

Meal Counting Do's & Don'ts

WEBINAR

August 20, 2020

Professional Standards Learning Code: 2310, 3310



Arizona Department of Education (ADE)

This training was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS).

Intended Audience

This training is intended for **School Food Authorities (SFAs) operating the National School Lunch Program (NSLP)**. All regulations are specific to operating the NSLP under the direction of ADE.

For attendee knowledge, there have been small modifications to the HNS website and handouts that have been implemented into these slides that differ from the recorded webinar.



Agenda

1

USDA guidance on meal counting

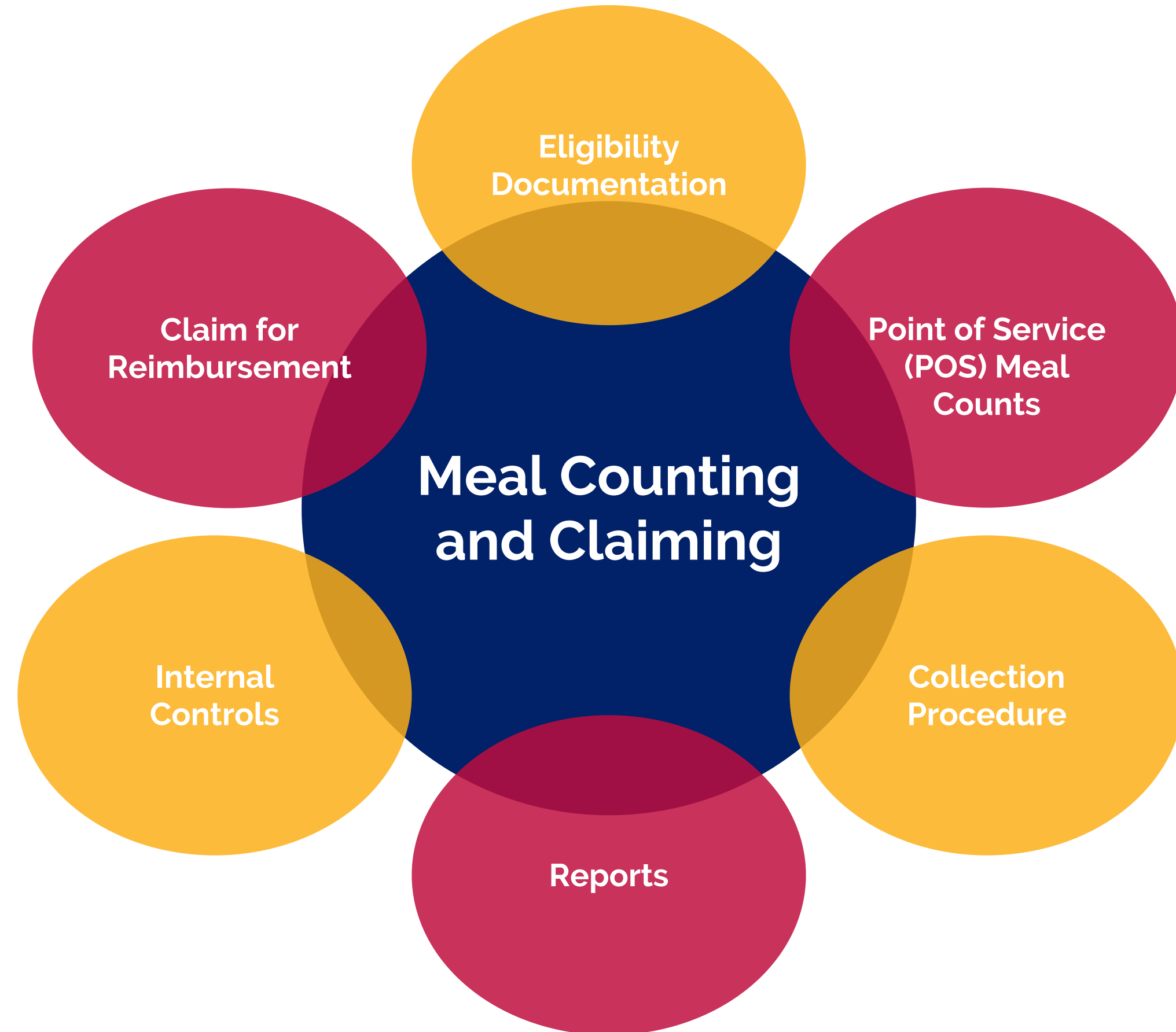
What do the regulations say about proper meal counting?

What do reviewers look for during the Administrative Review?

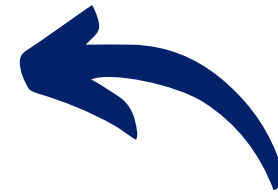
2

"Do's and Don'ts" of meal counting

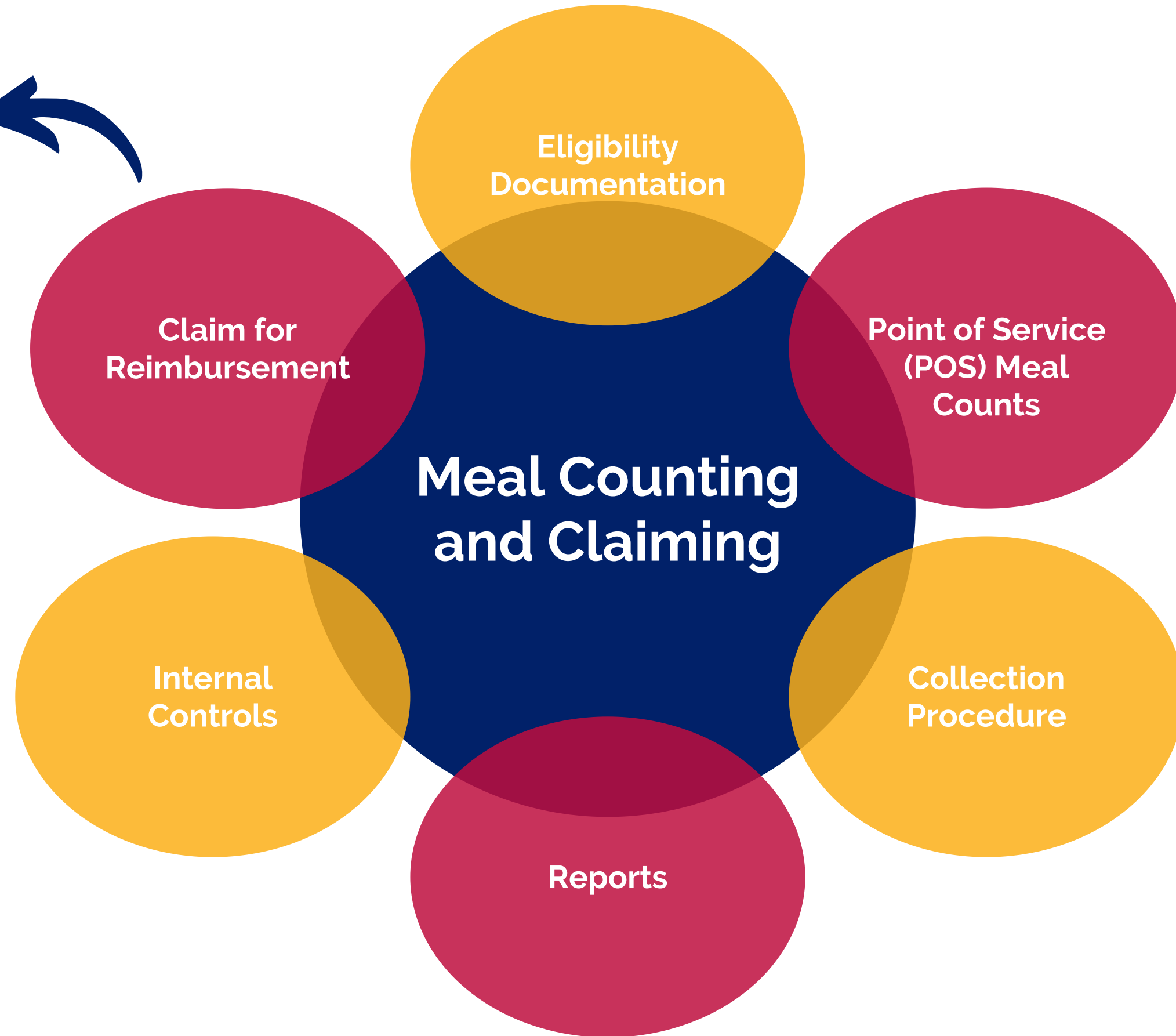
- Cafeteria
- Classroom
- Summer feeding
- Multiple meal/multiple day distribution
- General do's and don'ts



**Directly tied to
Federal dollars!**



**It is extremely
important that care is
taken to ensure
accurate meal counts
and reimbursement
claims.**



Please Note:

Throughout this training, various meal counting methods will be described that may not be appropriate for all sites.

Remember: Sites operating a Provision 2/3 non-base year or the Community Eligibility Provision (CEP) only need to obtain an accurate count of the total meals served.

All other sites must obtain an accurate count of the free, reduced-price and paid meals served.

Section 1

USDA Guidance

What do the regulations say about proper meal counting? What do reviewers look for during the Administrative Review?



7 CFR 210: National School Lunch Program

The Code of Federal Regulations (CFR) provides the agreements of the School Food Authority (SFA) in order to receive reimbursement for the meals served.

210.7 Reimbursement for SFAs

To ensure that the claim for reimbursement accurately reflects the number of lunches served to eligible children, the SFA shall, at a minimum:

- (i)** Correctly approve each child's eligibility for free and reduced-price meals;
- (ii)** Maintain a system to issue benefits and to update the eligibility of children approved for free or reduced-price meals;
- (iii)** Base claims for reimbursement on lunch counts, taken daily at the point of service, which correctly identify the number of free, reduced-price and paid lunches served to eligible children;
- (iv)** Correctly record, consolidate and report those lunch counts on the claim for reimbursement; and
- (v)** Ensure that claims for reimbursement do not request payment for any excess lunches produced, non-Program lunches or for more than one meal per child per day.

7 CFR 210: National School Lunch Program

The Code of Federal Regulations (CFR) provides the agreements of the School Food Authority (SFA) in order to receive reimbursement for the meals served.

210.7 Reimbursement for SFAs

Point of service (POS) alternatives. State agencies may authorize alternatives to the POS provided that such alternatives result in accurate, reliable counts of the number of free, reduced-price and paid lunches served, respectively, for each serving day.

SFAs can provide ADE with their POS alternatives and describe how the alternatives result in accurate, reliable counts of the number of meals served in Section 6 of the Sponsor application in CNPWeb.

7 CFR 210: National School Lunch Program

The Code of Federal Regulations (CFR) provides the agreements of the School Food Authority (SFA) in order to receive reimbursement for the meals served.

210.8 Claims for reimbursement

SFA claims review process. Prior to the submission of a monthly claim for reimbursement, each SFA shall review the lunch count data for each school under its jurisdiction to ensure the accuracy of the claim. The objective of this review is to ensure that monthly claims include only the number of free, reduced-price and paid lunches served on any day of operation to children currently eligible for such lunches.

Daily edit checks. The SFA shall compare each school's daily counts of free, reduced-price and paid lunches against the product of the number of children in that school currently eligible for free, reduced-price and paid lunches, respectively, times an attendance factor.

The Administrative Review

Critical Areas of Performance

Areas tied directly to the Federal reimbursement you receive for meals served.

Reimbursement is given under the assumption that these core requirements are met.

Performance Standard 1—All free, reduced-price and paid school meals claimed for reimbursement are served only to children eligible for free, reduced price and paid school meals, respectively; and are **counted, recorded, consolidated and reported through a system which consistently yields correct claims.**

Performance Standard 2—Reimbursable meals meet the meal requirements for each age/grade group reviewed.

The Administrative Review

Critical Areas of Performance

Meal counting and claiming. The State agency must gather information and conduct an on-site visit to ensure that the processes used by the school food authority and reviewed school(s) to count, record, consolidate, and report the number of reimbursable meals/snacks served to eligible students by category (i.e., free, reduced-price or paid meal) are in compliance with Program requirements and yield correct claims.

For each school selected for review, the reviewer must:

- 1)** Review the daily meal counts for the entire review period.
- 2)** Ensure that meal counts are correctly counted and recorded at each type of food service line. If an alternative POS location is in use, the reviewer must ensure that it provides accurate counts of reimbursable meals and is correctly implemented as approved by the State agency.
- 3)** Ensure all meals are correctly counted, recorded, consolidated and reported for the day they are served.

The Administrative Review

Critical Areas of Performance

If the meal count appears questionable or significantly exceeds the product of the number of eligibles times an attendance factor (**daily edit check**), documentation showing good cause must be available for review by the State agency.

Performance Standard 1 violations. A State agency is required to take fiscal action (reimbursements taken back) for Performance Standard 1 violations. Fiscal action is applied to the incorrect meal counts at the SFA level, or only to the reviewed schools where violations were identified, as applicable.

Section 2

Do's and Don'ts

Let's avoid that fiscal action!



In the Classroom

Don'ts

- Using attendance counts -> assumes the student received a meal because they are in attendance
- Inconsistently marking when a meal is taken or not, an absence, or when a meal is taken that is not reimbursable (missing components/items)
- Using the number of meals delivered to the classroom as the meal count

Do's

- Using a designated form **only** for meal counts that clearly demonstrates which students received a meal
- Using consistent marks for reimbursable meals taken or not taken
- Only including reimbursable meals taken in the meal count
- Having an adult (teacher) complete the meal counts

Don'ts

19-2020

By Classroom

10/30

Breakfast

Lunch

Student ID	Grade	Name	Elig.					
	1		7	X				
	1		7	X				
	1		3	X				
	1		3	X				
	1		3	X				
	1		5	X				
	1		3	X				
	1		5	X				
	1		7	X				
	1		6	X				
	1		3	X				
	1		3	X				
	1		5	X				
	1		3	X				
	1		3	X				
	1		3	X				
	1		7	A				
	1		5	X				
	1		7	X				
	1		7	X				

Total Students: 20

This appears as though the teacher counted meals for all students except the absent one. Meal counts are not to be aligned with attendance.

10-30-19 110

By Classroom

___ Breakfast ___ Lunch

Student ID	Grade	Name	Ela.					
	K		3			✓		
	K		3			✓		
	K		7			✓		
	K		7			✓		
	K		7			✓		
	K		3			✓		
	K		7			✓		
	K		5			✓		
	K		3			✓		
	K		3			✓		
	K		7			✓		
	K		3			✓		
	K		7			✓		
	K		7			✓		
	K		7			✓		
	K		7			✓		
	K		7			✓		
	K		3			✓		
	K		3			✓		
	K		7			✓		

Total Students: 19

The teacher has clearly indicated which students did and did not receive a meal. No extra markings or attendance. This is preferred.



Sample BIC Meal Count Form

- This form is a Word document, so it is **customizable**.
- Add or delete columns depending on your operation.

This form is located on page 61 in the [HNS Breakfast in the Classroom Toolkit](#).

[illegible]

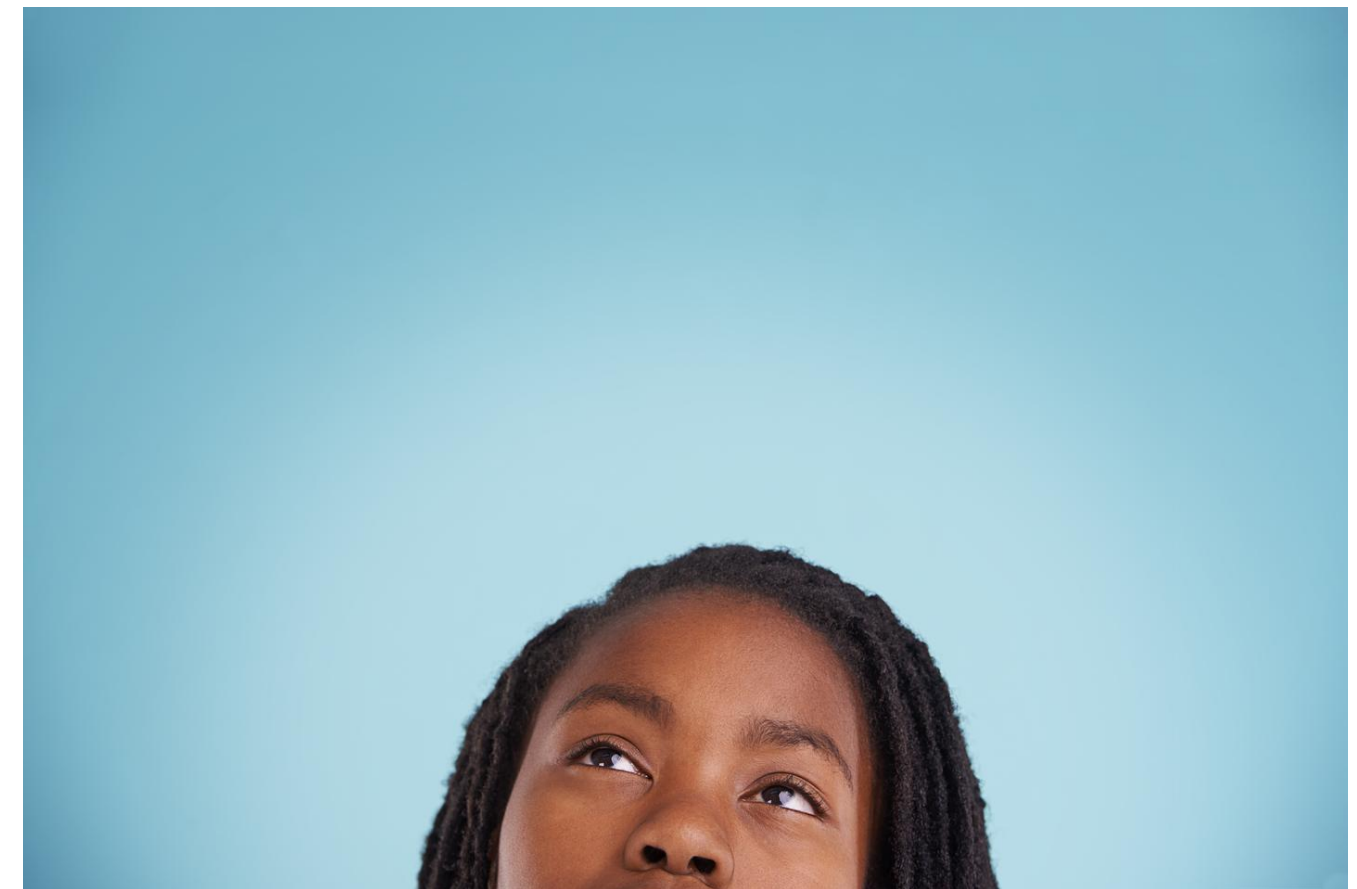
In the Classroom

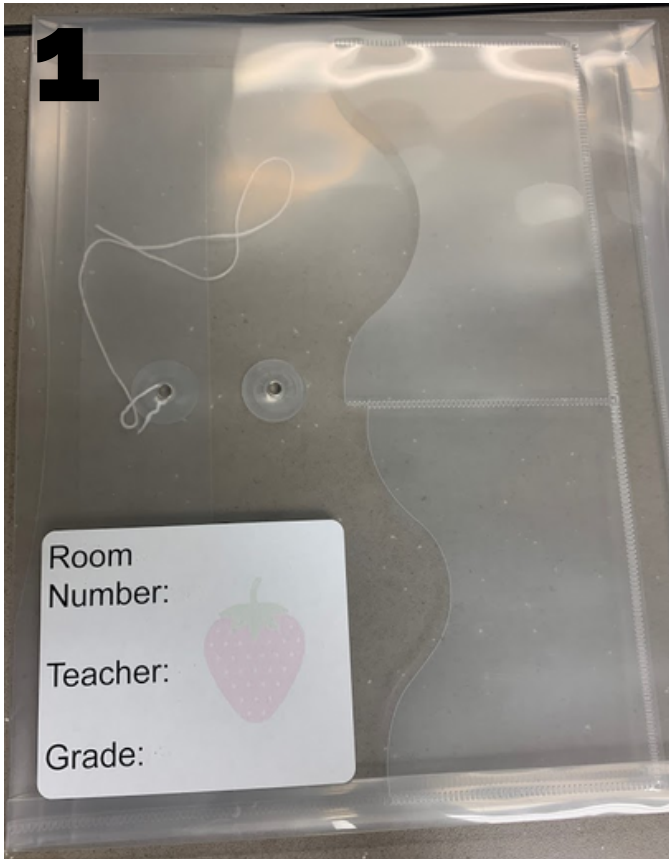
Get creative! Find other ways to keep accurate meal counts that are easier for teachers and easier for you to consolidate.

- Envelopes and barcodes
- Cups and popsicle sticks

Get teachers' ideas for meal counting methods.

- Creativity is their bread and butter!
- They are more likely to execute the process correctly if they have been involved in creating the process.





2

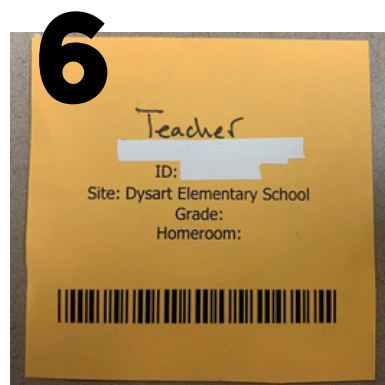
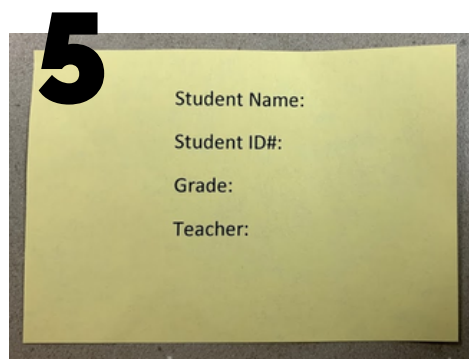
DYSART VSFE
Unified School District

BIC Information

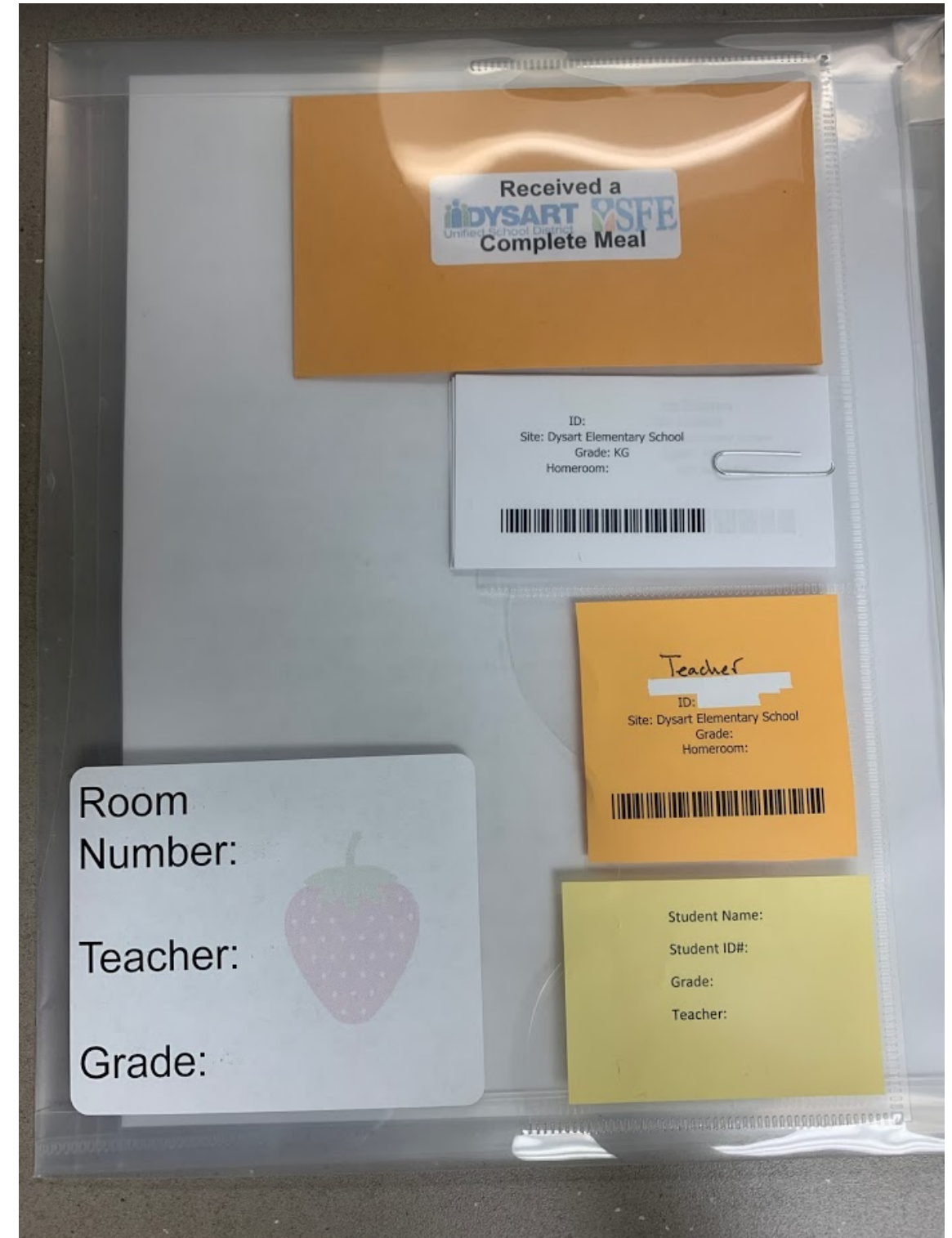
2020-2021 Breakfast in the Classroom Procedure

- o A cooler or bag will be delivered to the classroom by Nutrition staff.
- o A packet will be in the cooler containing student ID cards.
- o Student ID cards will be used to record complete/reimbursable meals. To limit contact and until further notice, the teacher must keep the cards in his/her possession. Do not distribute to students.
- o Students eating breakfast must take all food items offered. Students may not decline any items and the teacher must hand the student their meal. Meal components will be grouped together.
- o The teacher must verify the complete/reimbursable meal (student takes all items offered). At this time, the student's ID card must be placed in the designated envelope indicating that the student received a complete/reimbursable meal.
- o If a student is absent or did not eat, their ID card must be left in the packet.
- o If a student is missing their ID card and received breakfast, please write their name on the temporary ID card provided and place it in the appropriate envelope. The Kitchen Manager will print ID cards as needed.
- o Per Federal guidelines, Nutrition Services must have an accurate count each day. The total number of meals provided must equal the meals served plus leftovers.
- o ALL students must be offered a breakfast, even if they are tardy.
- o All teachers receive a free breakfast! Please include your ID card in the designated envelope if you ate breakfast in the morning.

Thank you for facilitating this important program for our students!
A full belly supports a hungry mind!



- 1 Folder**
- 2 Instructions**
- 3 ID card for each student**
- 4 Envelope for meals served**
- 5 Spare student ID**
- 6 ID card for teacher meal**



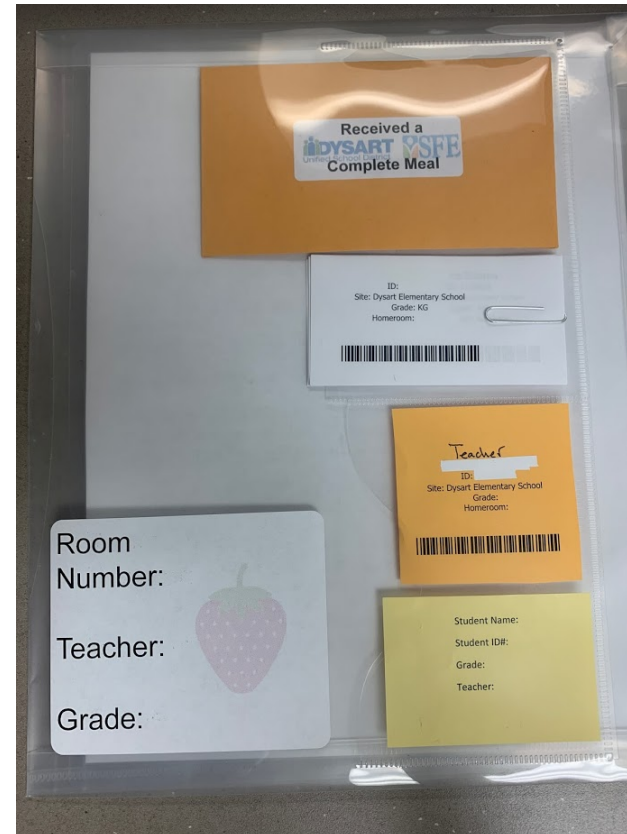


BIC Information

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Pre-COVID: Teachers handed out the ID cards to the students, when a student takes a reimbursable meal, they turn in their card.

Now: Teachers will keep possession of the cards.

Why this method works:

- Accurate POS -> teachers confirm a reimbursable meal was taken and it is clear which student received a meal
- Barcodes placed in the envelope are scanned after bags are picked up -> no messy meal count forms to decipher or consolidate
- Instructions are clear on what a reimbursable meal is



LET'S LOOK AT AN EXAMPLE

BIC Roster

Breakfast

Student Last Name	Student First Name	Mon 2/3	Tue 2/4	Wed 2/5	Thu 2/6	Fri 2/7
1		1	1			
2		1	1			
3		1	1			
4		1	1			
5		1	1			
6		1	1			
7		1	1			
8		1	1			
9		1	1			
10		1	1			
11		1	1			
12		1	1			
13		1	1			
14		2	1			
15		1	1			
16		3	1			
17		1	1			
18		1	1			
19		2	1			
20		1	1			
21		1	1			
22		1	1			
23		2	1			
24		3	1			
25		3	1			
26		1	1			
27		1	1			
28						
29						
30						
31						
32						
33						
34						
35						
36						
37						
38						

14 14

Breakfast

Student Last Name	Student First Name	Mon 2/3	Tue 2/4	Wed 2/5	Thu 2/6	Fri 2/7
1		1				
2		3				
3		3				
4		1	NO			
5		1				
6		1				
7		2				
8		3				
9		1				
10		3	ab			
11		1				
12		3				
13		1		NO	NO	
14		1				
15		3				
16		1				
17		1				
18		2				
19		1				
20		1				
21		3				
22		3				
23		2				
24		1				
25		2	NO	NO	NO	
26		3				
27		1				
28		1		NO	NO	
29		3				
30		1				
31		1				
32		3	NO	NO	NO	
33		3	NO	NO	NO	
34		1				
35		1	NO			
36						
37						
38						

18 24 23

Don'ts

Breakfast

Student Last Name	Student First Name	Mon 2/3	Tue 2/4	Wed 2/5	Thu 2/6	Fri 2/7
1		1	1	1	1	1
2		1	1	1	1	1
3		1	1	1	1	1
4		1	1	1	1	1
5		1	1	1	1	1
6		1	1	1	1	1
7		1	1	1	1	1
8		1	1	1	1	1
9		1	1	1	1	1
10		1	1	1	1	1
11		1	1	1	1	1
12		1	1	1	1	1
13		1	1	1	1	1
14		2	1	1	1	1
15		1	1	1	1	1
16		3	1	1	1	1
17		1	1	1	1	1
18		1	1	1	1	1

Issues identified by the reviewer:

- Inconsistent markings: x, dot, line, circle, square, no, etc.
- Indicating attendance
- No totals for Tuesday and Friday...were they included in the meal counts?
- Eligibility could be better coded—1, 2, 3 could be easily deciphered

Breakfast

Student Last Name	Student First Name	Mon 2/3	Tue 2/4	Wed 2/5	Thu 2/6	Fri 2/7
1		1	1	1	1	1
2		1	1	1	1	1
3		1	1	1	1	1
4		1	1	1	1	1
5		1	1	1	1	1
6		1	1	1	1	1
7		1	1	1	1	1
8		1	1	1	1	1
9		1	1	1	1	1
10		1	1	1	1	1
11		1	1	1	1	1
12		1	1	1	1	1
13		1	1	1	1	1
14		1	1	1	1	1
15		1	1	1	1	1
16		1	1	1	1	1
17		1	1	1	1	1
18		1	1	1	1	1
19		1	1	1	1	1
20		1	1	1	1	1
21		1	1	1	1	1
22		1	1	1	1	1
23		1	1	1	1	1
24		1	1	1	1	1
25		1	1	1	1	1
26		1	1	1	1	1
27		1	1	1	1	1
28		1	1	1	1	1
29		1	1	1	1	1
30		1	1	1	1	1
31		1	1	1	1	1
32		1	1	1	1	1
33		1	1	1	1	1
34		1	1	1	1	1
35		1	1	1	1	1
36		1	1	1	1	1
37		1	1	1	1	1
38		1	1	1	1	1

18

24

23

In the Classroom

Consider Grab 'N' Go to the Classroom!

- Meals don't need to be delivered to the classroom
- Teachers aren't identifying reimbursable meals
- Teachers aren't responsible for the POS
- Allows the food service staff to keep an accurate POS!

Learn more about this option in ADE's [Grab 'N' Go to the Classroom](#) infographic!

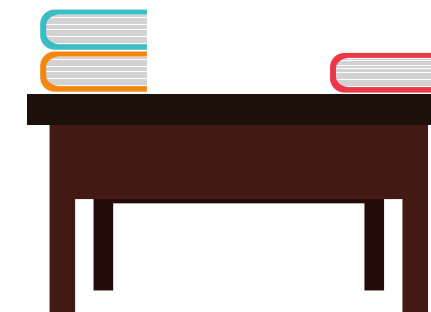
Do's



Students pick up breakfast at a cart, stand, or the cafeteria



Take breakfast with them to-go



Eat breakfast in the classroom at the start of the day

In the Cafeteria

Don'ts

- Using tray counts or utensil packet counts
- No monitor to identify reimbursable meals when the POS is at the front of the line
- "I know all of my students": After meals have been served, person walks through the cafeteria marking the students who received meals
- Cashier/monitor leaving their post during meal service
- When meals are sent to classrooms, counting the trays sent, but not keeping track of the meals actually taken

Do's

- Meals are counted at the POS at the time the student receives the meal and the meal is identified as reimbursable
- Cashiers/monitors do not leave their post or conduct other duties during meal service
- When meals are sent to classrooms, someone is there to identify which students took a reimbursable meal, then the meal counts are returned to the cafeteria

Clickers...proceed with caution!



If used properly, clickers can work great to collect a tally of meals served. But it is often used improperly.

- User can't remember if he/she clicked a student as they took a meal
- User clicked too many and have to remember how many students NOT to count so they can get back on track
- When it's put down, it can get bumped
- **Do:** Click slowly and deliberately
- **Do:** Ensure the line flow is controlled to facilitate an accurate count
- **Encouraged:** Take pictures of clicker count with time stamp



Catered Sites

Don'ts

- Using the number of meals the caterer delivered as the meal count instead of the number of meals actually served
- Using the number of meals pre-ordered by students as the meal count instead of the number of meals actually served
- Production records counts used for meal counts

Do's

- Meals are counted at the POS at the time the student receives the meal and the meal is identified as reimbursable
- Meals not served or picked up are not included in the meal count
- Production records are kept separate from meal counts


Summer Feeding

Don'ts

Incorrect use of SFSP Daily Meal Count Form:

- Crossing out the numbers in one line does not demonstrate that an accurate tally was taken as each meal was served.




Arizona Department of Education
Summer Food Service Program

Daily Meal Count Form

Site Name _____ Date 4/13/20
Site Address _____
Site Telephone _____ Meal Type ☒ B ☐ L ☐ SN ☐ SU
Supervisor's Name _____ Delivery Time 8 am

Meals received/prepared 150 + Meals available from previous day _____ = 150 **Total Meals Available** [1]

First Meals Served to Children (cross off number as each child receives a meal):

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	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140
141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160
161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180
181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200
201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220
221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240
241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260

Total First Meals + 150 [2]

Second meals served to children:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----

Total Second Meals + [3]

Meals served to Program adults:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----

Total Program Adult Meals + [4]

Meals served to non-Program adults:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----

Total non-Program Adult Meals + [5]

Total Meals Served = 150 [6]

Total damaged/incomplete/other non-reimbursable meals + [7]

Total leftover meals + [8]

Total of Items: [6] + [7] + [8] = [9]
Item [9] should be equal to item [1]

Number of additional children requesting a meal after all available meals were 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
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----

By signing below, I certify that the above information is true and accurate:

Signature _____ Date 4/13/20

This institution is an equal opportunity provider.

Summer Feeding

Do's

Correct use of SFSP Daily Meal Count Form:

- Crossing out the numbers one at a time as each meal is served.



Arizona Department of Education
Summer Food Service Program

Daily Meal Count Form

Site Name		Date <u>8/12/20</u>																																																																																																																																																																																																																																																																											
Site Address																																																																																																																																																																																																																																																																													
Site Telephone	Meal Type <input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> SN <input type="checkbox"/> SU																																																																																																																																																																																																																																																																												
Supervisor's Name	Delivery Time																																																																																																																																																																																																																																																																												
Meals received/prepared <u>150</u> + Meals available from previous day <u>0</u> = <u>150</u> Total Meals Available [1]																																																																																																																																																																																																																																																																													
First Meals Served to Children (cross off number as each child receives a meal):																																																																																																																																																																																																																																																																													
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1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 Total non-Program Adult Meals + [5]																																																																																																																																																																																																																																																																													
Total Meals Served = <u>150</u> [6]																																																																																																																																																																																																																																																																													
Total damaged/incomplete/other non-reimbursable meals + [7]																																																																																																																																																																																																																																																																													
Total leftover meals + [8]																																																																																																																																																																																																																																																																													
Total of Items: [6] + [7] + [8] = [9] Item [9] should be equal to item [1]																																																																																																																																																																																																																																																																													
Number of additional children requesting a meal after all available meals were 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																																																																																																																																																																																																																																																																													

By signing below, I certify that the above information is true and accurate:

Signature [Signature] Date 8/12/20
this institution is an equal opportunity provider.

Multiple Meal/Day Distribution

Don'ts

Serving multiple meals at once and/or for multiple days:

- Not keeping separate counts for each day and each meal service.

Even though 4 meals are being served at once for 2 days, there must be a separate meal counting form for each "meal service" being served at one time.

Meal Count Form

Site:		Meal Type:	B + L x 2	G + G																				
Date:	5-8-2020	Notes:	2 Breakfast and 2 lunches combined																					
Meals received/prepared	133	+ Previous days' available meals	28	= 161 Total Meals Available																				
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	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75
76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125
126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150
151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175
176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200
201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225
226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250
251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275
276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300

Daily Edit Checks

Don'ts

- Completing at the end of the month, or not at all
- Not adjusting the attendance factor and underclaiming

Do's

- Completing DAILY
- Identifying the cause of any issues immediately
- Having the attendance factor adjusted using the [Attendance Factor Calculation Sheet](#) so you can claim the correct number of meals



Daily Edit Checks

As stated in the CFR, daily edit checks are required as part of submitting the monthly reimbursement claim.

- The number of eligible students multiplied by the attendance factor (AF) should be greater than or equal to the number of meals served

The enrollment count used should be the highest number of students enrolled during that month.

The Attendance Factor is found at the bottom of the Site claim in CNPWeb.

Example: There are 100 free eligible students. The AF is 90%. This means that on an average day, there would be no more than 90 students eligible to receive meals.

	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

Sample Daily Edit Check

For sites operating regular NSLP or a Provision 2/3 base year.

School:	Arizona Elementary School			Enrollment (Membership):	500		<input checked="" type="checkbox"/> National School Lunch Program						
Month:	October			Attendance Factor (AF):	95.00%		<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	250	95.00%	238	220	100	95.00%	95	90	150	95.00%	143	140	450
2	250	95.00%	238	230	100	95.00%	95	94	150	95.00%	143	138	462
3	250	95.00%	238	240	100	95.00%	95	87	150	95.00%	143	141	468
4	250	95.00%	238	235	100	95.00%	95	90	150	95.00%	143	135	460
5	250	95.00%	238	220	100	95.00%	95	75	150	95.00%	143	130	425
6		95.00%	0			95.00%	0			95.00%	0		0
7		95.00%	0			95.00%	0			95.00%	0		0
8	250	95.00%	238	222	100	95.00%	95	90	150	95.00%	143	137	449
9	250	95.00%	238	231	100	95.00%	95	92	150	95.00%	143	140	463
10	250	95.00%	238	235	100	95.00%	95	89	150	95.00%	143	131	455
11	250	95.00%	238	251	100	95.00%	95	102	150	95.00%	143	151	504
12	250	95.00%	238	228	100	95.00%	95	90	150	95.00%	143	130	448
13		95.00%	0			95.00%	0			95.00%	0		0
14		95.00%	0			95.00%	0			95.00%	0		0
15	250	95.00%	238	223	100	95.00%	95	90	150	95.00%	143	142	455
16	250	95.00%	238	230	100	95.00%	95	95	150	95.00%	143	139	464
17	250	95.00%	238	227	100	95.00%	95	94	150	95.00%	143	140	461
18	250	95.00%	238	235	100	95.00%	95	96	150	95.00%	143	138	469
19	250	95.00%	238	220	100	95.00%	95	85	150	95.00%	143	130	435
20		95.00%	0			95.00%	0			95.00%	0		0
21		95.00%	0			95.00%	0			95.00%	0		0
22	250	95.00%	238	220	100	95.00%	95	90	150	95.00%	143	140	450
23	250	95.00%	238	232	100	95.00%	95	94	150	95.00%	143	138	464
24	250	95.00%	238	237	100	95.00%	95	87	150	95.00%	143	141	465
25	250	95.00%	238	239	100	95.00%	95	90	150	95.00%	143	144	473
26	250	95.00%	238	218	100	95.00%	95	75	150	95.00%	143	130	423
27		95.00%	0			95.00%	0			95.00%	0		0
28		95.00%	0			95.00%	0			95.00%	0		0
29	250	95.00%	238	235	100	95.00%	95	89	150	95.00%	143	140	464
30	250	95.00%	238	230	100	95.00%	95	88	150	95.00%	143	138	456
31	250	95.00%	238	226	100	95.00%	95	90	150	95.00%	143	130	446
Totals:				5284				2062				3163	10509

Match these counts to your daily meal count forms.

Yellow cells: This should prompt the SFA to check that meal counts are accurate, but should not deter the SFA from entering the true meals served if it is found to be correct.

Red cells: If any meals served exceeded the number of approved eligibles, this is considered an error and the SFA needs to investigate further and make the correction.

These totals go directly into the monthly claim!

Sample Simplified Daily Edit Check

For sites operating a Provision 2/3 non-base year or CEP.

Simplified Daily Edit Check Worksheet											
School:	Arizona Middle School			Enrollment:		200		<input checked="" type="checkbox"/> National School Lunch Program			
Month:	October			Attendance Factor (AF):		90.00%		<input checked="" type="checkbox"/> School Breakfast Program			
BREAKFAST						LUNCH					
	A	B	C	D			A	B	C	D	
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	200	90.00%	180	160	160	1	200	90.00%	180	179	179
2	200	90.00%	180	155	155	2	200	90.00%	180	178	178
3	200	90.00%	180	161	161	3	200	90.00%	180	180	180
4	200	90.00%	180	169	169	4	200	90.00%	180	181	181
5	200	90.00%	180	154	154	5	200	90.00%	180	177	177
6		90.00%	0		0	6		90.00%	0		0
7		90.00%	0		0	7		90.00%	0		0
8	200	90.00%	180	162	162	8	200	90.00%	180	175	175
9	200	90.00%	180	149	149	9	200	90.00%	180	176	176
10	200	90.00%	180	150	150	10	200	90.00%	180	170	170
11	200	90.00%	180	155	155	11	200	90.00%	180	179	179
12	200	90.00%	180	152	152	12	200	90.00%	180	170	170
13		90.00%	0		0	13		90.00%	0		0
14		90.00%	0		0	14		90.00%	0		0
15	200	90.00%	180	160	160	15	200	90.00%	180	165	165
16	200	90.00%	180	154	154	16	200	90.00%	180	173	173
17	200	90.00%	180	162	162	17	200	90.00%	180	182	182
18	200	90.00%	180	167	167	18	200	90.00%	180	179	179
19	200	90.00%	180	159	159	19	200	90.00%	180	176	176
20		90.00%	0		0	20		90.00%	0		0
21		90.00%	0		0	21		90.00%	0		0
22	200	90.00%	180	161	161	22	200	90.00%	180	175	175
23	200	90.00%	180	150	150	23	200	90.00%	180	201	201
24	200	90.00%	180	151	151	24	200	90.00%	180	177	177
25	200	90.00%	180	156	156	25	200	90.00%	180	175	175
26	200	90.00%	180	153	153	26	200	90.00%	180	10	10
27		90.00%	0		0	27		90.00%	0		0
28		90.00%	0		0	28		90.00%	0		0
29	200	90.00%	180	165	165	29	200	90.00%	180	172	172
30	200	90.00%	180	163	163	30	200	90.00%	180	169	169
31	200	90.00%	180	163	163	31	200	90.00%	180	173	173
Totals:				3631		Totals:				3892	

Match these counts to your daily meal count forms.

Yellow cells: This should prompt the SFA to check that meal counts are accurate, but should not deter the SFA from entering the true meals served if it is found to be correct.

Red cells: If any meals served exceeded the number of approved eligibles, this is considered an error and the SFA needs to investigate further and make the correction.

These totals go directly into the monthly claim!

**"Doing daily edit checks doesn't
help me submit an accurate
monthly claim."**

- No one, ever

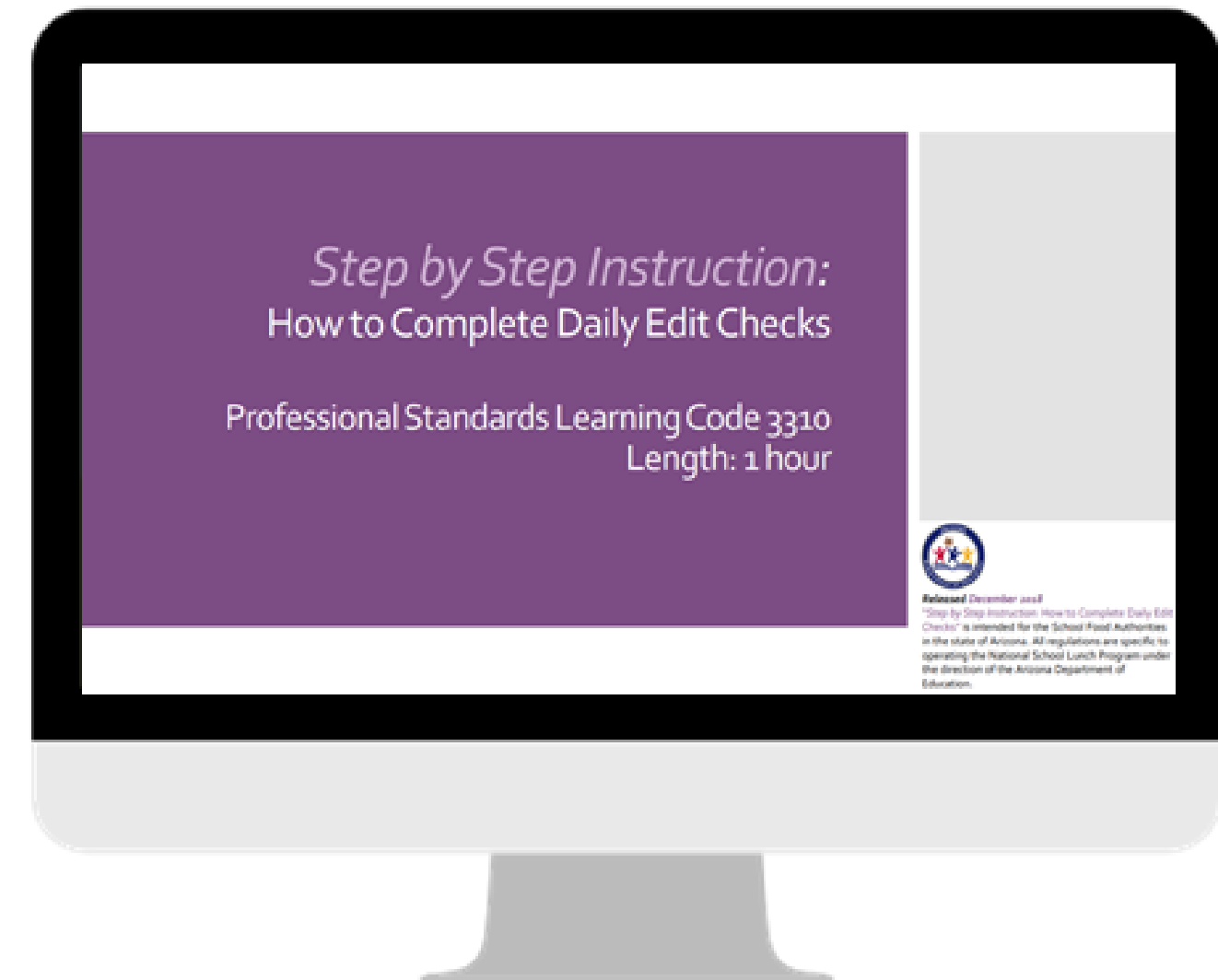
Daily Edit Checks

We have training for that!

To learn more about daily edit checks, take the online training: [Step by Step Instruction: How to Complete Daily Edit Checks](#)

This training provides detailed instructions on completing the Daily Edit Check Worksheet and the Simplified Daily Edit Check Worksheet (for sites operating a Special Assistance Provision).

The daily edit check templates used in the examples can be found on the NSLP Program Forms [webpage](#) under the 'Operational' accordion.



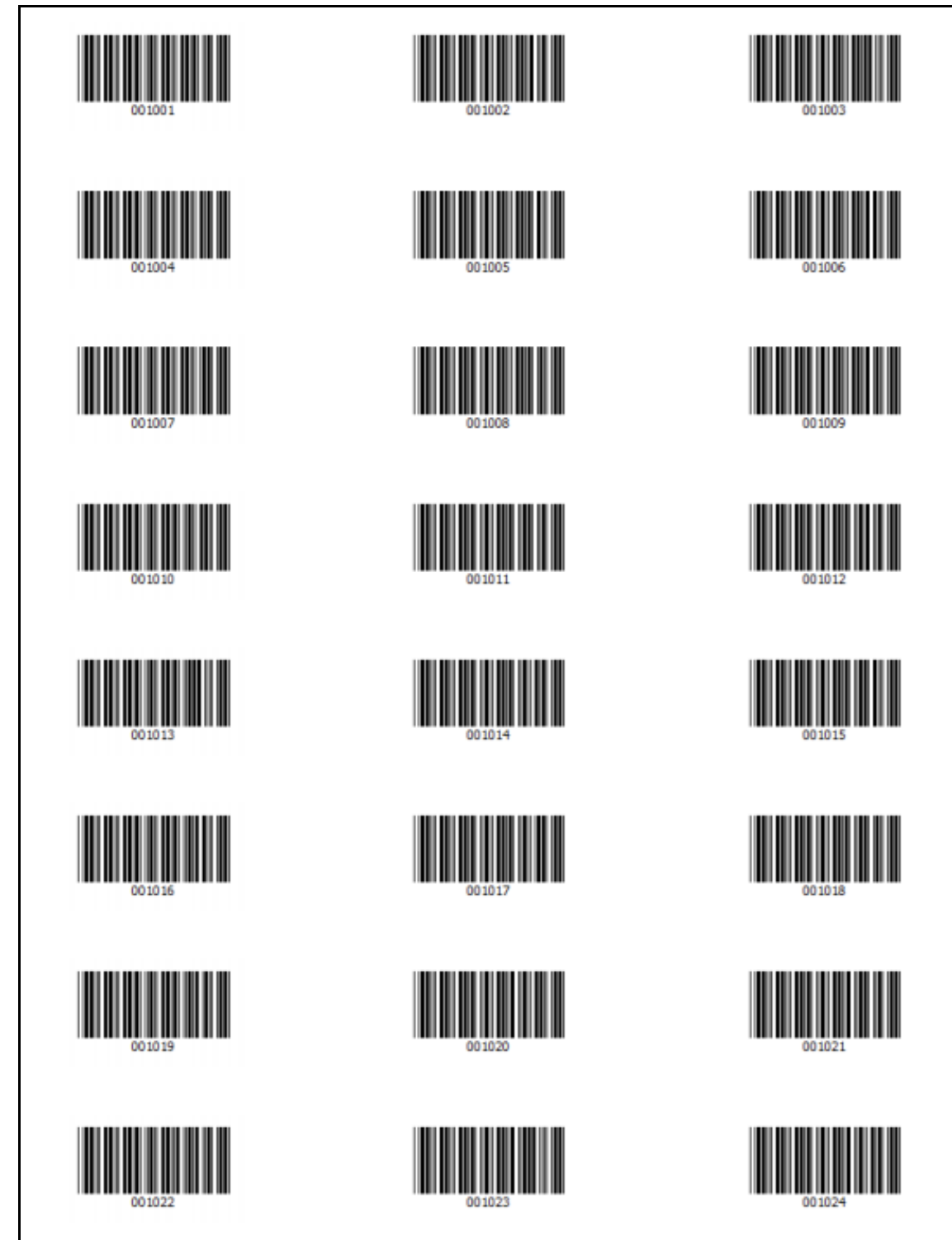


Other Best Practices

Print-outs with student barcodes

Can be used anywhere -> classroom, curbside, bus route, cafeteria

- Scan barcodes as students take their meals, or
- Place the print-outs in a sheet protector and place a checkmark next to each student's barcode who received a meal, then scan the barcodes when you get back to the POS



Other Best Practices



Provision 2/3 Non-Base Year and CEP sites:

- Simply use a tally sheet! Mistakes happen when manually counting meals by student. If you don't have an electronic POS, make the process as simple as possible—that's part of the benefit of operating a special provision!
- Remember, if using a clicker, be sure the person using it is well-trained.





Other Best Practices

General best practices for meal counting:

- Be diligent when consolidating meal counts from multiple POS, and consolidate them DAILY
- Keep the number of steps to a minimum
- Limit meal count sheets to one week
- If you use an Excel spreadsheet to consolidate your meal counts, consider using a laptop at the POS—internet is not needed to use Excel and can eliminate the step of moving meal counts from a paper sheet to Excel
 - Make sure Excel formulas are correct!
- Save paper rosters after being transferred to the POS—you must keep original counts to support your claim

During Reviews

Methods that can make it difficult for your reviewer to verify your meal counting records:

- Unclear scans or copies that are difficult to read
- Not verifying that all sheets have been scanned properly
- Scanning sheets that are in a different order from day to day
- Not including eligibility codes on roster count sheets
- Not cross-checking final POS manual entries with totals on meal count sheets

[illegible]

These are too hard to see. Should they be included in the meal count?



SUMMARY

PUTTING IT ALL TOGETHER

BE A MEAL COUNTING PRO!

Whatever you do, ask yourself if your meal counting process(es):

- 1.** Obtain accurate, reliable counts of the number of free, reduced-price and paid lunches served for each serving day.
- 2.** Correctly record, consolidate and report meal counts on the Claim for Reimbursement.
- 3.** Ensure daily edit checks are completed **daily**.



Thank you!

Please type any questions you have into the chat box.

If you are attending the live webinar, you will receive a link to complete the survey in EMS. After completing the survey you can print a certificate of completion.

If you are watching the recorded webinar, you can access the survey link and certificate of completion at the end of the webinar slides.



Congratulations!

You have completed the *Recorded Webinar: Meal Counting Do's and Don'ts*

To request a certificate, please go to the next slide.

In order to count this training toward 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: Recorded Webinar: Meal Counting Do's and Don'ts
- Learning Codes: 2310, 3310
- Key Area: 2000-Operations; 3000-Administration
- Length: 1 Hour

Please Note: Attendees must document the amount of training hours indicated regardless of the amount of time it takes to complete it.



Congratulations!

Requesting a training certificate

Please click on the link below to complete a brief survey about this webinar. 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/RecordedWebinarOnlineSurvey>

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

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