%	0			0.00%	0			0.00%	0		0
27		0.00%	0			0.00%	0			0.00%	0		0
28		0.00%	0			0.00%	0			0.00%	0		0
29		0.00%	0			0.00%	0			0.00%	0		0
30		0.00%	0			0.00%	0			0.00%	0		0
31		0.00%	0			0.00%	0			0.00%	0		0
Totals:				0			0				0		0

Daily Edit Check Table

Introduction to the Daily Edit Check

Daily Edit Check Worksheet Header

There are different parts to the header that need to be completed to help maintain internal controls. The header is to be completed monthly.

School	Enrollment (Membership):								<input type="checkbox"/> National School Lunch Program				<input type="checkbox"/> School Breakfast Program				
Month:	Attendance Factor (AF):																
Day of Month:	A	B	C	D	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		0.00%	0			0.00%	0			0.00%	0			0			0
2		0.00%	0			0.00%	0			0.00%	0			0			0
3		0.00%	0			0.00%	0			0.00%	0			0			0
4		0.00%	0			0.00%	0			0.00%	0			0			0
5		0.00%	0			0.00%	0			0.00%	0			0			0
6		0.00%	0			0.00%	0			0.00%	0			0			0
7		0.00%	0			0.00%	0			0.00%	0			0			0
8		0.00%	0			0.00%	0			0.00%	0			0			0
9		0.00%	0			0.00%	0			0.00%	0			0			0
10		0.00%	0			0.00%	0			0.00%	0			0			0
11		0.00%	0			0.00%	0			0.00%	0			0			0
12		0.00%	0			0.00%	0			0.00%	0			0			0
13		0.00%	0			0.00%	0			0.00%	0			0			0
14		0.00%	0			0.00%	0			0.00%	0			0			0
15		0.00%	0			0.00%	0			0.00%	0			0			0
16		0.00%	0			0.00%	0			0.00%	0			0			0
17		0.00%	0			0.00%	0			0.00%	0			0			0
18		0.00%	0			0.00%	0			0.00%	0			0			0
19		0.00%	0			0.00%	0			0.00%	0			0			0
20		0.00%	0			0.00%	0			0.00%	0			0			0
21		0.00%	0			0.00%	0			0.00%	0			0			0
22		0.00%	0			0.00%	0			0.00%	0			0			0
23		0.00%	0			0.00%	0			0.00%	0			0			0
24		0.00%	0			0.00%	0			0.00%	0			0			0
25		0.00%	0			0.00%	0			0.00%	0			0			0
26		0.00%	0			0.00%	0			0.00%	0			0			0
27		0.00%	0			0.00%	0			0.00%	0			0			0
28		0.00%	0			0.00%	0			0.00%	0			0			0
29		0.00%	0			0.00%	0			0.00%	0			0			0
30		0.00%	0			0.00%	0			0.00%	0			0			0
31		0.00%	0			0.00%	0			0.00%	0			0			0
Totals:			0				0				0			0			0

Header

- **School:** Your site name.
- **Enrollment:** Total enrollment for the month.
- **Attendance Factor (AF):** ADE calculates an attendance factor for each site on NSLP and posts it on the bottom of each site claim. This number will be the same through the program year. This number may be different for each of your sites.
- **Month:** Enter the month. For example, *September*.

**The meal service this worksheet is representing is indicated by checking the box for National School Lunch Program or School Breakfast Program.*

Introduction to the Daily Edit Check

Daily Edit Check Worksheet Table

There are different parts to the table that need to be completed to help maintain internal controls. The table is to be completed daily.

School:		Enrollment (Membership):								<input type="checkbox"/> National School Lunch Program <input type="checkbox"/> School Breakfast Program			
Month:		Attendance Factor (AF):											
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		0.00%	0			0.00%	0			0.00%	0		0
2		0.00%	0			0.00%	0			0.00%	0		0
3		0.00%	0			0.00%	0			0.00%	0		0
4		0.00%	0			0.00%	0			0.00%	0		0
5		0.00%	0			0.00%	0			0.00%	0		0
6		0.00%	0			0.00%	0			0.00%	0		0
7		0.00%	0			0.00%	0			0.00%	0		0
8		0.00%	0			0.00%	0			0.00%	0		0
9		0.00%	0			0.00%	0			0.00%	0		0
10		0.00%	0			0.00%	0			0.00%	0		0
11		0.00%	0			0.00%	0			0.00%	0		0
12		0.00%	0			0.00%	0			0.00%	0		0
13		0.00%	0			0.00%	0			0.00%	0		0
14		0.00%	0			0.00%	0			0.00%	0		0
15		0.00%	0			0.00%	0			0.00%	0		0
16		0.00%	0			0.00%	0			0.00%	0		0
17		0.00%	0			0.00%	0			0.00%	0		0
18		0.00%	0			0.00%	0			0.00%	0		0
19		0.00%	0			0.00%	0			0.00%	0		0
20		0.00%	0			0.00%	0			0.00%	0		0
21		0.00%	0			0.00%	0			0.00%	0		0
22		0.00%	0			0.00%	0			0.00%	0		0
23		0.00%	0			0.00%	0			0.00%	0		0
24		0.00%	0			0.00%	0			0.00%	0		0
25		0.00%	0			0.00%	0			0.00%	0		0
26		0.00%	0			0.00%	0			0.00%	0		0
27		0.00%	0			0.00%	0			0.00%	0		0
28		0.00%	0			0.00%	0			0.00%	0		0
29		0.00%	0			0.00%	0			0.00%	0		0
30		0.00%	0			0.00%	0			0.00%	0		0
31		0.00%	0			0.00%	0			0.00%	0		0
Totals:				0				0					0

Table

- **Day of Month:** Each row in this column represents a day of the month. Some rows will be left blank for the days that meal service did not occur.
 - **Free Eligible (A):** Based on your BID, enter the total students with free meal benefits.
 - **AF (B):** Enter the attendance factor as shown in the header.
 - **Free Eligible x AF (C):** This number is the estimated amount of students that receive free meal benefits that are likely to be in attendance based on this site's attendance factor.
 - **Free Meals Served (D):** Total free meal counts from actual meal service.
- *Follow the same guidance for the remaining reduced and paid eligible/meals served columns.*

Introduction to the Daily Edit Check

Diagram of the Simplified Daily Edit Check Worksheet

The *Simplified Daily Edit Check Worksheet* has two sections: the header and the table.

Simplified Daily Edit
Check Header

Simplified Daily Edit
Check Table

DAILY EDIT CHECK WORKSHEET

Simplified Daily Edit Check Worksheet

School: _____ Enrollment: _____ National School Lunch Program
 Month: _____ Attendance Factor (AF): _____ School Breakfast Program

BREAKFAST					LUNCH						
Day of Month:	A	B	C	D	Day of Month:	A	B	C	D		
	Total Enrollment	AF	Total Enrollment X AF:	Total Meals Served:	TOTAL COUNTS:		Total Enrollment	AF	Total Enrollment X AF:	Total Meals Served:	TOTAL COUNTS:
1		0.00%	0		0	1		0.00%	0		0
2		0.00%	0		0	2		0.00%	0		0
3		0.00%	0		0	3		0.00%	0		0
4		0.00%	0		0	4		0.00%	0		0
5		0.00%	0		0	5		0.00%	0		0
6		0.00%	0		0	6		0.00%	0		0
7		0.00%	0		0	7		0.00%	0		0
8		0.00%	0		0	8		0.00%	0		0
9		0.00%	0		0	9		0.00%	0		0
10		0.00%	0		0	10		0.00%	0		0
11		0.00%	0		0	11		0.00%	0		0
12		0.00%	0		0	12		0.00%	0		0
13		0.00%	0		0	13		0.00%	0		0
14		0.00%	0		0	14		0.00%	0		0
15		0.00%	0		0	15		0.00%	0		0
16		0.00%	0		0	16		0.00%	0		0
17		0.00%	0		0	17		0.00%	0		0
18		0.00%	0		0	18		0.00%	0		0
19		0.00%	0		0	19		0.00%	0		0
20		0.00%	0		0	20		0.00%	0		0
21		0.00%	0		0	21		0.00%	0		0
22		0.00%	0		0	22		0.00%	0		0
23		0.00%	0		0	23		0.00%	0		0
24		0.00%	0		0	24		0.00%	0		0
25		0.00%	0		0	25		0.00%	0		0
26		0.00%	0		0	26		0.00%	0		0
27		0.00%	0		0	27		0.00%	0		0

Introduction to the Daily Edit Check

Simplified Daily Edit Check Worksheet Header

There are different parts to the header that need to be completed to help maintain internal controls. The header is to be completed monthly.

DAILY EDIT CHECK WORKSHEET

Simplified Daily Edit Check Worksheet

School: _____ Enrollment: _____ National School Lunch Program
 School Breakfast Program

Month: _____ Attendance Factor (AF): _____

BREAKFAST					LUNCH						
Day of Month	A	B	C	D	TOTAL COUNTS:	Day of Month	A	B	C	D	TOTAL COUNTS:
	Total Enrollment	AF	Total Enrollment X AF:	Total Meals Served:		Total Enrollment	AF	Total Enrollment X AF:	Total Meals Served:		
1		0.00%	0	0	0	1		0.00%	0	0	0
2		0.00%	0	0	0	2		0.00%	0	0	0
3		0.00%	0	0	0	3		0.00%	0	0	0
4		0.00%	0	0	0	4		0.00%	0	0	0
5		0.00%	0	0	0	5		0.00%	0	0	0
6		0.00%	0	0	0	6		0.00%	0	0	0
7		0.00%	0	0	0	7		0.00%	0	0	0
8		0.00%	0	0	0	8		0.00%	0	0	0
9		0.00%	0	0	0	9		0.00%	0	0	0
10		0.00%	0	0	0	10		0.00%	0	0	0
11		0.00%	0	0	0	11		0.00%	0	0	0
12		0.00%	0	0	0	12		0.00%	0	0	0
13		0.00%	0	0	0	13		0.00%	0	0	0
14		0.00%	0	0	0	14		0.00%	0	0	0
15		0.00%	0	0	0	15		0.00%	0	0	0
16		0.00%	0	0	0	16		0.00%	0	0	0
17		0.00%	0	0	0	17		0.00%	0	0	0
18		0.00%	0	0	0	18		0.00%	0	0	0
19		0.00%	0	0	0	19		0.00%	0	0	0
20		0.00%	0	0	0	20		0.00%	0	0	0
21		0.00%	0	0	0	21		0.00%	0	0	0
22		0.00%	0	0	0	22		0.00%	0	0	0
23		0.00%	0	0	0	23		0.00%	0	0	0
24		0.00%	0	0	0	24		0.00%	0	0	0
25		0.00%	0	0	0	25		0.00%	0	0	0
26		0.00%	0	0	0	26		0.00%	0	0	0
27		0.00%	0	0	0	27		0.00%	0	0	0

Header

- **School:** Your site name.
- **Enrollment:** Total enrollment for the month.
- **Attendance Factor (AF):** ADE calculates an attendance factor for each site on NSLP and posts it on the bottom of each site claim. This number will be the same through the program year. This number may be different for each of your sites.
- **Month:** Enter the month. For example, *September*.

The meal service(s) this worksheet is representing is indicated by checking the box for **National School Lunch Program and/or **School Breakfast Program**.*

Introduction to the Daily Edit Check

Simplified Daily Edit Check Worksheet Table

There are different parts to the table that need to be completed to help maintain internal controls. The table is to be completed daily.

DAILY EDIT CHECK WORKSHEET

Simplified Daily Edit Check Worksheet

School: _____ Enrollment: _____ National School Lunch Program
 School Breakfast Program

Month: _____ Attendance Factor (AF): _____

BREAKFAST					LUNCH						
Day of Month:	A	B	C	D	TOTAL COUNTS:	Day of Month:	A	B	C	D	TOTAL COUNTS:
	Total Enrollment	AF	Total Enrollment X AF:	Total Meals Served:			Total Enrollment	AF	Total Enrollment X AF:	Total Meals Served:	
1		0.00%	0	0	0	1		0.00%	0	0	0
2		0.00%	0	0	0	2		0.00%	0	0	0
3		0.00%	0	0	0	3		0.00%	0	0	0
4		0.00%	0	0	0	4		0.00%	0	0	0
5		0.00%	0	0	0	5		0.00%	0	0	0
6		0.00%	0	0	0	6		0.00%	0	0	0
7		0.00%	0	0	0	7		0.00%	0	0	0
8		0.00%	0	0	0	8		0.00%	0	0	0
9		0.00%	0	0	0	9		0.00%	0	0	0
10		0.00%	0	0	0	10		0.00%	0	0	0
11		0.00%	0	0	0	11		0.00%	0	0	0
12		0.00%	0	0	0	12		0.00%	0	0	0
13		0.00%	0	0	0	13		0.00%	0	0	0
14		0.00%	0	0	0	14		0.00%	0	0	0
15		0.00%	0	0	0	15		0.00%	0	0	0
16		0.00%	0	0	0	16		0.00%	0	0	0
17		0.00%	0	0	0	17		0.00%	0	0	0
18		0.00%	0	0	0	18		0.00%	0	0	0
19		0.00%	0	0	0	19		0.00%	0	0	0
20		0.00%	0	0	0	20		0.00%	0	0	0
21		0.00%	0	0	0	21		0.00%	0	0	0
22		0.00%	0	0	0	22		0.00%	0	0	0
23		0.00%	0	0	0	23		0.00%	0	0	0
24		0.00%	0	0	0	24		0.00%	0	0	0
25		0.00%	0	0	0	25		0.00%	0	0	0
26		0.00%	0	0	0	26		0.00%	0	0	0
27		0.00%	0	0	0	27		0.00%	0	0	0

Table

- **Day of Month:** Each row in this column represents a day of the month. Some rows will be left blank for the days that meal service did not occur.
 - **Total Enrollment (A):** Enter the total number of students enrolled at the school.
 - **AF (B):** Enter the attendance factor as shown in the header.
 - **Total Enrollment x AF (C):** This number is the estimated amount of students that receive meal benefits that are likely to be in attendance based on this site’s attendance factor.
 - **Total Meals Served (D):** Total meal counts from actual meal service.
- *Follow the same guidance for breakfast/lunch.*

Comprehension Check

If a school operates and serves lunch for 10 months, how many Daily Edit Check Worksheets should have been completed and kept on file by the end of the school year for lunch service?

- A. Eight, because December and March have school break
- B. Ten, for each operating month
- C. Nine, because August was a short month
- D. Depends on how often the school updates their BID



Comprehension Check

If a school operates and serves lunch for 10 months, how many Daily Edit Check Worksheets should have been completed and kept on file by the end of the school year for lunch service?

- A. Eight, because December and March have school break
- B. Ten, for each operating month**
- C. Nine, because August was a short month
- D. Depends on how often the school updates their BID

Although edit checks are to be performed daily, it is important for SFAs using the *Daily Edit Check Worksheet* to recognize that each worksheet is reflective of a particular month and meal service. Regardless of how many serving days occur within a particular month, edit checks must be performed for each day meals were served to an eligible student.



Comprehension Check

Where can a school access their attendance factor (AF)?

- A. The school should ask their specialist
- B. On the site application in CNPWeb
- C. It is acceptable for the school to create their own
- D. On the site claim in CNPWeb



Comprehension Check

Where can a school access their attendance factor (AF)?

- A. The school should ask their specialist
- B. On the site application in CNPWeb
- C. It is acceptable for the school to create their own
- D. On the site claim in CNPWeb**

ADE calculates an AF for each site on NSLP and posts it at the bottom of the site claim. This is the percentage that needs to be used for Daily Edit Checks and should be entered into on the worksheet.

Number of Days Served:	18
Free Meals Served:	2159
Reduced-Price Meals Served:	300
Paid Meals Served:	850
Total Meals Served:	3309
Participants Approved for Free Meals:	169
Participants Approved for Reduced-Price Meals:	27
Participants Approved for Paid Meals:	143
Participants Enrolled:	339
Attendance Factor	
Attendance Factor:	93.96 %



Introduction to the Daily Edit Check

Completing the Daily Edit Check

To best understand the remainder of this training, print the appropriate *Daily Edit Check Worksheet* or pull it up on your desktop to follow along. It is recommended to complete edit checks on your desktop within an Excel worksheet because the calculation will be done for you. This will eliminate a potential calculation error.

- Refer to slide 13 if you have not yet accessed the worksheet.

In the following sections, an example of both worksheets will be completed. If you only need instruction on how to complete the *Simplified Daily Edit Check Worksheet*, skip this next section and scroll to slide 54.



Completing the Daily
Edit Check Worksheet

Completing the Daily Edit Check Worksheet

Completing the Daily Edit Check Worksheet

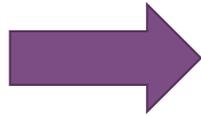
Have the *Daily Edit Check Worksheet* in front of you and follow along.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	School:				Enrollment (Membership):				<input type="checkbox"/> National School Lunch Program					
2	Month:				Attendance Factor (AF):				<input type="checkbox"/> School Breakfast Program					
4		A	B	C	D	A	B	C	D	A	B	C	D	
5	Day of Month:	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:	TOTAL COUNTS:
6														
7	1		0.00%	0				0.00%	0			0.00%	0	0
8	2		0.00%	0				0.00%	0			0.00%	0	0
9	3		0.00%	0				0.00%	0			0.00%	0	0
10	4		0.00%	0				0.00%	0			0.00%	0	0
11	5		0.00%	0				0.00%	0			0.00%	0	0
12	6		0.00%	0				0.00%	0			0.00%	0	0
13	7		0.00%	0				0.00%	0			0.00%	0	0
14	8		0.00%	0				0.00%	0			0.00%	0	0
15	9		0.00%	0				0.00%	0			0.00%	0	0
16	10		0.00%	0				0.00%	0			0.00%	0	0
17	11		0.00%	0				0.00%	0			0.00%	0	0
18	12		0.00%	0				0.00%	0			0.00%	0	0
19	13		0.00%	0				0.00%	0			0.00%	0	0
20	14		0.00%	0				0.00%	0			0.00%	0	0
21	15		0.00%	0				0.00%	0			0.00%	0	0
22	16		0.00%	0				0.00%	0			0.00%	0	0
23	17		0.00%	0				0.00%	0			0.00%	0	0
24	18		0.00%	0				0.00%	0			0.00%	0	0
25	19		0.00%	0				0.00%	0			0.00%	0	0
26	20		0.00%	0				0.00%	0			0.00%	0	0
27	21		0.00%	0				0.00%	0			0.00%	0	0
28	22		0.00%	0				0.00%	0			0.00%	0	0
29	23		0.00%	0				0.00%	0			0.00%	0	0
30	24		0.00%	0				0.00%	0			0.00%	0	0
31	25		0.00%	0				0.00%	0			0.00%	0	0
32	26		0.00%	0				0.00%	0			0.00%	0	0
33	27		0.00%	0				0.00%	0			0.00%	0	0
34	28		0.00%	0				0.00%	0			0.00%	0	0
35	29		0.00%	0				0.00%	0			0.00%	0	0
36	30		0.00%	0				0.00%	0			0.00%	0	0
37	31		0.00%	0				0.00%	0			0.00%	0	0
38	Totals:				0				0				0	0

*Please note that this example represents an Excel document and calculations will be done automatically. If you are completing this by hand, all calculations must be done manually.

Completing the Daily Edit Check Worksheet

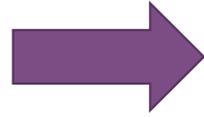
1. Enter the school site name in the *School* field.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	School:	Arizona Elementary School				Enrollment (Membership):					<input type="checkbox"/> National School Lunch Program			
2	Month:					Attendance Factor (AF):					<input type="checkbox"/> School Breakfast Program			
4		A	B	C	D	A	B	C	D	A	B	C	D	
5	Day of Month:	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:	TOTAL COUNTS:
7	1		0.00%	0			0.00%	0			0.00%	0		0
8	2		0.00%	0			0.00%	0			0.00%	0		0
9	3		0.00%	0			0.00%	0			0.00%	0		0
10	4		0.00%	0			0.00%	0			0.00%	0		0
11	5		0.00%	0			0.00%	0			0.00%	0		0
12	6		0.00%	0			0.00%	0			0.00%	0		0
13	7		0.00%	0			0.00%	0			0.00%	0		0
14	8		0.00%	0			0.00%	0			0.00%	0		0
15	9		0.00%	0			0.00%	0			0.00%	0		0
16	10		0.00%	0			0.00%	0			0.00%	0		0
17	11		0.00%	0			0.00%	0			0.00%	0		0
18	12		0.00%	0			0.00%	0			0.00%	0		0
19	13		0.00%	0			0.00%	0			0.00%	0		0
20	14		0.00%	0			0.00%	0			0.00%	0		0
21	15		0.00%	0			0.00%	0			0.00%	0		0
22	16		0.00%	0			0.00%	0			0.00%	0		0
23	17		0.00%	0			0.00%	0			0.00%	0		0
24	18		0.00%	0			0.00%	0			0.00%	0		0
25	19		0.00%	0			0.00%	0			0.00%	0		0
26	20		0.00%	0			0.00%	0			0.00%	0		0
27	21		0.00%	0			0.00%	0			0.00%	0		0
28	22		0.00%	0			0.00%	0			0.00%	0		0
29	23		0.00%	0			0.00%	0			0.00%	0		0
30	24		0.00%	0			0.00%	0			0.00%	0		0
31	25		0.00%	0			0.00%	0			0.00%	0		0
32	26		0.00%	0			0.00%	0			0.00%	0		0
33	27		0.00%	0			0.00%	0			0.00%	0		0
34	28		0.00%	0			0.00%	0			0.00%	0		0
35	29		0.00%	0			0.00%	0			0.00%	0		0
36	30		0.00%	0			0.00%	0			0.00%	0		0
37	31		0.00%	0			0.00%	0			0.00%	0		0
38	Totals:				0				0				0	0

Completing the Daily Edit Check Worksheet

2. Enter the current month in the *Month* field.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	School:	Arizona Elementary School			Enrollment (Membership):				<input type="checkbox"/> National School Lunch Program					
2	Month:	December			Attendance Factor (AF):				<input type="checkbox"/> School Breakfast Program					
4		A	B	C	D	A	B	C	D	A	B	C	D	
5	Day of Month:	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:	TOTAL COUNTS:
7	1		0.00%	0			0.00%	0			0.00%	0		0
8	2		0.00%	0			0.00%	0			0.00%	0		0
9	3		0.00%	0			0.00%	0			0.00%	0		0
10	4		0.00%	0			0.00%	0			0.00%	0		0
11	5		0.00%	0			0.00%	0			0.00%	0		0
12	6		0.00%	0			0.00%	0			0.00%	0		0
13	7		0.00%	0			0.00%	0			0.00%	0		0
14	8		0.00%	0			0.00%	0			0.00%	0		0
15	9		0.00%	0			0.00%	0			0.00%	0		0
16	10		0.00%	0			0.00%	0			0.00%	0		0
17	11		0.00%	0			0.00%	0			0.00%	0		0
18	12		0.00%	0			0.00%	0			0.00%	0		0
19	13		0.00%	0			0.00%	0			0.00%	0		0
20	14		0.00%	0			0.00%	0			0.00%	0		0
21	15		0.00%	0			0.00%	0			0.00%	0		0
22	16		0.00%	0			0.00%	0			0.00%	0		0
23	17		0.00%	0			0.00%	0			0.00%	0		0
24	18		0.00%	0			0.00%	0			0.00%	0		0
25	19		0.00%	0			0.00%	0			0.00%	0		0
26	20		0.00%	0			0.00%	0			0.00%	0		0
27	21		0.00%	0			0.00%	0			0.00%	0		0
28	22		0.00%	0			0.00%	0			0.00%	0		0
29	23		0.00%	0			0.00%	0			0.00%	0		0
30	24		0.00%	0			0.00%	0			0.00%	0		0
31	25		0.00%	0			0.00%	0			0.00%	0		0
32	26		0.00%	0			0.00%	0			0.00%	0		0
33	27		0.00%	0			0.00%	0			0.00%	0		0
34	28		0.00%	0			0.00%	0			0.00%	0		0
35	29		0.00%	0			0.00%	0			0.00%	0		0
36	30		0.00%	0			0.00%	0			0.00%	0		0
37	31		0.00%	0			0.00%	0			0.00%	0		0
38	Totals:				0				0				0	0

Completing the Daily Edit Check Worksheet

3. Enter the enrollment in the *Enrollment (Membership)* field.

1	School:	Arizona Element			Enrollment (Membership):	200			
2	Month:	December			Attendance Factor (AF):				
4		A	B	C	D	A	B	C	D
5	Day of Month:	Free Eligible	AF	Free Eligible X AF:	Free Meals Served:	Reduced Eligible	AF	Reduced Eligible X AF:	Reduced Meals Served:
6									
7	1		0.00%	0			0.00%	0	
8	2		0.00%	0			0.00%	0	
9	3		0.00%	0			0.00%	0	
10	4		0.00%	0			0.00%	0	
11	5		0.00%	0			0.00%	0	
12	6		0.00%	0			0.00%	0	
13	7		0.00%	0			0.00%	0	0.00%
14	8		0.00%	0			0.00%	0	0.00%
15	9		0.00%	0			0.00%	0	0.00%
16	10		0.00%	0			0.00%	0	0.00%
17	11		0.00%	0			0.00%	0	0.00%
18	12		0.00%	0			0.00%	0	0.00%
19	13		0.00%	0			0.00%	0	0.00%
20	14		0.00%	0			0.00%	0	0.00%
21	15		0.00%	0			0.00%	0	0.00%
22	16		0.00%	0			0.00%	0	0.00%
23	17		0.00%	0			0.00%	0	0.00%
24	18		0.00%	0			0.00%	0	0.00%
25	19		0.00%	0			0.00%	0	0.00%
26	20		0.00%	0			0.00%	0	0.00%
27	21		0.00%	0			0.00%	0	0.00%
28	22		0.00%	0			0.00%	0	0.00%
29	23		0.00%	0			0.00%	0	0.00%
30	24		0.00%	0			0.00%	0	0.00%
31	25		0.00%	0			0.00%	0	0.00%
32	26		0.00%	0			0.00%	0	0.00%
33	27		0.00%	0			0.00%	0	0.00%
34	28		0.00%	0			0.00%	0	0.00%
35	29		0.00%	0			0.00%	0	0.00%
36	30		0.00%	0			0.00%	0	0.00%
37	31		0.00%	0			0.00%	0	0.00%
38	Totals:				0				0

If enrollment fluctuates throughout any month, it is advised to enter the highest number of students enrolled during that month for your edit check.

Completing the Daily Edit Check Worksheet

4. Enter the AF in the *Attendance Factor (AF)* field:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	School:	Arizona Elementary School				Enrollment (Membership):	200			<input type="checkbox"/>	National School Lunch Program			
2	Month:	December				Attendance Factor (AF):	93.75%			<input type="checkbox"/>	School Breakfast Program			
4		A	B	C	D	A	B	C	D	A	B	C	D	
5	Day of Month:	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:	TOTAL COUNTS:
7	1		93.75%	0			93.75%	0			93.75%	0		0
8	2		93.75%	0			93.75%	0			93.75%	0		0
9	3		93.75%	0			93.75%	0			93.75%	0		0
10	4		93.75%	0			93.75%	0			93.75%	0		0
11	5		93.75%	0			93.75%	0			93.75%	0		0
12	6		93.75%	0			93.75%	0			93.75%	0		0
13	7		93.75%	0			93.75%	0			93.75%	0		0
14	8		93.75%	0			93.75%	0			93.75%	0		0
15	9		93.75%	0			93.75%	0			93.75%	0		0
16	10		93.75%	0			93.75%	0			93.75%	0		0
17	11		93.75%	0			93.75%	0			93.75%	0		0
18	12		93.75%	0			93.75%	0			93.75%	0		0
19	13		93.75%	0			93.75%	0			93.75%	0		0
20	14		93.75%	0			93.75%	0			93.75%	0		0
21	15		93.75%	0			93.75%	0			93.75%	0		0
22	16		93.75%	0			93.75%	0			93.75%	0		0
23	17		93.75%	0			93.75%	0			93.75%	0		0
24	18		93.75%	0			93.75%	0			93.75%	0		0
25	19		93.75%	0			93.75%	0			93.75%	0		0
26	20		93.75%	0			93.75%	0			93.75%	0		0
27	21		93.75%	0			93.75%	0			93.75%	0		0
28	22		93.75%	0			93.75%	0			93.75%	0		0
29	23		93.75%	0			93.75%	0			93.75%	0		0
30	24		93.75%	0			93.75%	0			93.75%	0		0
31	25		93.75%	0			93.75%	0			93.75%	0		0
32	26		93.75%	0			93.75%	0			93.75%	0		0
33	27		93.75%	0			93.75%	0			93.75%	0		0
34	28		93.75%	0			93.75%	0			93.75%	0		0
35	29		93.75%	0			93.75%	0			93.75%	0		0
36	30		93.75%	0			93.75%	0			93.75%	0		0
37	31		93.75%	0			93.75%	0			93.75%	0		0
38	Totals:			0				0				0		0

*Please note that by entering the AF into the header of the worksheet, the AF was then auto-filled in the table of the worksheet.

5. Check the accurate meal service box.

Completing the Daily Edit Check Worksheet

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	School:	Arizona Elementary School				Enrollment (Membership):					<input checked="" type="checkbox"/> National School Lunch Program			
2	Month:	December				Attendance Factor (AF):					<input type="checkbox"/> School Breakfast Program			
4		A	B	C	D	A	B	C	D	A	B	C	D	
5	Day of Month:	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:	TOTAL COUNTS:
7	1		93.75%	0			93.75%	0			93.75%	0		0
8	2		93.75%	0			93.75%	0			93.75%	0		0
9	3		93.75%	0			93.75%	0			93.75%	0		0
10	4		93.75%	0			93.75%	0			93.75%	0		0
11	5		93.75%	0			93.75%	0			93.75%	0		0
12	6		93.75%	0			93.75%	0			93.75%	0		0
13	7		93.75%	0			93.75%	0			93.75%	0		0
14	8		93.75%	0			93.75%	0			93.75%	0		0
15	9		93.75%	0			93.75%	0			93.75%	0		0
16	10		93.75%	0			93.75%	0			93.75%	0		0
17	11		93.75%	0			93.75%	0			93.75%	0		0
18	12		93.75%	0			93.75%	0			93.75%	0		0
19	13		93.75%	0			93.75%	0			93.75%	0		0
20	14		93.75%	0			93.75%	0			93.75%	0		0
21	15		93.75%	0			93.75%	0			93.75%	0		0
22	16		93.75%	0			93.75%	0			93.75%	0		0
23	17		93.75%	0			93.75%	0			93.75%	0		0
24	18		93.75%	0			93.75%	0			93.75%	0		0
25	19		93.75%	0			93.75%	0			93.75%	0		0
26	20		93.75%	0			93.75%	0			93.75%	0		0
27	21		93.75%	0			93.75%	0			93.75%	0		0
28	22		93.75%	0			93.75%	0			93.75%	0		0
29	23		93.75%	0			93.75%	0			93.75%	0		0
30	24		93.75%	0			93.75%	0			93.75%	0		0
31	25		93.75%	0			93.75%	0			93.75%	0		0
32	26		93.75%	0			93.75%	0			93.75%	0		0
33	27		93.75%	0			93.75%	0			93.75%	0		0
34	28		93.75%	0			93.75%	0			93.75%	0		0
35	29		93.75%	0			93.75%	0			93.75%	0		0
36	30		93.75%	0			93.75%	0			93.75%	0		0
37	31		93.75%	0			93.75%	0			93.75%	0		0
38	Totals:				0				0				0	0

Completing the Daily Edit Check Worksheet

The header for the December worksheet has been completed and the table is now ready to be filled out at the end of each operating day for that month.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	School:	Arizona Elementary School				Enrollment (Membership):		200		<input checked="" type="checkbox"/> National School Lunch Program				
2	Month:	December				Attendance Factor (AF):		93.75%		<input type="checkbox"/> School Breakfast Program				
4		A	B	C	D	A	B	C	D	A	B	C	D	
5	Day of Month:	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:	TOTAL COUNTS:
6														
7	1		93.75%	0			93.75%	0			93.75%	0		0
8	2		93.75%	0			93.75%	0			93.75%	0		0
9	3		93.75%	0			93.75%	0			93.75%	0		0
10	4		93.75%	0			93.75%	0			93.75%	0		0
11	5		93.75%	0			93.75%	0			93.75%	0		0
12	6		93.75%	0			93.75%	0			93.75%	0		0
13	7		93.75%	0			93.75%	0			93.75%	0		0
14	8		93.75%	0			93.75%	0			93.75%	0		0
15	9		93.75%	0			93.75%	0			93.75%	0		0
16	10		93.75%	0			93.75%	0			93.75%	0		0
17	11		93.75%	0			93.75%	0			93.75%	0		0
18	12		93.75%	0			93.75%	0			93.75%	0		0
19	13		93.75%	0			93.75%	0			93.75%	0		0
20	14		93.75%	0			93.75%	0			93.75%	0		0
21	15		93.75%	0			93.75%	0			93.75%	0		0
22	16		93.75%	0			93.75%	0			93.75%	0		0
23	17		93.75%	0			93.75%	0			93.75%	0		0
24	18		93.75%	0			93.75%	0			93.75%	0		0
25	19		93.75%	0			93.75%	0			93.75%	0		0
26	20		93.75%	0			93.75%	0			93.75%	0		0
27	21		93.75%	0			93.75%	0			93.75%	0		0
28	22		93.75%	0			93.75%	0			93.75%	0		0
29	23		93.75%	0			93.75%	0			93.75%	0		0
30	24		93.75%	0			93.75%	0			93.75%	0		0
31	25		93.75%	0			93.75%	0			93.75%	0		0
32	26		93.75%	0			93.75%	0			93.75%	0		0
33	27		93.75%	0			93.75%	0			93.75%	0		0
34	28		93.75%	0			93.75%	0			93.75%	0		0
35	29		93.75%	0			93.75%	0			93.75%	0		0
36	30		93.75%	0			93.75%	0			93.75%	0		0
37	31		93.75%	0			93.75%	0			93.75%	0		0
38	Totals:				0				0				0	0

Completing the Daily Edit Check Worksheet

The first operating day of the month for Arizona Elementary School in December was on Monday the 3rd. The 1st and the 2nd will not be completed on the worksheet.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	School:	Arizona Elementary School				Enrollment (Membership):		200		<input checked="" type="checkbox"/> National School Lunch Program				
2	Month:	December				Attendance Factor (AF):		93.75%		<input type="checkbox"/> School Breakfast Program				
4		A	B	C	D	A	B	C	D	A	B	C	D	
5	Day of Month:	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:	TOTAL COUNTS:
6														
7	1	93.75%	0	0	0	93.75%	0	0	0	93.75%	0	0	0	0
8	2	93.75%	0	0	0	93.75%	0	0	0	93.75%	0	0	0	0
9	3	93.75%	0	0	0	93.75%	0	0	0	93.75%	0	0	0	0
10	4	93.75%	0	0	0	93.75%	0	0	0	93.75%	0	0	0	0
11	5	93.75%	0	0	0	93.75%	0	0	0	93.75%	0	0	0	0
12	6	93.75%	0	0	0	93.75%	0	0	0	93.75%	0	0	0	0
13	7	93.75%	0	0	0	93.75%	0	0	0	93.75%	0	0	0	0
14	8	93.75%	0	0	0	93.75%	0	0	0	93.75%	0	0	0	0
15	9	93.75%	0	0	0	93.75%	0	0	0	93.75%	0	0	0	0
16	10	93.75%	0	0	0	93.75%	0	0	0	93.75%	0	0	0	0
17	11	93.75%	0	0	0	93.75%	0	0	0	93.75%	0	0	0	0
18	12	93.75%	0	0	0	93.75%	0	0	0	93.75%	0	0	0	0
19	13	93.75%	0	0	0	93.75%	0	0	0	93.75%	0	0	0	0
20	14	93.75%	0	0	0	93.75%	0	0	0	93.75%	0	0	0	0
21	15	93.75%	0	0	0	93.75%	0	0	0	93.75%	0	0	0	0
22	16	93.75%	0	0	0	93.75%	0	0	0	93.75%	0	0	0	0
23	17	93.75%	0	0	0	93.75%	0	0	0	93.75%	0	0	0	0
24	18	93.75%	0	0	0	93.75%	0	0	0	93.75%	0	0	0	0
25	19	93.75%	0	0	0	93.75%	0	0	0	93.75%	0	0	0	0
26	20	93.75%	0	0	0	93.75%	0	0	0	93.75%	0	0	0	0
27	21	93.75%	0	0	0	93.75%	0	0	0	93.75%	0	0	0	0
28	22	93.75%	0	0	0	93.75%	0	0	0	93.75%	0	0	0	0
29	23	93.75%	0	0	0	93.75%	0	0	0	93.75%	0	0	0	0
30	24	93.75%	0	0	0	93.75%	0	0	0	93.75%	0	0	0	0
31	25	93.75%	0	0	0	93.75%	0	0	0	93.75%	0	0	0	0
32	26	93.75%	0	0	0	93.75%	0	0	0	93.75%	0	0	0	0
33	27	93.75%	0	0	0	93.75%	0	0	0	93.75%	0	0	0	0
34	28	93.75%	0	0	0	93.75%	0	0	0	93.75%	0	0	0	0
35	29	93.75%	0	0	0	93.75%	0	0	0	93.75%	0	0	0	0
36	30	93.75%	0	0	0	93.75%	0	0	0	93.75%	0	0	0	0
37	31	93.75%	0	0	0	93.75%	0	0	0	93.75%	0	0	0	0
38	Totals:				0				0				0	0

7. The *Free Eligible x AF* was auto-filled via the Excel.

Completing the Daily Edit Check Worksheet

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	School:	Arizona Elementary School				Enrollment (Membership):		200		<input checked="" type="checkbox"/> National School Lunch Program				
2	Month:	December				Attendance Factor (AF):		93.75%		<input type="checkbox"/> School Breakfast Program				
4		A	B	C	D	A	B	C	D	A	B	C	D	
5	Day of Month:	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:	TOTAL COUNTS:
7	1		93.75%	0			93.75%	0			93.75%	0		0
8	2		93.75%	0			93.75%	0			93.75%	0		0
9	3	120		113			93.75%	0			93.75%	0		0
10	4		93.75%	0			93.75%	0			93.75%	0		0
11	5		93.75%	0			93.75%	0			93.75%	0		0
12	6		93.75%	0			93.75%	0			93.75%	0		0
13	7		93.75%	0			93.75%	0			93.75%	0		0
14	8		93.75%	0			93.75%	0			93.75%	0		0
15	9		93.75%	0			93.75%	0			93.75%	0		0
16	10		93.75%	0			93.75%	0			93.75%	0		0
17	11		93.75%	0			93.75%	0			93.75%	0		0
18	12		93.75%	0			93.75%	0			93.75%	0		0
19	13		93.75%	0			93.75%	0			93.75%	0		0
20	14		93.75%	0			93.75%	0			93.75%	0		0
21	15		93.75%	0			93.75%	0			93.75%	0		0
22	16		93.75%	0			93.75%	0			93.75%	0		0
23	17		93.75%	0			93.75%	0			93.75%	0		0
24	18		93.75%	0			93.75%	0			93.75%	0		0
25	19		93.75%	0			93.75%	0			93.75%	0		0
26	20		93.75%	0			93.75%	0			93.75%	0		0
27	21		93.75%	0			93.75%	0			93.75%	0		0
28	22		93.75%	0			93.75%	0			93.75%	0		0
29	23		93.75%	0			93.75%	0			93.75%	0		0
30	24		93.75%	0			93.75%	0			93.75%	0		0
31	25		93.75%	0			93.75%	0			93.75%	0		0
32	26		93.75%	0			93.75%	0			93.75%	0		0
33	27		93.75%	0			93.75%	0			93.75%	0		0
34	28		93.75%	0			93.75%	0			93.75%	0		0
35	29		93.75%	0			93.75%	0			93.75%	0		0
36	30		93.75%	0			93.75%	0			93.75%	0		0
37	31		93.75%	0			93.75%	0			93.75%	0		0
38	Totals:				0				0				0	0

If you are completing this worksheet manually, please take the *Free Eligible* and multiply it by the AF. For example:

$$120 \times .9375 = 112.5 \text{ (round to 113)}$$

Completing the Daily Edit Check Worksheet

8. Enter the number of *Free Meals Served* on the 3rd.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	School:	Arizona Elementary School				Enrollment (Membership):		200		<input checked="" type="checkbox"/> National School Lunch Program				
2	Month:	December				Attendance Factor (AF):		93.75%		<input type="checkbox"/> School Breakfast Program				
4		A	B	C	D	A	B	C	D	A	B	C	D	
5	Day of Month:	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:	TOTAL COUNTS:
7	1		93.75%	0			93.75%	0			93.75%	0		0
8	2		93.75%	0			93.75%	0			93.75%	0		0
9	3	120	93.75%	100			93.75%	0			93.75%	0		0
10	4		93.75%	0			93.75%	0			93.75%	0		0
11	5		93.75%	0			93.75%	0			93.75%	0		0
12	6		93.75%	0			93.75%	0			93.75%	0		0
13	7		93.75%	0			93.75%	0			93.75%	0		0
14	8		93.75%	0			93.75%	0			93.75%	0		0
15	9		93.75%	0			93.75%	0			93.75%	0		0
16	10		93.75%	0			93.75%	0			93.75%	0		0
17	11		93.75%	0			93.75%	0			93.75%	0		0
18	12		93.75%	0			93.75%	0			93.75%	0		0
19	13		93.75%	0			93.75%	0			93.75%	0		0
20	14		93.75%	0			93.75%	0			93.75%	0		0
21	15		93.75%	0			93.75%	0			93.75%	0		0
22	16		93.75%	0			93.75%	0			93.75%	0		0
23	17		93.75%	0			93.75%	0			93.75%	0		0
24	18		93.75%	0			93.75%	0			93.75%	0		0
25	19		93.75%	0			93.75%	0			93.75%	0		0
26	20		93.75%	0			93.75%	0			93.75%	0		0
27	21		93.75%	0			93.75%	0			93.75%	0		0
28	22		93.75%	0			93.75%	0			93.75%	0		0
29	23		93.75%	0			93.75%	0			93.75%	0		0
30	24		93.75%	0			93.75%	0			93.75%	0		0
31	25		93.75%	0			93.75%	0			93.75%	0		0
32	26		93.75%	0			93.75%	0			93.75%	0		0
33	27		93.75%	0			93.75%	0			93.75%	0		0
34	28		93.75%	0			93.75%	0			93.75%	0		0
35	29		93.75%	0			93.75%	0			93.75%	0		0
36	30		93.75%	0			93.75%	0			93.75%	0		0
37	31		93.75%	0			93.75%	0			93.75%	0		0
38	Totals:				100									0

Please note the number in red to the left. This number will change throughout the month while other meal counts are recorded on the worksheet. If you are completing this worksheet manually, you will wait until all operating days are completed to add up the total meal counts.

Completing the Daily Edit Check Worksheet

10. The *Reduced Eligible x AF* was auto-filled via the Excel.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	School:	Arizona Elementary School				Enrollment (Membership):		200		<input checked="" type="checkbox"/> National School Lunch Program				
2	Month:	December				Attendance Factor (AF):		93.75%		<input type="checkbox"/> School Breakfast Program				
4		A	B	C	D	A	B	C	D	A	B	C	D	
5	Day of Month:	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:	TOTAL COUNTS:
7	1		93.75%	0			93.75%	0			93.75%	0		0
8	2		93.75%	0			93.75%	0			93.75%	0		0
9	3	120	93.75%	113	100	60	93.75%	56			93.75%	0		0
10	4		93.75%	0			93.75%	0			93.75%	0		0
11	5		93.75%	0			93.75%	0			93.75%	0		0
12	6		93.75%	0			93.75%	0			93.75%	0		0
13	7		93.75%	0			93.75%	0			93.75%	0		0
14	8		93.75%	0			93.75%	0			93.75%	0		0
15	9		93.75%	0			93.75%	0			93.75%	0		0
16	10		93.75%	0			93.75%	0			93.75%	0		0
17	11		93.75%	0			93.75%	0			93.75%	0		0
18	12		93.75%	0			93.75%	0			93.75%	0		0
19	13		93.75%	0			93.75%	0			93.75%	0		0
20	14		93.75%	0			93.75%	0			93.75%	0		0
21	15		93.75%	0			93.75%	0			93.75%	0		0
22	16		93.75%	0			93.75%	0			93.75%	0		0
23	17		93.75%	0			93.75%	0			93.75%	0		0
24	18		93.75%	0			93.75%	0			93.75%	0		0
25	19		93.75%	0			93.75%	0			93.75%	0		0
26	20		93.75%	0			93.75%	0			93.75%	0		0
27	21		93.75%	0			93.75%	0			93.75%	0		0
28	22		93.75%	0			93.75%	0			93.75%	0		0
29	23		93.75%	0			93.75%	0			93.75%	0		0
30	24		93.75%	0			93.75%	0			93.75%	0		0
31	25		93.75%	0			93.75%	0			93.75%	0		0
32	26		93.75%	0			93.75%	0			93.75%	0		0
33	27		93.75%	0			93.75%	0			93.75%	0		0
34	28		93.75%	0			93.75%	0			93.75%	0		0
35	29		93.75%	0			93.75%	0			93.75%	0		0
36	30		93.75%	0			93.75%	0			93.75%	0		0
37	31		93.75%	0			93.75%	0			93.75%	0		0
38	Totals:				100				0				0	0

If you are completing this worksheet manually, please take the *Reduced Eligible* and multiply it by the AF. For example:
 $60 \times .9375 = 56.25$ (round to 56)

11. Enter the number of *Reduced Meals Served* on the 3rd.

Completing the Daily Edit Check Worksheet

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	School:	Arizona Elementary School				Enrollment (Membership):		200		<input checked="" type="checkbox"/> National School Lunch Program				
2	Month:	December				Attendance Factor (AF):		93.75%		<input type="checkbox"/> School Breakfast Program				
4		A	B	C	D	A	B	C	D	A	B	C	D	
5	Day of Month:	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:	TOTAL COUNTS:
7	1		93.75%	0			93.75%	0			93.75%	0		0
8	2		93.75%	0			93.75%	0			93.75%	0		0
9	3	120	93.75%	113	100	60	93.75%	50			93.75%	0		0
10	4		93.75%	0			93.75%	0			93.75%	0		0
11	5		93.75%	0			93.75%	0			93.75%	0		0
12	6		93.75%	0			93.75%	0			93.75%	0		0
13	7		93.75%	0			93.75%	0			93.75%	0		0
14	8		93.75%	0			93.75%	0			93.75%	0		0
15	9		93.75%	0			93.75%	0			93.75%	0		0
16	10		93.75%	0			93.75%	0			93.75%	0		0
17	11		93.75%	0			93.75%	0			93.75%	0		0
18	12		93.75%	0			93.75%	0			93.75%	0		0
19	13		93.75%	0			93.75%	0			93.75%	0		0
20	14		93.75%	0			93.75%	0			93.75%	0		0
21	15		93.75%	0			93.75%	0			93.75%	0		0
22	16		93.75%	0			93.75%	0			93.75%	0		0
23	17		93.75%	0			93.75%	0			93.75%	0		0
24	18		93.75%	0			93.75%	0			93.75%	0		0
25	19		93.75%	0			93.75%	0			93.75%	0		0
26	20		93.75%	0			93.75%	0			93.75%	0		0
27	21		93.75%	0			93.75%	0			93.75%	0		0
28	22		93.75%	0			93.75%	0			93.75%	0		0
29	23		93.75%	0			93.75%	0			93.75%	0		0
30	24		93.75%	0			93.75%	0			93.75%	0		0
31	25		93.75%	0			93.75%	0			93.75%	0		0
32	26		93.75%	0			93.75%	0			93.75%	0		0
33	27		93.75%	0			93.75%	0			93.75%	0		0
34	28		93.75%	0			93.75%	0			93.75%	0		0
35	29		93.75%	0			93.75%	0			93.75%	0		0
36	30		93.75%	0			93.75%	0			93.75%	0		0
37	31		93.75%	0			93.75%	0			93.75%	0		0
38	Totals:				100				50					

Please note the number in red to the left. This number will change throughout the month while other meal counts are recorded on the worksheet. If you are completing this worksheet manually, you will wait until all operating days are completed to add up the total meal counts.



Does the total eligibles exceed total enrollment?

Completing the Daily Edit Check Worksheet

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	School:	Arizona Elementary School				Enrollment (Membership):			200	<input checked="" type="checkbox"/> National School Lunch Program				
2	Month:	December				Attendance Factor (AF):			93.75%	<input type="checkbox"/> School Breakfast Program				
4		A	B	C	D	A	B	C	D	A	B	C	D	
5	Day of Month:	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:	TOTAL COUNTS:
7	1		93.75%	0			93.75%	0			93.75%	0		0
8	2		93.75%	0			93.75%	0			93.75%	0		0
9	3	120	93.75%	113	100	60	93.75%	56	50	20	93.75%	19		0
10	4		93.75%	0			93.75%	0			93.75%	0		0
11	5		93.75%	0			93.75%	0			93.75%	0		0
12	6													
13	7													
14	8													
15	9													
16	10													
17	11													
18	12													
19	13													
20	14													
21	15													
22	16													
23	17													
24	18													
25	19													
26	20													
27	21													
28	22													
29	23													
30	24													
31	25													
32	26		93.75%	0			93.75%	0			93.75%	0		0
33	27		93.75%	0			93.75%	0			93.75%	0		0
34	28		93.75%	0			93.75%	0			93.75%	0		0
35	29		93.75%	0			93.75%	0			93.75%	0		0
36	30		93.75%	0			93.75%	0			93.75%	0		0
37	31		93.75%	0			93.75%	0			93.75%	0		0
38	Totals:				100				50				0	0

To ensure that your total eligibles do not exceed total enrollment, add the *Free Eligible* + *Reduced Eligible* + *Paid Eligible* and check if it is equal or less than the number listed in the *Enrollment (Membership)* field. For example:

120 Free Eligible + 60 Reduced Eligible + 20 Paid Eligible = 200 total eligibles
 *There are 200 students in the Enrollment (Membership) field.

If total eligibles exceed the number listed in the *Enrollment (Membership)* field, a new student may have enrolled since you completed the header of the worksheet. Make sure to update this number to the highest number of students that were enrolled during that month.



13. The *Paid Eligible x AF* was auto-filled via the Excel.

Completing the Daily Edit Check Worksheet

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	School:	Arizona Elementary School				Enrollment (Membership):		200		<input checked="" type="checkbox"/> National School Lunch Program				
2	Month:	December				Attendance Factor (AF):		93.75%		<input type="checkbox"/> School Breakfast Program				
4		A	B	C	D	A	B	C	D	A	B	C	D	
5	Day of Month:	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:	TOTAL COUNTS:
7	1		93.75%	0			93.75%	0			93.75%	0		0
8	2		93.75%	0			93.75%	0			93.75%	0		0
9	3	120	93.75%	113	100	60	93.75%	56	50	20	93.75%	19		0
10	4		93.75%	0			93.75%	0			93.75%	0		0
11	5		93.75%	0			93.75%	0			93.75%	0		0
12	6		93.75%	0			93.75%	0			93.75%	0		0
13	7		93.75%	0			93.75%	0			93.75%	0		0
14	8		93.75%	0			93.75%	0			93.75%	0		0
15	9		93.75%	0			93.75%	0			93.75%	0		0
16	10		93.75%	0			93.75%	0			93.75%	0		0
17	11		93.75%	0			93.75%	0			93.75%	0		0
18	12		93.75%	0			93.75%	0			93.75%	0		0
19	13		93.75%	0			93.75%	0			93.75%	0		0
20	14		93.75%	0			93.75%	0			93.75%	0		0
21	15		93.75%	0			93.75%	0			93.75%	0		0
22	16		93.75%	0			93.75%	0			93.75%	0		0
23	17		93.75%	0			93.75%	0			93.75%	0		0
24	18		93.75%	0			93.75%	0			93.75%	0		0
25	19		93.75%	0			93.75%	0			93.75%	0		0
26	20		93.75%	0			93.75%	0			93.75%	0		0
27	21		93.75%	0			93.75%	0			93.75%	0		0
28	22		93.75%	0			93.75%	0			93.75%	0		0
29	23		93.75%	0			93.75%	0			93.75%	0		0
30	24		93.75%	0			93.75%	0			93.75%	0		0
31	25		93.75%	0			93.75%	0			93.75%	0		0
32	26		93.75%	0			93.75%	0			93.75%	0		0
33	27		93.75%	0			93.75%	0			93.75%	0		0
34	28		93.75%	0			93.75%	0			93.75%	0		0
35	29		93.75%	0			93.75%	0			93.75%	0		0
36	30		93.75%	0			93.75%	0			93.75%	0		0
37	31		93.75%	0			93.75%	0			93.75%	0		0
38	Totals:				100				50				0	0

If you are completing this worksheet manually, please take the *Paid Eligible* and multiply it by the AF. For example:

$$20 \times .9375 = 18.75 \text{ (round to 19)}$$

14. Enter the number of *Paid Meals Served* on the 3rd.

Completing the Daily Edit Check Worksheet

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	School:	Arizona Elementary School				Enrollment (Membership):		200		<input checked="" type="checkbox"/> National School Lunch Program				
2	Month:	December				Attendance Factor (AF):		93.75%		<input type="checkbox"/> School Breakfast Program				
4		A	B	C	D	A	B	C	D	A	B	C	D	
5	Day of Month:	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:	TOTAL COUNTS:
7	1		93.75%	0			93.75%	0			93.75%	0		0
8	2		93.75%	0			93.75%	0			93.75%	0		0
9	3	120	93.75%	113	100	60	93.75%	56	50	20	93.75%	5		155
10	4		93.75%	0			93.75%	0			93.75%	0		0
11	5		93.75%	0			93.75%	0			93.75%	0		0
12	6		93.75%	0			93.75%	0			93.75%	0		0
13	7		93.75%	0			93.75%	0			93.75%	0		0
14	8		93.75%	0			93.75%	0			93.75%	0		0
15	9		93.75%	0			93.75%	0			93.75%	0		0
16	10		93.75%	0			93.75%	0			93.75%	0		0
17	11		93.75%	0			93.75%	0			93.75%	0		0
18	12		93.75%	0			93.75%	0			93.75%	0		0
19	13		93.75%	0			93.75%	0			93.75%	0		0
20	14		93.75%	0			93.75%	0			93.75%	0		0
21	15		93.75%	0			93.75%	0			93.75%	0		0
22	16		93.75%	0			93.75%	0			93.75%	0		0
23	17		93.75%	0			93.75%	0			93.75%	0		0
24	18		93.75%	0			93.75%	0			93.75%	0		0
25	19		93.75%	0			93.75%	0			93.75%	0		0
26	20		93.75%	0			93.75%	0			93.75%	0		0
27	21		93.75%	0			93.75%	0			93.75%	0		0
28	22		93.75%	0			93.75%	0			93.75%	0		0
29	23		93.75%	0			93.75%	0			93.75%	0		0
30	24		93.75%	0			93.75%	0			93.75%	0		0
31	25		93.75%	0			93.75%	0			93.75%	0		0
32	26		93.75%	0			93.75%	0			93.75%	0		0
33	27		93.75%	0			93.75%	0			93.75%	0		0
34	28		93.75%	0			93.75%	0			93.75%	0		0
35	29		93.75%	0			93.75%	0			93.75%	0		0
36	30		93.75%	0			93.75%	0			93.75%	0		0
37	31		93.75%	0			93.75%	0			93.75%	0		0
38	Totals:				100				50				5	155

Please note the number in red below. This number will change throughout the month while other meal counts are recorded on the worksheet. If you are completing this worksheet manually, you will wait until all operating days are completed to add up the total meal counts.

15. The *Total Counts* were auto-filled via the Excel.

Completing the Daily Edit Check Worksheet

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	School:	Arizona Elementary School				Enrollment (Membership):		200		<input checked="" type="checkbox"/> National School Lunch Program				
2	Month:	December				Attendance Factor (AF):		93.75%		<input type="checkbox"/> School Breakfast Program				
4		A	B	C	D	A	B	C	D	A	B	C	D	
5	Day of Month:	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:	TOTAL COUNTS:
7	1		93.75%	0			93.75%	0			93.75%	0		0
8	2		93.75%	0			93.75%	0			93.75%	0		0
9	3	120	93.75%	113	100	60	93.75%	56	50	20	93.75%	5	5	155
10	4		93.75%	0			93.75%	0			93.75%	0		0
11	5		93.75%	0			93.75%	0			93.75%	0		0
12	6		93.75%	0			93.75%	0			93.75%	0		0
13	7		93.75%	0			93.75%	0			93.75%	0		0
14	8		93.75%	0			93.75%	0			93.75%	0		0
15	9		93.75%	0			93.75%	0			93.75%	0		0
16	10		93.75%	0			93.75%	0			93.75%	0		0
17	11		93.75%	0			93.75%	0			93.75%	0		0
18	12		93.75%	0			93.75%	0			93.75%	0		0
19	13		93.75%	0			93.75%	0			93.75%	0		0
20	14		93.75%	0			93.75%	0			93.75%	0		0
21	15		93.75%	0			93.75%	0			93.75%	0		0
22	16		93.75%	0			93.75%	0			93.75%	0		0
23	17		93.75%	0			93.75%	0			93.75%	0		0
24	18		93.75%	0			93.75%	0			93.75%	0		0
25	19		93.75%	0			93.75%	0			93.75%	0		0
26	20		93.75%	0			93.75%	0			93.75%	0		0
27	21		93.75%	0			93.75%	0			93.75%	0		0
28	22		93.75%	0			93.75%	0			93.75%	0		0
29	23		93.75%	0			93.75%	0			93.75%	0		0
30	24		93.75%	0			93.75%	0			93.75%	0		0
31	25		93.75%	0			93.75%	0			93.75%	0		0
32	26		93.75%	0			93.75%	0			93.75%	0		0
33	27		93.75%	0			93.75%	0			93.75%	0		0
34	28		93.75%	0			93.75%	0			93.75%	0		0
35	29		93.75%	0			93.75%	0			93.75%	0		0
36	30		93.75%	0			93.75%	0			93.75%	0		0
37	31		93.75%	0			93.75%	0			93.75%	0		0
38	Totals:				100				50				5	155

If you are completing this worksheet manually, you can now add the free, reduced, and paid meals served and enter them into the *Total Counts* for December 3rd. For example:
 100 free meals + 50 reduced meals + 5 paid meals = 155 total meals.

Now that December 3rd is complete, let's check your work.

Completing the Daily Edit Check Worksheet

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	School:	Arizona Elementary School				Enrollment (Membership):			200	<input checked="" type="checkbox"/> National School Lunch Program				
2	Month:	December				Attendance Factor (AF):			93.75%	<input type="checkbox"/> School Breakfast Program				
4		A	B	C	D	A	B	C	D	A	B	C	D	
5	Day of Month:	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:	TOTAL COUNTS:
7	1		93.75%	0			93.75%	0			93.75%	0		0
8	2		93.75%	0			93.75%	0			93.75%	0		0
9	3	120	93.75%	113	100	60	93.75%	56	50	20	93.75%	19	5	155
10	4		93.75%	0			93.75%	0			93.75%	0		0
11	5		93.75%	0			93.75%	0			93.75%	0		0
12	6		93.75%	0			93.75%	0			93.75%	0		0
13	7		93.75%	0			93.75%	0			93.75%	0		0
14	8		93.75%	0			93.75%	0			93.75%	0		0
15	9		93.75%	0			93.75%	0			93.75%	0		0
16	10		93.75%	0			93.75%	0			93.75%	0		0
17	11		93.75%	0			93.75%	0			93.75%	0		0
18	12		93.75%	0			93.75%	0			93.75%	0		0
19	13		93.75%	0			93.75%	0			93.75%	0		0
20	14		93.75%	0			93.75%	0			93.75%	0		0
21	15		93.75%	0			93.75%	0			93.75%	0		0
22	16		93.75%	0			93.75%	0			93.75%	0		0
23	17		93.75%	0			93.75%	0			93.75%	0		0
24	18		93.75%	0			93.75%	0			93.75%	0		0
25	19		93.75%	0			93.75%	0			93.75%	0		0
26	20		93.75%	0			93.75%	0			93.75%	0		0
27	21		93.75%	0			93.75%	0			93.75%	0		0
28	22		93.75%	0			93.75%	0			93.75%	0		0
29	23		93.75%	0			93.75%	0			93.75%	0		0
30	24		93.75%	0			93.75%	0			93.75%	0		0
31	25		93.75%	0			93.75%	0			93.75%	0		0
32	26		93.75%	0			93.75%	0			93.75%	0		0
33	27		93.75%	0			93.75%	0			93.75%	0		0
34	28		93.75%	0			93.75%	0			93.75%	0		0
35	29		93.75%	0			93.75%	0			93.75%	0		0
36	30		93.75%	0			93.75%	0			93.75%	0		0
37	31		93.75%	0			93.75%	0			93.75%	0		0
38	Totals:				100				50				5	155



Completing the Daily Edit Check Worksheet

Per category, no meals served should exceed the eligible.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	School:	Arizona Elementary School				Enrollment (Membership):		200		<input checked="" type="checkbox"/> National School Lunch Program				
2	Month:	December				Attendance Factor (AF):		93.75%		<input type="checkbox"/> School Breakfast Program				
4		A	B	C	D	A	B	C	D	A	B	C	D	
5	Day of Month:	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:	TOTAL COUNTS:
7	1		93.75%	0			93.75%	0			93.75%	0		0
8	2		93.75%	0			93.75%	0			93.75%	0		0
9	3	120	93.75%	113	100	60	93.75%	56	50	20	93.75%	19	5	155
10	4		93.75%	0			93.75%	0			93.75%	0		0
11	5		93.75%	0			93.75%	0			93.75%	0		0
12	6		93.75%	0			93.75%	0			93.75%	0		0
13	7		93.75%	0			93.75%	0			93.75%	0		0
14	8		93.75%	0			93.75%	0			93.75%	0		0
15	9		93.75%	0			93.75%	0			93.75%	0		0
16	10		93.75%	0			93.75%	0			93.75%	0		0
17	11		93.75%	0			93.75%	0			93.75%	0		0
18	12		93.75%	0			93.75%	0			93.75%	0		0
19	13		93.75%	0			93.75%	0			93.75%	0		0
20	14		93.75%	0			93.75%	0			93.75%	0		0
21	15		93.75%	0			93.75%	0			93.75%	0		0
22	16		93.75%	0			93.75%	0			93.75%	0		0
23	17		93.75%	0			93.75%	0			93.75%	0		0
24	18		93.75%	0			93.75%	0			93.75%	0		0
25	19		93.75%	0			93.75%	0			93.75%	0		0
26	20		93.75%	0			93.75%	0			93.75%	0		0
27	21		93.75%	0			93.75%	0			93.75%	0		0
28	22		93.75%	0			93.75%	0			93.75%	0		0
29	23		93.75%	0			93.75%	0			93.75%	0		0
30	24		93.75%	0			93.75%	0			93.75%	0		0
31	25		93.75%	0			93.75%	0			93.75%	0		0
32	26		93.75%	0			93.75%	0			93.75%	0		0
33	27		93.75%	0			93.75%	0			93.75%	0		0
34	28		93.75%	0			93.75%	0			93.75%	0		0
35	29		93.75%	0			93.75%	0			93.75%	0		0
36	30		93.75%	0			93.75%	0			93.75%	0		0
37	31		93.75%	0			93.75%	0			93.75%	0		0
38	32		93.75%	0			93.75%	0			93.75%	0		0
39	33		93.75%	0			93.75%	0			93.75%	0		0
40	34		93.75%	0			93.75%	0			93.75%	0		0
41	35		93.75%	0			93.75%	0			93.75%	0		0
42	36		93.75%	0			93.75%	0			93.75%	0		0
43	37		93.75%	0			93.75%	0			93.75%	0		0
44	38		93.75%	0			93.75%	0			93.75%	0		0
45	39		93.75%	0			93.75%	0			93.75%	0		0
46	40		93.75%	0			93.75%	0			93.75%	0		0
47	41		93.75%	0			93.75%	0			93.75%	0		0
48	42		93.75%	0			93.75%	0			93.75%	0		0
49	43		93.75%	0			93.75%	0			93.75%	0		0
50	44		93.75%	0			93.75%	0			93.75%	0		0
51	45		93.75%	0			93.75%	0			93.75%	0		0
52	46		93.75%	0			93.75%	0			93.75%	0		0
53	47		93.75%	0			93.75%	0			93.75%	0		0
54	48		93.75%	0			93.75%	0			93.75%	0		0
55	49		93.75%	0			93.75%	0			93.75%	0		0
56	50		93.75%	0			93.75%	0			93.75%	0		0
57	51		93.75%	0			93.75%	0			93.75%	0		0
58	52		93.75%	0			93.75%	0			93.75%	0		0
59	53		93.75%	0			93.75%	0			93.75%	0		0
60	54		93.75%	0			93.75%	0			93.75%	0		0
61	55		93.75%	0			93.75%	0			93.75%	0		0
62	56		93.75%	0			93.75%	0			93.75%	0		0
63	57		93.75%	0			93.75%	0			93.75%	0		0
64	58		93.75%	0			93.75%	0			93.75%	0		0
65	59		93.75%	0			93.75%	0			93.75%	0		0
66	60		93.75%	0			93.75%	0			93.75%	0		0
67	61		93.75%	0			93.75%	0			93.75%	0		0
68	62		93.75%	0			93.75%	0			93.75%	0		0
69	63		93.75%	0			93.75%	0			93.75%	0		0
70	64		93.75%	0			93.75%	0			93.75%	0		0
71	65		93.75%	0			93.75%	0			93.75%	0		0
72	66		93.75%	0			93.75%	0			93.75%	0		0
73	67		93.75%	0			93.75%	0			93.75%	0		0
74	68		93.75%	0			93.75%	0			93.75%	0		0
75	69		93.75%	0			93.75%	0			93.75%	0		0
76	70		93.75%	0			93.75%	0			93.75%	0		0
77	71		93.75%	0			93.75%	0			93.75%	0		0
78	72		93.75%	0			93.75%	0			93.75%	0		0
79	73		93.75%	0			93.75%	0			93.75%	0		0
80	74		93.75%	0			93.75%	0			93.75%	0		0
81	75		93.75%	0			93.75%	0			93.75%	0		0
82	76		93.75%	0			93.75%	0			93.75%	0		0
83	77		93.75%	0			93.75%	0			93.75%	0		0
84	78		93.75%	0			93.75%	0			93.75%	0		0
85	79		93.75%	0			93.75%	0			93.75%	0		0
86	80		93.75%	0			93.75%	0			93.75%	0		0
87	81		93.75%	0			93.75%	0			93.75%	0		0
88	82		93.75%	0			93.75%	0			93.75%	0		0
89	83		93.75%	0			93.75%	0			93.75%	0		0
90	84		93.75%	0			93.75%	0			93.75%	0		0
91	85		93.75%	0			93.75%	0			93.75%	0		0
92	86		93.75%	0			93.75%	0			93.75%	0		0
93	87		93.75%	0			93.75%	0			93.75%	0		0
94	88		93.75%	0			93.75%	0			93.75%	0		0
95	89		93.75%	0			93.75%	0			93.75%	0		0
96	90		93.75%	0			93.75%	0			93.75%	0		0
97	91		93.75%	0			93.75%	0			93.75%	0		0
98	92		93.75%	0			93.75%	0			93.75%	0		0
99	93		93.75%	0			93.75%	0			93.75%	0		0
100	94		93.75%	0			93.75%	0			93.75%	0		0
101	95		93.75%	0			93.75%	0			93.75%	0		0
102	96		93.75%	0			93.75%	0			93.75%	0		0
103	97		93.75%	0			93.75%	0			93.75%	0		0
104	98		93.75%	0			93.75%	0			93.75%	0		0
105	99		93.75%	0			93.75%	0			93.75%	0		0
106	100		93.75%	0			93.75%	0			93.75%	0		0
107	101		93.75%	0			93.75%	0			93.75%	0		0
108	102		93.75%	0			93.75%	0			93.75%	0		0
109	103		93.75%	0			93.75%	0						

Comprehension Check

Identify the scenario in the *Daily Edit Check Worksheet*:

- A. Scenario 2- The number of *Paid Meals Served* exceeded the *Paid Eligible x AF*
- B. Scenario 2- The number of *Paid Meals Served* is equal to the *Paid Eligible*
- C. Scenario 1- The edit check is considered complete

School:	Arizona Elementary School				Enrollment (Membership):	200		<input checked="" type="checkbox"/> National School Lunch Program <input type="checkbox"/> School Breakfast Program					
Month:	December				Attendance Factor (AF):	93.75%							
	A	B	C	D	A	B	C	D	A	B	C	D	
Day of Month:	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:	TOTAL COUNTS:
1		93.75%	0			93.75%	0			93.75%	0		0
2		93.75%	0			93.75%	0			93.75%	0		0
3	120	93.75%	113	100	60	93.75%	56	50	20	93.75%	19	5	155
4	120	93.75%	113	112	60	93.75%	56	48	20	93.75%	19	20	180
5		93.75%	0			93.75%	0			93.75%	0		0
6		93.75%	0			93.75%	0			93.75%	0		0
7		93.75%	0			93.75%	0			93.75%	0		0
8		93.75%	0			93.75%	0			93.75%	0		0
9		93.75%	0			93.75%	0			93.75%	0		0



Comprehension Check

Identify the scenario in the *Daily Edit Check Worksheet*:

- A. Scenario 2- The number of *Paid Meals Served* exceeded the *Paid Eligible x AF*
- B. Scenario 2- The number of *Paid Meals Served* is equal to the *Paid Eligible x AF*
- C. Scenario 1- The edit check is considered complete

The number of *Paid Meals Served* exceeded the *Paid Eligible x AF*, therefore, the SFA is prompted by the yellow highlighted area in the Excel to check their meal counts for accuracy. If the meal counts are true, the edit check is then considered complete for that day.

<input checked="" type="checkbox"/> National School Lunch Program <input type="checkbox"/> School Breakfast Program				
A	B	C	D	
Paid Eligible:	AF	Paid Eligible X AF:	Paid Meals Served:	TOTAL COUNTS:
	93.75%	0		0
	93.75%	0		0
20	93.75%	19	5	155
20	93.75%	19	20	180
	93.75%	0		0
	93.75%	0		0
	93.75%	0		0
	93.75%	0		0
	93.75%	0		0



Comprehension Check

Identify the scenario in the *Daily Edit Check Worksheet*:

- A. Scenario 1- The edit check is considered complete
- B. Scenario 2- The number of *Free Meals Served* exceeded the *Free Eligible x AF*
- C. Scenario 3- The number of *Free Meals Served* exceeded the *Free Eligible*

School:	Arizona Elementary School				Enrollment (Membership):	200				<input checked="" type="checkbox"/> National School Lunch Program			
Month:	December				Attendance Factor (AF):	93.75%				<input type="checkbox"/> School Breakfast Program			
	A	B	C	D	A	B	C	D	A	B	C	D	
Day of Month:	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:	TOTAL COUNTS:
1		93.75%	0			93.75%	0			93.75%	0		0
2		93.75%	0			93.75%	0			93.75%	0		0
3	120	93.75%	113	100	60	93.75%	56	50	20	93.75%	19	5	155
4	120	93.75%	113	112	60	93.75%	56	48	20	93.75%	19	8	168
5	120	93.75%	113	122	60	93.75%	56	51	20	93.75%	19	12	185
6		93.75%	0			93.75%	0			93.75%	0		0
7		93.75%	0			93.75%	0			93.75%	0		0
8		93.75%	0			93.75%	0			93.75%	0		0
9		93.75%	0			93.75%	0			93.75%	0		0



Comprehension Check

Identify the scenario in the *Daily Edit Check Worksheet*:

- A. Scenario 1- The edit check is considered complete
- B. Scenario 2- The number of *Free Meals Served* exceeded the *Free Eligible x AF*
- C. Scenario 3- The number of *Free Meals Served* exceeded the *Free Eligible*

The number of *Free Meals Served* exceeded the *Free Eligible*, therefore, the SFA is responsible for investigating the counting error and making the correction to ensure accurate meal counts. This error must be corrected prior to submitting the monthly claim for reimbursement.

School:	Arizona Elementary School			
Month:	December			
	A	B	C	D
Day of Month:	Free Eligible	AF	Free Eligible X AF:	Free Meals Served:
1		93.75%	0	
2		93.75%	0	
3	120	93.75%	113	100
4	120	93.75%	113	112
5	120	93.75%	113	122
6		93.75%	0	
7		93.75%	0	
8		93.75%	0	
9		93.75%	0	



Completing the Daily Edit Check Worksheet

You have completed steps 1 – 15 on the worksheet for December 3rd and have performed the edit check. You now know how to perform edit checks for all operating days. Below is a completed example of the entire month of December for Arizona Elementary School.

School:	Arizona Elementary School				Enrollment (Membership):				200		<input checked="" type="checkbox"/> National School Lunch Program			
Month:	December				Attendance Factor (AF):				93.75%		<input type="checkbox"/> School Breakfast Program			
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		93.75%	0			93.75%	0			93.75%	0		0	
2		93.75%	0			93.75%	0			93.75%	0		0	
3	120	93.75%	113	100	60	93.75%	56	50	20	93.75%	19	5	155	
4	120	93.75%	113	112	60	93.75%	56	48	20	93.75%	19	20	180	
5	120	93.75%	113	119	60	93.75%	56	51	20	93.75%	19	12	182	
6	120	93.75%	113	112	60	93.75%	56	54	20	93.75%	19	11	177	
7	120	93.75%	113	110	60	93.75%	56	50	20	93.75%	19	9	169	
8		93.75%	0			93.75%	0			93.75%	0		0	
9		93.75%	0			93.75%	0			93.75%	0		0	
10	120	93.75%	113	108	60	93.75%	56	56	20	93.75%	19	12	176	
11	120	93.75%	113	99	60	93.75%	56	52	20	93.75%	19	14	165	
12	120	93.75%	113	110	60	93.75%	56	45	20	93.75%	19	6	161	
13	120	93.75%	113	112	60	93.75%	56	40	20	93.75%	19	8	160	
14	120	93.75%	113	100	60	93.75%	56	51	20	93.75%	19	12	163	
15		93.75%	0			93.75%	0			93.75%	0		0	
16		93.75%	0			93.75%	0			93.75%	0		0	
17	120	93.75%	113	114	60	93.75%	56	42	20	93.75%	19	7	163	
18	120	93.75%	113	90	60	93.75%	56	39	20	93.75%	19	3	132	
19	120	93.75%	113	91	60	93.75%	56	40	20	93.75%	19	5	136	
20	120	93.75%	113	80	60	93.75%	56	32	20	93.75%	19	5	117	
21	120	93.75%	113	82	60	93.75%	56	31	20	93.75%	19	3	116	
22		93.75%	0			93.75%	0			93.75%	0		0	
23		93.75%	0			93.75%	0			93.75%	0		0	
24		93.75%	0			93.75%	0			93.75%	0		0	
25		93.75%	0			93.75%	0			93.75%	0		0	
26		93.75%	0			93.75%	0			93.75%	0		0	
27		93.75%	0			93.75%	0			93.75%	0		0	
28		93.75%	0			93.75%	0			93.75%	0		0	
29		93.75%	0			93.75%	0			93.75%	0		0	
30		93.75%	0			93.75%	0			93.75%	0		0	
31		93.75%	0			93.75%	0			93.75%	0		0	
Totals:				1539				681				132	2352	

Completing the Daily Edit Check Worksheet

On January 2nd, Arizona Elementary School will use their completed *Daily Edit Check Worksheet* to submit their total meal counts for the month of December in CNPWeb.

School: Arizona Elementary School		Enrollment (Membership): 200				National School Lunch Program							
Month: December		Attendance Factor (AF): 93.75%				School Breakfast Program							
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	0	93.75%	0	0	0	93.75%	0	0	0	93.75%	0	0	0
2	0	93.75%	0	0	0	93.75%	0	0	0	93.75%	0	0	0
3	120	93.75%	113	100	60	93.75%	56	50	20	93.75%	19	5	155
4	120	93.75%	113	112	60	93.75%	56	48	20	93.75%	19	20	180
5	120	93.75%	113	110	60	93.75%	56	51	20	93.75%	19	12	162
6	120	93.75%	113	112	60	93.75%	56	54	20	93.75%	19	11	177
7	120	93.75%	113	110	60	93.75%	56	50	20	93.75%	19	9	169
8	0	93.75%	0	0	0	93.75%	0	0	0	93.75%	0	0	0
9	0	93.75%	0	0	0	93.75%	0	0	0	93.75%	0	0	0
10	120	93.75%	113	108	60	93.75%	56	56	20	93.75%	19	12	176
11	120	93.75%	113	99	60	93.75%	56	52	20	93.75%	19	14	165
12	120	93.75%	113	118	60	93.75%	56	45	20	93.75%	19	8	161
13	120	93.75%	113	112	60	93.75%	56	40	20	93.75%	19	8	160
14	120	93.75%	113	106	60	93.75%	56	51	20	93.75%	19	12	163
15	0	93.75%	0	0	0	93.75%	0	0	0	93.75%	0	0	0
16	0	93.75%	0	0	0	93.75%	0	0	0	93.75%	0	0	0
17	120	93.75%	113	111	60	93.75%	56	42	20	93.75%	19	7	163
18	120	93.75%	113	90	60	93.75%	56	38	20	93.75%	19	3	152
19	120	93.75%	113	91	60	93.75%	56	40	20	93.75%	19	5	136
20	120	93.75%	113	88	60	93.75%	56	32	20	93.75%	19	5	117
21	120	93.75%	113	82	60	93.75%	56	31	20	93.75%	19	3	116
22	0	93.75%	0	0	0	93.75%	0	0	0	93.75%	0	0	0
23	0	93.75%	0	0	0	93.75%	0	0	0	93.75%	0	0	0
24	0	93.75%	0	0	0	93.75%	0	0	0	93.75%	0	0	0
25	0	93.75%	0	0	0	93.75%	0	0	0	93.75%	0	0	0
26	0	93.75%	0	0	0	93.75%	0	0	0	93.75%	0	0	0
27	0	93.75%	0	0	0	93.75%	0	0	0	93.75%	0	0	0
28	0	93.75%	0	0	0	93.75%	0	0	0	93.75%	0	0	0
29	0	93.75%	0	0	0	93.75%	0	0	0	93.75%	0	0	0
30	0	93.75%	0	0	0	93.75%	0	0	0	93.75%	0	0	0
31	0	93.75%	0	0	0	93.75%	0	0	0	93.75%	0	0	0
Totals:			1530				681				132		2352



Lunch - High Rate	
Number of Days Served:	15
Free Meals Served:	1539
Reduced-Price Meals Served:	681
Paid Meals Served:	132
Total Meals Served:	2352
Participants Approved for Free Meals:	120
Participants Approved for Reduced-Price Meals:	60
Participants Approved for Paid Meals:	20
Participants Enrolled:	200
Attendance Factor	
Attendance Factor:	93.75

For more guidance on submitting a claim using Daily Edit Checks, click [here](#).

Completing the Daily Edit Check Worksheet

- If your LEA has sites operating CEP or Special Assistance Provision 2/3 Non-Base Year, continue to the next section of this training.
- If your LEA only has sites operating Regular NSLP or Special Assistance Provision 2/3 Base Year, scroll to slide 76 for further technical assistance information on receiving a training certificate.

Completing the Simplified Daily Edit Check Worksheet

Completing the Simplified Daily Edit Check Worksheet

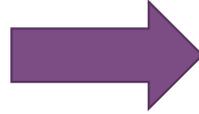
Have the *Simplified Daily Edit Check Worksheet* in front of you and follow along.

Simplified Daily Edit Check Worksheet														
School: _____					Enrollment: _____					<input checked="" type="checkbox"/> National School Lunch Program <input checked="" type="checkbox"/> School Breakfast Program				
Month: _____					Attendance Factor (AF): _____									
BREAKFAST					LUNCH									
Day of Month:	Total Enrollment	AF	Total Enrollment X AF:	Total Meals Served:	TOTAL COUNTS :	Day of Month:	Total Enrollment	AF	Total Enrollment X AF:	Total Meals Served:	TOTAL COUNTS :			
1		0.00%	0	0	0	1		0.00%	0	0	0			
2		0.00%	0	0	0	2		0.00%	0	0	0			
3		0.00%	0	0	0	3		0.00%	0	0	0			
4		0.00%	0	0	0	4		0.00%	0	0	0			
5		0.00%	0	0	0	5		0.00%	0	0	0			
6		0.00%	0	0	0	6		0.00%	0	0	0			
7		0.00%	0	0	0	7		0.00%	0	0	0			
8		0.00%	0	0	0	8		0.00%	0	0	0			
9		0.00%	0	0	0	9		0.00%	0	0	0			
10		0.00%	0	0	0	10		0.00%	0	0	0			
11		0.00%	0	0	0	11		0.00%	0	0	0			
12		0.00%	0	0	0	12		0.00%	0	0	0			
13		0.00%	0	0	0	13		0.00%	0	0	0			
14		0.00%	0	0	0	14		0.00%	0	0	0			
15		0.00%	0	0	0	15		0.00%	0	0	0			
16		0.00%	0	0	0	16		0.00%	0	0	0			
17		0.00%	0	0	0	17		0.00%	0	0	0			
18		0.00%	0	0	0	18		0.00%	0	0	0			
19		0.00%	0	0	0	19		0.00%	0	0	0			
20		0.00%	0	0	0	20		0.00%	0	0	0			
21		0.00%	0	0	0	21		0.00%	0	0	0			
22		0.00%	0	0	0	22		0.00%	0	0	0			
23		0.00%	0	0	0	23		0.00%	0	0	0			
24		0.00%	0	0	0	24		0.00%	0	0	0			
25		0.00%	0	0	0	25		0.00%	0	0	0			
26		0.00%	0	0	0	26		0.00%	0	0	0			
27		0.00%	0	0	0	27		0.00%	0	0	0			
28		0.00%	0	0	0	28		0.00%	0	0	0			
29		0.00%	0	0	0	29		0.00%	0	0	0			
30		0.00%	0	0	0	30		0.00%	0	0	0			
31		0.00%	0	0	0	31		0.00%	0	0	0			
Totals:					0	Totals:					0			

**Please note that this example represents an Excel document and calculations will be done automatically. If you are completing this by hand, all calculations must be done manually.*

Completing the Simplified Daily Edit Check Worksheet

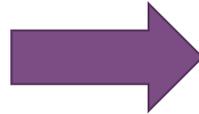
1. Enter the school site name in the *School* field.



	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Simplified Daily Edit Check Worksheet												
2	School:	Arizona Elementary School				Enrollment:		<input checked="" type="checkbox"/> National School Lunch Program <input checked="" type="checkbox"/> School Breakfast Program					
3	Month:	Attendance Factor (AF):											
4	BREAKFAST					LUNCH							
6		A	B	C	D		A	B	C	D			
7	Day of Month:	Total Enrollment	AF	Total Enrollment X AF:	Total Meals Served:	TOTAL COUNTS :	Day of Month:	Total Enrollment	AF	Total Enrollment X AF:	Total Meals Served:	TOTAL COUNTS :	
8													
9	1		0.00%	0		0	1		0.00%	0		0	
10	2		0.00%	0		0	2		0.00%	0		0	
11	3		0.00%	0		0	3		0.00%	0		0	
12	4		0.00%	0		0	4		0.00%	0		0	
13	5		0.00%	0		0	5		0.00%	0		0	
14	6		0.00%	0		0	6		0.00%	0		0	
15	7		0.00%	0		0	7		0.00%	0		0	
16	8		0.00%	0		0	8		0.00%	0		0	
17	9		0.00%	0		0	9		0.00%	0		0	
18	10		0.00%	0		0	10		0.00%	0		0	
19	11		0.00%	0		0	11		0.00%	0		0	
20	12		0.00%	0		0	12		0.00%	0		0	
21	13		0.00%	0		0	13		0.00%	0		0	
22	14		0.00%	0		0	14		0.00%	0		0	
23	15		0.00%	0		0	15		0.00%	0		0	
24	16		0.00%	0		0	16		0.00%	0		0	
25	17		0.00%	0		0	17		0.00%	0		0	
26	18		0.00%	0		0	18		0.00%	0		0	
27	19		0.00%	0		0	19		0.00%	0		0	
28	20		0.00%	0		0	20		0.00%	0		0	
29	21		0.00%	0		0	21		0.00%	0		0	
30	22		0.00%	0		0	22		0.00%	0		0	
31	23		0.00%	0		0	23		0.00%	0		0	
32	24		0.00%	0		0	24		0.00%	0		0	
33	25		0.00%	0		0	25		0.00%	0		0	
34	26		0.00%	0		0	26		0.00%	0		0	
35	27		0.00%	0		0	27		0.00%	0		0	
36	28		0.00%	0		0	28		0.00%	0		0	
37	29		0.00%	0		0	29		0.00%	0		0	
38	30		0.00%	0		0	30		0.00%	0		0	
39	31		0.00%	0		0	31		0.00%	0		0	
40	Totals:					0	Totals:					0	

Completing the Simplified Daily Edit Check Worksheet

2. Enter the current month in the *Month* field.



	A	B	C	D	E	F	G	H	I	J	K	L	M	
1	Simplified Daily Edit Check Worksheet													
2	School:	Arizona Elementary School				Enrollment:		<input checked="" type="checkbox"/> National School Lunch Program						
3	Month:	December				Attendance Factor (AF):		<input checked="" type="checkbox"/> School Breakfast Program						
4	BREAKFAST					LUNCH								
6		A	B	C	D						A	B	C	D
7	Day of Month:	Total Enrollment	AF	Total Enrollment X AF:	Total Meals Served:	TOTAL COUNTS	Day of Month:	Total Enrollment	AF	Total Enrollment X AF:	Total Meals Served:	TOTAL COUNTS		
8						:								
9	1		0.00%	0		0	1		0.00%	0		0	0	
10	2		0.00%	0		0	2		0.00%	0		0	0	
11	3		0.00%	0		0	3		0.00%	0		0	0	
12	4		0.00%	0		0	4		0.00%	0		0	0	
13	5		0.00%	0		0	5		0.00%	0		0	0	
14	6		0.00%	0		0	6		0.00%	0		0	0	
15	7		0.00%	0		0	7		0.00%	0		0	0	
16	8		0.00%	0		0	8		0.00%	0		0	0	
17	9		0.00%	0		0	9		0.00%	0		0	0	
18	10		0.00%	0		0	10		0.00%	0		0	0	
19	11		0.00%	0		0	11		0.00%	0		0	0	
20	12		0.00%	0		0	12		0.00%	0		0	0	
21	13		0.00%	0		0	13		0.00%	0		0	0	
22	14		0.00%	0		0	14		0.00%	0		0	0	
23	15		0.00%	0		0	15		0.00%	0		0	0	
24	16		0.00%	0		0	16		0.00%	0		0	0	
25	17		0.00%	0		0	17		0.00%	0		0	0	
26	18		0.00%	0		0	18		0.00%	0		0	0	
27	19		0.00%	0		0	19		0.00%	0		0	0	
28	20		0.00%	0		0	20		0.00%	0		0	0	
29	21		0.00%	0		0	21		0.00%	0		0	0	
30	22		0.00%	0		0	22		0.00%	0		0	0	
31	23		0.00%	0		0	23		0.00%	0		0	0	
32	24		0.00%	0		0	24		0.00%	0		0	0	
33	25		0.00%	0		0	25		0.00%	0		0	0	
34	26		0.00%	0		0	26		0.00%	0		0	0	
35	27		0.00%	0		0	27		0.00%	0		0	0	
36	28		0.00%	0		0	28		0.00%	0		0	0	
37	29		0.00%	0		0	29		0.00%	0		0	0	
38	30		0.00%	0		0	30		0.00%	0		0	0	
39	31		0.00%	0		0	31		0.00%	0		0	0	
40	Totals:					0	Totals:					0		

Completing the Simplified Daily Edit Check Worksheet

3. Enter the enrollment in the *Enrollment (Membership)* field.

Simplified Daily Edit Check Worksheet										
School:		Arizona Elementary Sch			Enrollment:		120		<input checked="" type="checkbox"/> National	
Month:		December			Attendance Factor (AF):		<input checked="" type="checkbox"/> School			
BREAKFAST					LUNCH					
Day of Month:	Total Enrollment	AF	Total Enrollment X AF:	Total Meals Served:	TOTAL COUNTS	Day of Month:	Total Enrollment	AF	Total Enrollment X AF:	
1		0.00%	0		0	1		0.00%	0	
2		0.00%	0		0	2		0.00%	0	
3		0.00%	0		0	3		0.00%	0	
4		0.00%	0		0	4		0.00%	0	
5		0.00%	0		0	5		0.00%	0	
6		0.00%	0		0	6		0.00%	0	
7		0.00%	0		0	7		0.00%	0	
8		0.00%	0		0	8		0.00%	0	
9		0.00%	0		0	9		0.00%	0	
10		0.00%	0		0	10		0.00%	0	
11		0.00%	0		0	11		0.00%	0	
12		0.00%	0		0	12		0.00%	0	
13		0.00%	0		0	13		0.00%	0	
14		0.00%	0		0	14		0.00%	0	
15		0.00%	0		0	15		0.00%	0	
16		0.00%	0		0	16		0.00%	0	
17		0.00%	0		0	17		0.00%	0	
18		0.00%	0		0	18		0.00%	0	
19		0.00%	0		0	19		0.00%	0	
20		0.00%	0		0	20		0.00%	0	
21		0.00%	0		0	21		0.00%	0	
22		0.00%	0		0	22		0.00%	0	
23		0.00%	0		0	23		0.00%	0	
24		0.00%	0		0	24		0.00%	0	
25		0.00%	0		0	25		0.00%	0	
26		0.00%	0		0	26		0.00%	0	
27		0.00%	0		0	27		0.00%	0	
28		0.00%	0		0	28		0.00%	0	
29		0.00%	0		0	29		0.00%	0	
30		0.00%	0		0	30		0.00%	0	
31		0.00%	0		0	31		0.00%	0	
Totals:					0	Totals:				

If enrollment fluctuates throughout any month, it is advised to enter the highest number of students enrolled during that month for your edit check.

Completing the Simplified Daily Edit Check Worksheet

4. Enter the AF in the *Attendance Factor (AF)* field.

Simplified Daily Edit Check Worksheet												
2	School:	Arizona Elementary School		Enrollment:	120		<input checked="" type="checkbox"/> National School Lunch Program					
3	Month:	December		Attendance Factor (AF):	93.75		<input checked="" type="checkbox"/> School Breakfast Program					
4	BREAKFAST					LUNCH						
6		A	B	C	D		A	B	C	D		
7	Day of Month:	Total Enrollment	AF	Total Enrollment X AF:	Total Meals Served:	TOTAL COUNTS :	Day of Month:	Total Enrollment	AF	Total Enrollment X AF:	Total Meals Served:	TOTAL COUNTS :
9	1		93.75%	0		0	1		93.75%	0		0
10	2		93.75%	0		0	2		93.75%	0		0
11	3		93.75%	0		0	3		93.75%	0		0
12	4		93.75%	0		0	4		93.75%	0		0
13	5		93.75%	0		0	5		93.75%	0		0
14	6		93.75%	0		0	6		93.75%	0		0
15	7		93.75%	0		0	7		93.75%	0		0
16	8		93.75%	0		0	8		93.75%	0		0
17	9		93.75%	0		0	9		93.75%	0		0
18	10		93.75%	0		0	10		93.75%	0		0
19	11		93.75%	0		0	11		93.75%	0		0
20	12		93.75%	0		0	12		93.75%	0		0
21	13		93.75%	0		0	13		93.75%	0		0
22	14		93.75%	0		0	14		93.75%	0		0
23	15		93.75%	0		0	15		93.75%	0		0
24	16		93.75%	0		0	16		93.75%	0		0
25	17		93.75%	0		0	17		93.75%	0		0
26	18		93.75%	0		0	18		93.75%	0		0
27	19		93.75%	0		0	19		93.75%	0		0
28	20		93.75%	0		0	20		93.75%	0		0
29	21		93.75%	0		0	21		93.75%	0		0
30	22		93.75%	0		0	22		93.75%	0		0
31	23		93.75%	0		0	23		93.75%	0		0
32	24		93.75%	0		0	24		93.75%	0		0
33	25		93.75%	0		0	25		93.75%	0		0
34	26		93.75%	0		0	26		93.75%	0		0
35	27		93.75%	0		0	27		93.75%	0		0
36	28		93.75%	0		0	28		93.75%	0		0
37	29		93.75%	0		0	29		93.75%	0		0
38	30		93.75%	0		0	30		93.75%	0		0
39	31		93.75%	0		0	31		93.75%	0		0
40	Totals:				0		Totals:				0	

*Please note that by entering the AF into the header of the worksheet, the AF was then auto-filled in the table of the worksheet.

Completing the Simplified Daily Edit Check Worksheet

5. Identify the meal service(s) the worksheet is reflecting.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Simplified Daily Edit Check Worksheet												
2	School:	Arizona Elementary School			Enrollment:				<input checked="" type="checkbox"/> National School Lunch Program				
3	Month:	December			Attendance Factor (AF):	93.75			<input type="checkbox"/> School Breakfast Program				
4	BREAKFAST						LUNCH						
6		A	B	C	D	TOTAL		A	B	C	D	TOTAL	
7	Day of Month:	Total Enrollment	AF	Total Enrollment X AF:	Total Meals Served:	COUNTS	Day of Month:	Total Enrollment	AF	Total Enrollment X AF:	Total Meals Served:	COUNTS	
8						:						:	
9	1		93.75%	0		0	1		93.75%	0		0	
10	2		93.75%	0		0	2		93.75%	0		0	
11	3		93.75%	0		0	3		93.75%	0		0	
12	4		93.75%	0		0	4		93.75%	0		0	
13	5		93.75%	0		0	5		93.75%	0		0	
14	6		93.75%	0		0	6		93.75%	0		0	
15	7		93.75%	0		0	7		93.75%	0		0	
16	8		93.75%	0		0	8		93.75%	0		0	
17	9		93.75%	0		0	9		93.75%	0		0	
18	10		93.75%	0		0	10		93.75%	0		0	
19	11		93.75%	0		0	11		93.75%	0		0	
20	12		93.75%	0		0	12		93.75%	0		0	
21	13		93.75%	0		0	13		93.75%	0		0	
22	14		93.75%	0		0	14		93.75%	0		0	
23	15		93.75%	0		0	15		93.75%	0		0	
24	16		93.75%	0		0	16		93.75%	0		0	
25	17		93.75%	0		0	17		93.75%	0		0	
26	18		93.75%	0		0	18		93.75%	0		0	
27	19		93.75%	0		0	19		93.75%	0		0	
28	20		93.75%	0		0	20		93.75%	0		0	
29	21		93.75%	0		0	21		93.75%	0		0	
30	22		93.75%	0		0	22		93.75%	0		0	
31	23		93.75%	0		0	23		93.75%	0		0	
32	24		93.75%	0		0	24		93.75%	0		0	
33	25		93.75%	0		0	25		93.75%	0		0	
34	26		93.75%	0		0	26		93.75%	0		0	
35	27		93.75%	0		0	27		93.75%	0		0	
36	28		93.75%	0		0	28		93.75%	0		0	
37	29		93.75%	0		0	29		93.75%	0		0	
38	30		93.75%	0		0	30		93.75%	0		0	
39	31		93.75%	0		0	31		93.75%	0		0	
40	Totals:				0		Totals:				0		

Completing the Simplified Daily Edit Check Worksheet

The header for the December worksheet has been completed and the table is now ready to be filled out at the end of each operating day for that month.

Simplified Daily Edit Check Worksheet												
2	School:	Arizona Elementary School			Enrollment:	120	<input checked="" type="checkbox"/> National School Lunch Program <input type="checkbox"/> School Breakfast Program					
3	Month:	December			Attendance Factor (AF):	93.75						
BREAKFAST						LUNCH						
		A	B	C	D		A	B	C	D		
7	Day of Month:	Total Enrollment	AF	Total Enrollment X AF:	Total Meals Served:	TOTAL COUNTS :	Day of Month:	Total Enrollment	AF	Total Enrollment X AF:	Total Meals Served:	TOTAL COUNTS :
9	1		93.75%	0		0	1		93.75%	0		0
10	2		93.75%	0		0	2		93.75%	0		0
11	3		93.75%	0		0	3		93.75%	0		0
12	4		93.75%	0		0	4		93.75%	0		0
13	5		93.75%	0		0	5		93.75%	0		0
14	6		93.75%	0		0	6		93.75%	0		0
15	7		93.75%	0		0	7		93.75%	0		0
16	8		93.75%	0		0	8		93.75%	0		0
17	9		93.75%	0		0	9		93.75%	0		0
18	10		93.75%	0		0	10		93.75%	0		0
19	11		93.75%	0		0	11		93.75%	0		0
20	12		93.75%	0		0	12		93.75%	0		0
21	13		93.75%	0		0	13		93.75%	0		0
22	14		93.75%	0		0	14		93.75%	0		0
						0	15		93.75%	0		0
						0	16		93.75%	0		0
						0	17		93.75%	0		0
						0	18		93.75%	0		0
						0	19		93.75%	0		0
						0	20		93.75%	0		0
						0	21		93.75%	0		0
						0	22		93.75%	0		0
						0	23		93.75%	0		0
						0	24		93.75%	0		0
						0	25		93.75%	0		0
						0	26		93.75%	0		0
						0	27		93.75%	0		0
						0	28		93.75%	0		0
37	29		93.75%	0		0	29		93.75%	0		0
38	30		93.75%	0		0	30		93.75%	0		0
39	31		93.75%	0		0	31		93.75%	0		0
40	Totals:					0	Totals:					0

Arizona Elementary School is not currently operating breakfast and only needs to complete edit checks for lunch. Please note that steps for completing the Daily Edit Check are identical for both meal services.

Completing the Simplified Daily Edit Check Worksheet

The first operating day of the month for Arizona Elementary School in December was on Monday the 3rd. The 1st and the 2nd will not be completed on the worksheet.

Simplified Daily Edit Check Worksheet															
2	School:	Arizona Elementary School			Enrollment:	120	<input checked="" type="checkbox"/> National School Lunch Program								
3	Month:	December			Attendance Factor (AF):	93.75	<input type="checkbox"/> School Breakfast Program								
4	BREAKFAST					LUNCH									
6		A	B	C	D		A	B	C	D					
7	Day of Month:	Total Enrollment	AF	Total Enrollment X AF:	Total Meals Served:	TOTAL COUNTS :	Day of Month:	Total Enrollment	AF	Total Enrollment X AF:	Total Meals Served:	TOTAL COUNTS :			
9	1		93.75%	0		0	1	93.75%	0	0	0	0			
10	2		93.75%	0		0	2	93.75%	0	0	0	0			
11	3		93.75%	0		0	3	93.75%	0	0	0	0			
12	4		93.75%	0		0	4	93.75%	0	0	0	0			
13	5		93.75%	0		0	5	93.75%	0	0	0	0			
14	6		93.75%	0		0	6	93.75%	0	0	0	0			
15	7		93.75%	0		0	7	93.75%	0	0	0	0			
16	8		93.75%	0		0	8	93.75%	0	0	0	0			
17	9		93.75%	0		0	9	93.75%	0	0	0	0			
18	10		93.75%	0		0	10	93.75%	0	0	0	0			
19	11		93.75%	0		0	11	93.75%	0	0	0	0			
20	12		93.75%	0		0	12	93.75%	0	0	0	0			
21	13		93.75%	0		0	13	93.75%	0	0	0	0			
22	14		93.75%	0		0	14	93.75%	0	0	0	0			
23	15		93.75%	0		0	15	93.75%	0	0	0	0			
24	16		93.75%	0		0	16	93.75%	0	0	0	0			
25	17		93.75%	0		0	17	93.75%	0	0	0	0			
26	18		93.75%	0		0	18	93.75%	0	0	0	0			
27	19		93.75%	0		0	19	93.75%	0	0	0	0			
28	20		93.75%	0		0	20	93.75%	0	0	0	0			
29	21		93.75%	0		0	21	93.75%	0	0	0	0			
30	22		93.75%	0		0	22	93.75%	0	0	0	0			
31	23		93.75%	0		0	23	93.75%	0	0	0	0			
32	24		93.75%	0		0	24	93.75%	0	0	0	0			
33	25		93.75%	0		0	25	93.75%	0	0	0	0			
34	26		93.75%	0		0	26	93.75%	0	0	0	0			
35	27		93.75%	0		0	27	93.75%	0	0	0	0			
36	28		93.75%	0		0	28	93.75%	0	0	0	0			
37	29		93.75%	0		0	29	93.75%	0	0	0	0			
38	30		93.75%	0		0	30	93.75%	0	0	0	0			
39	31		93.75%	0		0	31	93.75%	0	0	0	0			
40	Totals:					0	Totals:					0			

Completing the Simplified Daily Edit Check Worksheet

6. Enter the *Total Enrollment* of students on the 3rd.

For example, Arizona Elementary School had 120 enrolled students on December 3rd.

Simplified Daily Edit Check Worksheet												
School:		Arizona Elementary School			Enrollment:		120		<input checked="" type="checkbox"/> National School Lunch Program <input type="checkbox"/> School Breakfast Program			
Month:		December			Attendance Factor (AF):		93.75					
BREAKFAST						LUNCH						
Day of Month:	Total Enrollment	AF	Total Enrollment X AF:	Total Meals Served:	TOTAL COUNTS :	Day of Month:	Total Enrollment	AF	Total Enrollment X AF:	Total Meals Served:	TOTAL COUNTS :	
1		93.75%	0	0	0	1		93.75%	0	0	0	
2		93.75%	0	0	0	2		93.75%	0	0	0	
3	120	93.75%	113	0	0	3	120	93.75%	113	0	0	
4		93.75%	0	0	0	4		93.75%	0	0	0	
5		93.75%	0	0	0	5		93.75%	0	0	0	
6		93.75%	0	0	0	6		93.75%	0	0	0	
7		93.75%	0	0	0	7		93.75%	0	0	0	
8		93.75%	0	0	0	8		93.75%	0	0	0	
9		93.75%	0	0	0	9		93.75%	0	0	0	
10		93.75%	0	0	0	10		93.75%	0	0	0	
11		93.75%	0	0	0	11		93.75%	0	0	0	
12		93.75%	0	0	0	12		93.75%	0	0	0	
13		93.75%	0	0	0	13		93.75%	0	0	0	
14		93.75%	0	0	0	14		93.75%	0	0	0	
15		93.75%	0	0	0	15		93.75%	0	0	0	
16		93.75%	0	0	0	16		93.75%	0	0	0	
17		93.75%	0	0	0	17		93.75%	0	0	0	
18		93.75%	0	0	0	18		93.75%	0	0	0	
19		93.75%	0	0	0	19		93.75%	0	0	0	
20		93.75%	0	0	0	20		93.75%	0	0	0	
21		93.75%	0	0	0	21		93.75%	0	0	0	
22		93.75%	0	0	0	22		93.75%	0	0	0	
23		93.75%	0	0	0	23		93.75%	0	0	0	
24		93.75%	0	0	0	24		93.75%	0	0	0	
25		93.75%	0	0	0	25		93.75%	0	0	0	
26		93.75%	0	0	0	26		93.75%	0	0	0	
27		93.75%	0	0	0	27		93.75%	0	0	0	
28		93.75%	0	0	0	28		93.75%	0	0	0	
29		93.75%	0	0	0	29		93.75%	0	0	0	
30		93.75%	0	0	0	30		93.75%	0	0	0	
31		93.75%	0	0	0	31		93.75%	0	0	0	
Totals:					0	Totals:					0	



Does the *Total Enrollment* exceed the number in the *Enrollment* field?

Completing the Simplified Daily Edit Check Worksheet

Simplified Daily Edit Check Worksheet														
2	School:	Arizona Elementary School			Enrollment:	120	<input checked="" type="checkbox"/> National School Lunch Program							
3	Month:	December			Attendance Factor (AF):	93.75	<input type="checkbox"/> School Breakfast Program							
BREAKFAST					LUNCH									
	A	B	C	D	TOTAL COUNTS		A	B	C	D	TOTAL COUNTS			
Day of Month:	Total Enrollment	AF	Total Enrollment X AF:	Total Meals Served:	:	Day of Month:	Total Enrollment	AF	Total Enrollment X AF:	Total Meals Served:	:			
9	1	93.75%	0		0	1		93.75%	0		0			
10	2	93.75%	0		0	2		93.75%	0		0			
11	3	93.75%	0		0	3	120	93.75%	113		0			
12	4	93.75%	0		0	4		93.75%	0		0			
13	5	93.75%	0		0	5		93.75%	0		0			
14	6	93.75%	0		0	6		93.75%	0		0			
15	7	93.75%	0		0	7		93.75%	0		0			
					0	8		93.75%	0		0			
					0	9		93.75%	0		0			
					0	10		93.75%	0		0			
					0	11		93.75%	0		0			
					0	12		93.75%	0		0			
					0	13		93.75%	0		0			
					0	14		93.75%	0		0			
					0	15		93.75%	0		0			
					0	16		93.75%	0		0			
					0	17		93.75%	0		0			
					0	18		93.75%	0		0			
					0	19		93.75%	0		0			
					0	20		93.75%	0		0			
					0	21		93.75%	0		0			
					0	22		93.75%	0		0			
					0	23		93.75%	0		0			
					0	24		93.75%	0		0			
					0	25		93.75%	0		0			
					0	26		93.75%	0		0			
					0	27		93.75%	0		0			
36	28	93.75%	0		0	28		93.75%	0		0			
37	29	93.75%	0		0	29		93.75%	0		0			
38	30	93.75%	0		0	30		93.75%	0		0			
39	31	93.75%	0		0	31		93.75%	0		0			
40	Totals:				0	Totals:					0			

If Total Enrollment happens to exceed the number listed in the Enrollment field, a new student may have enrolled since you completed the header of the worksheet. Make sure to update this number to the highest number of students that were enrolled during that month.



Completing the Simplified Daily Edit Check Worksheet

7. The *Total Enrollment x AF* was auto-filled via the Excel.

Simplified Daily Edit Check Worksheet												
School:		Arizona Elementary School			Enrollment:		120		<input checked="" type="checkbox"/> National School Lunch Program <input type="checkbox"/> School Breakfast Program			
Month:		December			Attendance Factor (AF):		93.75					
BREAKFAST						LUNCH						
Day of Month:	Total Enrollment	AF	Total Enrollment X AF:	Total Meals Served:	TOTAL COUNTS :	Day of Month:	Total Enrollment	AF	Total Enrollment X AF:	Total Meals Served:	TOTAL COUNTS :	
1		93.75%	0		0	1					0	
2		93.75%	0		0	2					0	
3		93.75%	0		0	3	120				0	
4		93.75%	0		0	4			113		0	
5		93.75%	0		0	5					0	
6		93.75%	0		0	6					0	
7		93.75%	0		0	7					0	
8		93.75%	0		0	8					0	
9		93.75%	0		0	9					0	
10		93.75%	0		0	10					0	
11		93.75%	0		0	11					0	
12		93.75%	0		0	12					0	
13		93.75%	0		0	13					0	
14		93.75%	0		0	14					0	
15		93.75%	0		0	15					0	
16		93.75%	0		0	16					0	
17		93.75%	0		0	17					0	
18		93.75%	0		0	18					0	
19		93.75%	0		0	19					0	
20		93.75%	0		0	20					0	
21		93.75%	0		0	21					0	
22		93.75%	0		0	22					0	
23		93.75%	0		0	23					0	
24		93.75%	0		0	24		93.75%	0		0	
25		93.75%	0		0	25		93.75%	0		0	
26		93.75%	0		0	26		93.75%	0		0	
27		93.75%	0		0	27		93.75%	0		0	
28		93.75%	0		0	28		93.75%	0		0	
29		93.75%	0		0	29		93.75%	0		0	
30		93.75%	0		0	30		93.75%	0		0	
31		93.75%	0		0	31		93.75%	0		0	
Totals:					0	Totals:					0	

If you are completing this worksheet manually, please take the *Total Enrollment* and multiply it by the AF. For example:

 $120 \times .9375 = 112.5$ (round to **113**)

Completing the Simplified Daily Edit Check Worksheet

8. Enter the *Total Meals Served* on the 3rd.

Simplified Daily Edit Check Worksheet												
School:		Arizona Elementary School			Enrollment:		120		<input checked="" type="checkbox"/> National School Lunch Program <input type="checkbox"/> School Breakfast Program			
Month:		December			Attendance Factor (AF):		93.75					
BREAKFAST						LUNCH						
Day of Month:	Total Enrollment	AF	Total Enrollment X AF:	Total Meals Served:	TOTAL COUNTS :	Day of Month:	Total Enrollment	AF	Total Enrollment X AF:	Total Meals Served:	TOTAL COUNTS :	
1		93.75%	0	0	0	1		93.75%	0	0	0	
2		93.75%	0	0	0	2		93.75%	0	0	0	
3		93.75%	0	0	0	3	120	93.75%	100	100	100	
4		93.75%	0	0	0	4		93.75%	0	0	0	
5		93.75%	0	0	0	5		93.75%	0	0	0	
6		93.75%	0	0	0	6		93.75%	0	0	0	
7		93.75%	0	0	0	7		93.75%	0	0	0	
8		93.75%	0	0	0	8		93.75%	0	0	0	
9		93.75%	0	0	0	9		93.75%	0	0	0	
10		93.75%	0	0	0	10		93.75%	0	0	0	
11		93.75%	0	0	0	11		93.75%	0	0	0	
12		93.75%	0	0	0	12		93.75%	0	0	0	
13		93.75%	0	0	0	13		93.75%	0	0	0	
14		93.75%	0	0	0	14		93.75%	0	0	0	
15		93.75%	0	0	0	15		93.75%	0	0	0	
16		93.75%	0	0	0	16		93.75%	0	0	0	
17		93.75%	0	0	0	17		93.75%	0	0	0	
18		93.75%	0	0	0	18		93.75%	0	0	0	
19		93.75%	0	0	0	19		93.75%	0	0	0	
20		93.75%	0	0	0	20		93.75%	0	0	0	
21		93.75%	0	0	0	21		93.75%	0	0	0	
22		93.75%	0	0	0	22		93.75%	0	0	0	
23		93.75%	0	0	0	23		93.75%	0	0	0	
24		93.75%	0	0	0	24		93.75%	0	0	0	
25		93.75%	0	0	0	25		93.75%	0	0	0	
26		93.75%	0	0	0	26		93.75%	0	0	0	
27		93.75%	0	0	0	27		93.75%	0	0	0	
28		93.75%	0	0	0	28		93.75%	0	0	0	
29		93.75%	0	0	0	29		93.75%	0	0	0	
30		93.75%	0	0	0	30		93.75%	0	0	0	
31		93.75%	0	0	0	31		93.75%	0	0	0	
Totals:				0		Totals:				100		

Please note the number in red below. This number will change throughout the month while meal counts are recorded on the worksheet. If you are completing this worksheet manually, you will wait until all operating days are completed to add up the total meal counts.

Now that December 3rd is complete, let's check your work.

Completing the Simplified Daily Edit Check Worksheet

Simplified Daily Edit Check Worksheet												
2	School:	Arizona Elementary School	Enrollment:	120	<input checked="" type="checkbox"/> National School Lunch Program							
3	Month:	December	Attendance Factor (AF):	93.75	<input type="checkbox"/> School Breakfast Program							
4	BREAKFAST					LUNCH						
6		A	B	C	D	TOTAL		A	B	C	D	TOTAL
7	Day of Month:	Total Enrollment	AF	Total Enrollment X AF:	Total Meals Served:	COUNTS	Day of Month:	Total Enrollment	AF	Total Enrollment X AF:	Total Meals Served:	COUNTS
8						:						:
9	1		93.75%	0		0	1		93.75%	0		0
10	2		93.75%	0		0	2		93.75%	0		0
11	3		93.75%	0		0	3	120	93.75%	113	100	100
12	4		93.75%	0		0	4		93.75%	0		0
13	5		93.75%	0		0	5		93.75%	0		0
14	6		93.75%	0		0	6		93.75%	0		0
15	7		93.75%	0		0	7		93.75%	0		0
16	8		93.75%	0		0	8		93.75%	0		0
17	9		93.75%	0		0	9		93.75%	0		0
18	10		93.75%	0		0	10		93.75%	0		0
19	11		93.75%	0		0	11		93.75%	0		0
20	12		93.75%	0		0	12		93.75%	0		0
21	13		93.75%	0		0	13		93.75%	0		0
22	14		93.75%	0		0	14		93.75%	0		0
23	15		93.75%	0		0	15		93.75%	0		0
24	16		93.75%	0		0	16		93.75%	0		0
25	17		93.75%	0		0	17		93.75%	0		0
26	18		93.75%	0		0	18		93.75%	0		0
27	19		93.75%	0		0	19		93.75%	0		0
28	20		93.75%	0		0	20		93.75%	0		0
29	21		93.75%	0		0	21		93.75%	0		0
30	22		93.75%	0		0	22		93.75%	0		0
31	23		93.75%	0		0	23		93.75%	0		0
32	24		93.75%	0		0	24		93.75%	0		0
33	25		93.75%	0		0	25		93.75%	0		0
34	26		93.75%	0		0	26		93.75%	0		0
35	27		93.75%	0		0	27		93.75%	0		0
36	28		93.75%	0		0	28		93.75%	0		0
37	29		93.75%	0		0	29		93.75%	0		0
38	30		93.75%	0		0	30		93.75%	0		0
39	31		93.75%	0		0	31		93.75%	0		0
40	Totals:				0		Totals:				100	



Comprehension Check

Identify the scenario in the *Simplified Daily Edit Check Worksheet*:

- A. Scenario 2- The *Total Meals Served* exceeded the *Total Enrollment x AF*
- B. Scenario 2- The *Total Meals Served* exceeded the *Total Enrollment*
- C. Scenario 1- The edit check is considered complete

LUNCH					
	A	B	C	D	
Day of Month:	Total Enrollment	AF	Total Enrollment X AF:	Total Meals Served:	TOTAL COUNTS :
1		93.75%	0		0
2		93.75%	0		0
3	120	93.75%	113	100	100
4	120	93.75%	113	115	115
5		93.75%	0		0



Comprehension Check

Identify the scenario in the *Simplified Daily Edit Check Worksheet*:

- A. Scenario 2- The *Total Meals Served* exceeded the *Total Enrollment x AF*
- B. Scenario 2- The *Total Meals Served* exceeded the *Total Enrollment*
- C. Scenario 1- The edit check is considered complete

The *Total Meals Served* exceeded the *Total Enrollment x AF*, therefore, the SFA is prompted by the yellow highlighted area in the Excel to check meal counts for accuracy. If meal counts are found to be correct, the edit check is then considered complete for that day.

LUNCH					
	A	B	C	D	
Day of Month:	Total Enrollment	AF	Total Enrollment X AF:	Total Meals Served:	TOTAL COUNTS :
1		93.75%	0		0
2		93.75%	0		0
3	120	93.75%	113	100	100
4	120	93.75%	113	115	115
5		93.75%	0		0



Comprehension Check

Identify the scenario in the *Simplified Daily Edit Check Worksheet*:

- A. Scenario 1- The edit check is considered complete
- B. Scenario 2- The *Total Meals Served* exceeded the *Total Enrollment x AF*
- C. Scenario 3- The *Total Meals Served* exceeded the *Total Enrollment*

LUNCH					
	A	B	C	D	
Day of Month:	Total Enrollment	AF	Total Enrollment X AF:	Total Meals Served:	TOTAL COUNTS :
1		93.75%	0		0
2		93.75%	0		0
3	120	93.75%	113	100	100
4	120	93.75%	113	99	99
5	120	93.75%	113	122	122



Comprehension Check

Identify the scenario in the *Simplified Daily Edit Check Worksheet*:

- A. Scenario 1- The edit check is considered complete
- B. Scenario 2- The *Total Meals Served* exceeded the *Total Enrollment x AF*
- C. Scenario 3- The *Total Meals Served* exceeded the *Total Enrollment*

The *Total Meals Served* exceeded the *Total Enrollment*, therefore, the SFA is responsible for investigating the counting error and making the correction to ensure accurate meal counts. This error must be corrected prior to submitting the monthly claim for reimbursement.

	LUNCH				
	A	B	C	D	
Day of Month:	Total Enrollment	AF	Total Enrollment X AF:	Total Meals Served:	TOTAL COUNTS :
1		93.75%	0		0
2		93.75%	0		0
3	120	93.75%	113	100	100
4	120	93.75%	113	99	99
5	120	93.75%	113	122	122



Completing the Simplified Daily Edit Check Worksheet

You have completed steps 1 – 8 on the worksheet for December 3rd and have performed the edit check. You now know how to perform edit checks for all operating days. Below is a completed example of the entire month of December for Arizona Elementary School.

Simplified Daily Edit Check Worksheet														
School:	Arizona Elementary School			Enrollment:		<input checked="" type="checkbox"/> National School Lunch Program								
Month:				Attendance Factor (AF):	1	<input checked="" type="checkbox"/> School Breakfast Program								
BREAKFAST					LUNCH									
Day of Month:	Total Enrollment	AF	Total Enrollment X AF:	Total Meals Served:	TOTAL COUNTS :	Day of Month:	Total Enrollment	AF	Total Enrollment X AF:	Total Meals Served:	TOTAL COUNTS :			
1		93.75%	0	0	0	1		93.75%	0	0	0			
2		93.75%	0	0	0	2		93.75%	0	0	0			
3		93.75%	0	0	0	3	120	93.75%	113	100	100			
4		93.75%	0	0	0	4	120	93.75%	113	99	99			
5		93.75%	0	0	0	5	120	93.75%	113	90	90			
6		93.75%	0	0	0	6	120	93.75%	113	102	102			
7		93.75%	0	0	0	7	120	93.75%	113	88	88			
8		93.75%	0	0	0	8	120	93.75%	113		0			
9		93.75%	0	0	0	9	120	93.75%	113		0			
10		93.75%	0	0	0	10	120	93.75%	113	114	114			
11		93.75%	0	0	0	11	120	93.75%	113	101	101			
12		93.75%	0	0	0	12	120	93.75%	113	100	100			
13		93.75%	0	0	0	13	120	93.75%	113	98	98			
14		93.75%	0	0	0	14	120	93.75%	113	100	100			
15		93.75%	0	0	0	15	120	93.75%	113		0			
16		93.75%	0	0	0	16	120	93.75%	113		0			
17		93.75%	0	0	0	17	120	93.75%	113	111	111			
18		93.75%	0	0	0	18	120	93.75%	113	113	113			
19		93.75%	0	0	0	19	120	93.75%	113	110	110			
20		93.75%	0	0	0	20	120	93.75%	113	80	80			
21		93.75%	0	0	0	21	120	93.75%	113	83	83			
22		93.75%	0	0	0	22	120	93.75%	113		0			
23		93.75%	0	0	0	23	120	93.75%	113		0			
24		93.75%	0	0	0	24	120	93.75%	113		0			
25		93.75%	0	0	0	25	120	93.75%	113		0			
26		93.75%	0	0	0	26	120	93.75%	113		0			
27		93.75%	0	0	0	27	120	93.75%	113		0			
28		93.75%	0	0	0	28	120	93.75%	113		0			
29		93.75%	0	0	0	29	120	93.75%	113		0			
30		93.75%	0	0	0	30	120	93.75%	113		0			
31		93.75%	0	0	0	31	120	93.75%	113		0			
Totals:				0		Totals:				1489				

Completing the Daily Edit Check Worksheet

On January 2nd, Arizona Elementary School will use their completed *Simplified Daily Edit Check Worksheet* to submit their total meal counts for the month of December in CNPWeb.

Simplified Daily Edit Check Worksheet											
School: Arizona Elementary School					Enrollment: [X] National School Lunch Program [X] School Breakfast Program						
Month: []					Attendance Factor (AF): 1						
BREAKFAST					LUNCH						
Day of Month	Total Enrollment	AF	Total Enrollment x AF	Total Meals Served	TOTAL COUNTS	Day of Month	Total Enrollment	AF	Total Enrollment x AF	Total Meals Served	TOTAL COUNTS
1	120	0.9375%	113	0	0	1	120	0.9375%	113	0	0
2	120	0.9375%	113	0	0	2	120	0.9375%	113	100	100
3	120	0.9375%	113	0	0	3	120	0.9375%	113	100	100
4	120	0.9375%	113	0	0	4	120	0.9375%	113	90	90
5	120	0.9375%	113	0	0	5	120	0.9375%	113	90	90
6	120	0.9375%	113	0	0	6	120	0.9375%	113	100	100
7	120	0.9375%	113	0	0	7	120	0.9375%	113	80	80
8	120	0.9375%	113	0	0	8	120	0.9375%	113	0	0
9	120	0.9375%	113	0	0	9	120	0.9375%	113	0	0
10	120	0.9375%	113	0	0	10	120	0.9375%	113	114	114
11	120	0.9375%	113	0	0	11	120	0.9375%	113	101	101
12	120	0.9375%	113	0	0	12	120	0.9375%	113	100	100
13	120	0.9375%	113	0	0	13	120	0.9375%	113	80	80
14	120	0.9375%	113	0	0	14	120	0.9375%	113	100	100
15	120	0.9375%	113	0	0	15	120	0.9375%	113	0	0
16	120	0.9375%	113	0	0	16	120	0.9375%	113	0	0
17	120	0.9375%	113	0	0	17	120	0.9375%	113	111	111
18	120	0.9375%	113	0	0	18	120	0.9375%	113	113	113
19	120	0.9375%	113	0	0	19	120	0.9375%	113	110	110
20	120	0.9375%	113	0	0	20	120	0.9375%	113	80	80
21	120	0.9375%	113	0	0	21	120	0.9375%	113	83	83
22	120	0.9375%	113	0	0	22	120	0.9375%	113	0	0
23	120	0.9375%	113	0	0	23	120	0.9375%	113	0	0
24	120	0.9375%	113	0	0	24	120	0.9375%	113	0	0
25	120	0.9375%	113	0	0	25	120	0.9375%	113	0	0
26	120	0.9375%	113	0	0	26	120	0.9375%	113	0	0
27	120	0.9375%	113	0	0	27	120	0.9375%	113	0	0
28	120	0.9375%	113	0	0	28	120	0.9375%	113	0	0
29	120	0.9375%	113	0	0	29	120	0.9375%	113	0	0
30	120	0.9375%	113	0	0	30	120	0.9375%	113	0	0
31	120	0.9375%	113	0	0	31	120	0.9375%	113	0	0
Totals:						Totals:				1489	0



Lunch - High Rate	
Number of Days Served:	<input type="text" value="15"/>
Free Meals Served:	1382
Reduced-Price Meals Served:	0
Paid Meals Served:	107
Total Meals Served:	<input type="text" value="1489"/>
Participants Enrolled:	<input type="text" value="120"/>

For more guidance on submitting a claim using Daily Edit Checks, click [here](#).

Technical Assistance

If you have any questions about counting and claiming meals, use:

- The School Nutrition Programs Guidance Manual at:
<https://cms.azed.gov/home/GetDocumentFile?id=58adf4291130c10a4c1e8b27>

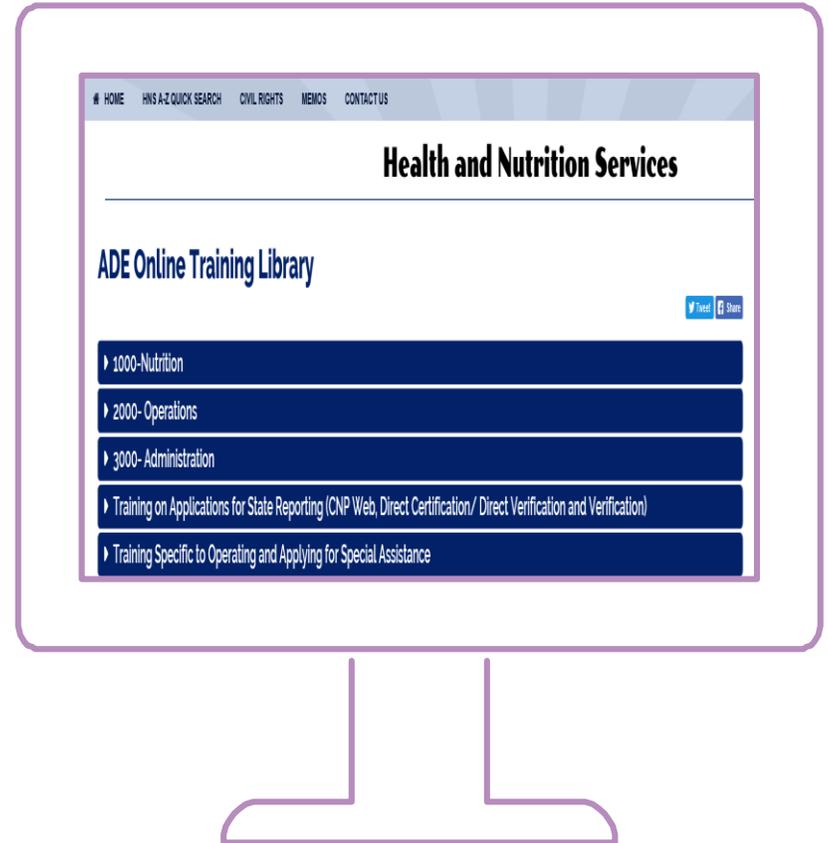
*For other questions about Daily Edit Checks,
please contact your School Nutrition Program Specialist.*

End of Training

ADE Online Training Library

Online trainings are easy to use and available year round. Directors and staff are encouraged to complete these trainings as a way to review previously learned subjects, or as an introduction to a regulation. Most guides are also available in Spanish.

Please take some time to browse through the [ADE Online Training Library](#) to review additional resources.



End of Training

Congratulations!

You have completed the ***Step by Step Instruction: How to Complete Daily Edit Checks.***

In order to count this training towards your Professional Standards training hours, the training content must align with your job duties.

- Information to include when documenting this training for Professional Standards:
 - Training Title: ***Step by Step Instruction: How to Complete Daily Edit Checks***
 - Learning Code: 3310
 - Key Area: 3000- Administration
 - Length:
- *Please note, attendees must document the amount of training hours indicated on the training despite the amount of time it takes to complete it.*

Request a
Certificate

End of Training

Requesting a Training Certificate

Please click on the link below to complete a brief survey about this training. Once the survey is complete, you will be able to print your certificate of completion from Survey Monkey. **This will not appear in your Event Management System (EMS) Account.*

<https://www.surveymonkey.com/r/OnlineHowToGuides>

The information below is for your reference when completing the survey.

Training Title: ***Step by Step Instruction: How to Complete Daily Edit Checks***

Professional Standards Learning Code: ***3310***

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