

INSTRUCTIONS FOR COMPLETING THE EDIT CHECK WORKSHEET

ALL School Food Authorities (SFAs) are required to carry out data comparisons to determine the reasonableness of school meal counts. Schools may carry out the same or similar edit checks before submitting their data to the SFA. SFAs are to compare school counts with the required data to identify potential count problems. These edit checks are intended to enable the SFA to recognize potential inaccuracies in day to day meal counts from day to day.

<p>INSTRUCTIONS:</p> <ol style="list-style-type: none"> 1. Enter the name of the school building or site for which the edit check is being completed in Row 2, Column B. 2. Enter the month and year for which the edit check is being completed in Row 3, Column C. 3. Enter the number of days meals were served during the month being reported in Row 4, Column D. 4. Total Enrolled - enter the number of students eligible to participate in the program in that building or site in Row 3, Column H. 5. AF = Average Daily Attendance divided by Average Daily Enrollment. The AF cannot be more than 100. Enter in Row 4, Column H. 6. The worksheet is to be signed prior to the submission of the monthly Claim for Reimbursement by the SFA employee who is responsible for reviewing the data on the Edit Check Worksheet(s) in Row 4, Column L. 7. Enter the date of each day that meals are served in Rows 7-37, Column A as needed. 8. Enter the number of PAID meals claimed each day in Column B. 9. Enter the number of children eligible for PAID meals each day in Column C (may change from day to day). 10. Enter number of FREE meals claimed each day in Column E. 11. Enter number of children eligible for FREE meals each day in Column F (may change from day to day). 	<ol style="list-style-type: none"> 12. Enter number of REDUCED PRICE meals claimed each day in Column H. 13. Enter number of children eligible for REDUCED PRICE meals each day in Column I (may change from day to day). 14. Write in explanations for any counts that exceed the edit checks in Column M. <p>Average Daily Participation is calculated by dividing Total Meals Served for the Month by the Number of Days Meals Served for the Month. The computer will perform this calculation.</p> <p>NOTE: If the total number of Free and/or Reduced Price meals claimed exceed Free Eligible and/or Reduced Price Eligible, submit a copy of that month's Edit Check Worksheet to North Carolina Department of Public Instruction, Child Nutrition Services Section, 6324 Mail Service Center, Raleigh, NC, 27699-6324.</p> <p>To perform an edit check of the daily claim numbers, compare for each day:</p> <ol style="list-style-type: none"> A. Column B (Paid Claimed) against Columns C and D. Problems requiring investigation: Column B is greater than Column C or Column D. B. Column E (Free Claimed) against Columns F and G. Problems requiring investigation: Column E is greater than Column F or Column G. C. Column H (Reduced Price Claimed) against Columns I and J. Problems requiring investigation: Column H is greater than Column I or Column J. <p>An investigation can include contacting the school to have numbers re-checked, checking school's data such as enrollment and attendance figures, checking menu for possible reasons for high or low participation, checking for other reasons for unusual numbers (i.e., weather, visiting students, illnesses, transient populations).</p>
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