

# Step-by-Step Instruction: How to Complete Daily Edit Checks



Health and Nutrition Services  
Arizona Department of Education







# Disclaimer

This training was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS). The content in this training is intended for professionals operating one or more USDA Child Nutrition Programs in Arizona under the direction of ADE. The information in this training is subject to change. Attendees are encouraged to access professional development materials directly from the training library to prevent use of outdated content.



# Intended Audience

**This training is intended for School Food Authorities (SFAs) operating the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP).**

# 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.

## **TRAINING HOURS**

Information to include when documenting this training for Professional Standards:

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

**Key Area:** 3000 - Administration

**Learning Code:** 3310

**Length:** 1 hour



# Quiz Time



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 answers available within the guide.

The question mark icon below will indicate a comprehension quiz question.





# Definitions

## **Daily Edit Check**

A worksheet that is required to be completed on a daily basis to ensure the number of children eligible for free, reduced-price, and paid meals, multiplied by the SFA'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 (AF)**

A percentage developed each program year by ADE School Finance. This percentage accounts for the difference between enrollment and attendance.

## **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.



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# Counting and Claiming Review

## SECTION 1





# 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, SFAs 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.



# Counting and Claiming Overview

- Daily checks are required at each site to establish internal control for 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.



# 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



SECTION 2



**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.

## Monitoring Meal Counts with Daily Edit Checks

SFAs 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.




# Downloading the Worksheet

**ADE PROVIDES TWO DIFFERENT WORKSHEETS FOR SFAS TO COMPLETE THEIR EDIT CHECKS WITH:**

[illegible]

## DAILY EDIT CHECK WORKSHEET



**Simplified Daily Edit Check Worksheet**

School: \_\_\_\_\_ Enrollment: \_\_\_\_\_ ☐ National School Lunch Program

Month: \_\_\_\_\_ Attendance Factor (AF): \_\_\_\_\_ ☐ School Breakfast Program

**BREAKFAST**

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

**LUNCH**

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

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## **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.

# Monitoring Meal Counts with Daily Edit Checks

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





# 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 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 throughout the program year. This number may be different for each of your sites.
- **Month:** Enter the month.

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

[illegible]



# Daily Edit Check Worksheet Table

**THERE ARE DIFFERENT PARTS TO THE TABLE THAT NEED TO BE COMPLETED TO HELP MAINTAIN INTERNAL CONTROLS. THE HEADER IS TO BE COMPLETED MONTHLY.**

## Daily Edit Check 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 who 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.

[illegible]



# 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 Worksheet

School: \_\_\_\_\_

Enrollment: \_\_\_\_\_

☐ National School Lunch Program

Month: \_\_\_\_\_

Attendance Factor (AF): \_\_\_\_\_

☐ School Breakfast Program

Simplified Daily Edit  
Check Table



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	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



# 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 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 throughout 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 represents is indicated by checking the box for National School Lunch Program or School Breakfast Program.

Simplified Daily Edit Check Worksheet

School: Enrollment:

Month: Attendance Factor (AF):

☐ National School Lunch Program  
☐ School Breakfast Program

BREAKFAST

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

LUNCH

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



# 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 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 who 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.

Simplified Daily Edit Check Worksheet

School: Enrollment: ☐ National School Lunch Program

Month: Attendance Factor (AF): ☐ School Breakfast Program

BREAKFAST

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

LUNCH

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

# Quiz Time

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





# Quiz Time

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.



# Quiz Time

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





# Quiz Time

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 on 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.**





# 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

SECTION 3





# Time to follow along!

## HAVE THE DAILY EDIT CHECK WORKSHEET IN FRONT OF YOU.

	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	Free	AF	Free	Free	Reduced	AF	Reduced	Reduced	Paid	AF	Paid	Paid	TOTAL
6	Month:	Eligible		Eligible X	Meals	Eligible		Eligible X	Meals	Eligible:		Eligible X	Meals	COUNTS:
7				AF:	Served:			AF:	Served:				Served:	
8	1		0.00%	0			0.00%	0			0.00%	0		0
9	2		0.00%	0			0.00%	0			0.00%	0		0
10	3		0.00%	0			0.00%	0			0.00%	0		0
11	4		0.00%	0			0.00%	0			0.00%	0		0
12	5		0.00%	0			0.00%	0			0.00%	0		0
13	6		0.00%	0			0.00%	0			0.00%	0		0
14	7		0.00%	0			0.00%	0			0.00%	0		0
15	8		0.00%	0			0.00%	0			0.00%	0		0
16	9		0.00%	0			0.00%	0			0.00%	0		0
17	10		0.00%	0			0.00%	0			0.00%	0		0
18	11		0.00%	0			0.00%	0			0.00%	0		0
19	12		0.00%	0			0.00%	0			0.00%	0		0
20	13		0.00%	0			0.00%	0			0.00%	0		0
21	14		0.00%	0			0.00%	0			0.00%	0		0
22	15		0.00%	0			0.00%	0			0.00%	0		0
23	16		0.00%	0			0.00%	0			0.00%	0		0
24	17		0.00%	0			0.00%	0			0.00%	0		0
25	18		0.00%	0			0.00%	0			0.00%	0		0
26	19		0.00%	0			0.00%	0			0.00%	0		0
27	20		0.00%	0			0.00%	0			0.00%	0		0
28	21		0.00%	0			0.00%	0			0.00%	0		0
29	22		0.00%	0			0.00%	0			0.00%	0		0
30	23		0.00%	0			0.00%	0			0.00%	0		0
31	24		0.00%	0			0.00%	0			0.00%	0		0
32	25		0.00%	0			0.00%	0			0.00%	0		0
33	26		0.00%	0			0.00%	0			0.00%	0		0
34	27		0.00%	0			0.00%	0			0.00%	0		0
35	28		0.00%	0			0.00%	0			0.00%	0		0
36	29		0.00%	0			0.00%	0			0.00%	0		0
37	30		0.00%	0			0.00%	0			0.00%	0		0
38	31		0.00%	0			0.00%	0			0.00%	0		0
39	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.



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	Free	AF	Free	Free	Reduced	AF	Reduced	Reduced	Paid	AF	Paid	Paid	TOTAL
6	Month:	Eligible		Eligible X	Meals	Eligible		Eligible X	Meals	Eligible:		Eligible X	Meals	COUNTS:
7	1		0.00%	AF:	Served:		0.00%	AF:	Served:		0.00%	AF:	Served:	0
8	2		0.00%				0.00%				0.00%			0
9	3		0.00%				0.00%				0.00%			0
0	4		0.00%				0.00%				0.00%			0
1	5		0.00%				0.00%				0.00%			0
2	6		0.00%				0.00%				0.00%			0
3	7		0.00%				0.00%				0.00%			0
4	8		0.00%				0.00%				0.00%			0
5	9		0.00%				0.00%				0.00%			0
6	10		0.00%				0.00%				0.00%			0
7	11		0.00%				0.00%				0.00%			0
8	12		0.00%				0.00%				0.00%			0
9	13		0.00%				0.00%				0.00%			0
0	14		0.00%				0.00%				0.00%			0
1	15		0.00%				0.00%				0.00%			0
2	16		0.00%				0.00%				0.00%			0
3	17		0.00%				0.00%				0.00%			0
4	18		0.00%				0.00%				0.00%			0
5	19		0.00%				0.00%				0.00%			0
6	20		0.00%				0.00%				0.00%			0
7	21		0.00%				0.00%				0.00%			0
8	22		0.00%				0.00%				0.00%			0
9	23		0.00%				0.00%				0.00%			0
0	24		0.00%				0.00%				0.00%			0
1	25		0.00%				0.00%				0.00%			0
2	26		0.00%				0.00%				0.00%			0
3	27		0.00%				0.00%				0.00%			0
4	28		0.00%				0.00%				0.00%			0
5	29		0.00%				0.00%				0.00%			0
6	30		0.00%				0.00%				0.00%			0
7	31		0.00%				0.00%				0.00%			0
8	Totals:				0				0				0	0

## 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	Free	AF	Free	Free	Reduced	AF	Reduced	Reduced	Paid	AF	Paid	Paid	TOTAL
6	Month:	Eligible		Eligible X	Meals	Eligible		Eligible X	Meals	Eligible:		Eligible X	Meals	COUNTS:
				AF:	Served:			AF:	Served:					
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



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

	A	B	C	D	F	G	H	I	J	K	L	M	N
1	School:	Arizona Elementa			Enrollment (Membership):	200				<input type="checkbox"/> National School Lunch Program			
2	Month:	December			Attendance Factor (AF):								
4		A	B	C	D	A	B	C	D				
5	Day of	Free	AF	Free	Free	Reduced	AF	Reduced	Reduced				
6	Month:	Eligible		Eligible X	Meals	Eligible		Eligible X	Meals				
				AF:	Served:			AF:	Served:				
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		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

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



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

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		A	B	C	D	A	B	C	D	
5	Day of	Free	AF	Free	Free	Reduced	AF	Reduced	Reduced	Paid	AF	Paid	Paid	TOTAL
6	Month:	Eligible		Eligible X	Meals	Eligible		Eligible X	Meals	Eligible:		Eligible X	Meals	COUNTS:
				AF:	Served:			AF:	Served:			AF:	Served:	
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



## 5. Check the accurate meal service box.

	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):			93.75%		<input type="checkbox"/> School Breakfast Program			
4		A	B	C	D	A	B	C	D	A	B	C	D	
5	Day of	Free	AF	Free	Free	Reduced	AF	Reduced	Reduced	Paid	AF	Paid	Paid	TOTAL
6	Month:	Eligible		Eligible X	Meals	Eligible		Eligible X	Meals	Eligible:		Eligible X	Meals	COUNTS:
				AF:	Served:			AF:	Served:				Served:	
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

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	Free	AF	Free	Free	Reduced	AF	Reduced	Reduced	Paid	AF	Paid	Paid	TOTAL
6	Month:	Eligible		Eligible X	Meals	Eligible		Eligible X	Meals	Eligible:		Eligible X	Meals	
				AF:	Served:			AF:	Served:				Served:	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



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	Free	AF	Free	Free	Reduced	AF	Reduced	Reduced	Paid	AF	Paid	Paid	TOTAL
6	Month:	Eligible		Eligible X	Meals	Eligible		Eligible X	Meals	Eligible:		Eligible X	Meals	
				AF:	Served:			AF:	Served:				Served:	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

## 6. Enter the number of Free Eligible students 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					
2	Month:	December				Attendance Factor (AF):			93.75%					
4		A	B	C	D	A	B	C	D					
5	Day of	Free	AF	Free	Free	Reduced	AF	Reduced	Reduced					
6	Month:	Eligible		Eligible X	Meals	Eligible		Eligible X	Meals					
				AF:	Served:			AF:	Served:					
7	1		93.75%	0			93.75%	0						
8	2		93.75%	0			93.75%	0						
9	3	120	93.75%	113			93.75%	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

For example, Arizona Elementary School had 120 students eligible for free meals recorded in their BID on December 3rd.



7. The Free 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					
2	Month:	December				Attendance Factor (AF):			93.75%					
4		A	B	C	D	A	B	C	D					
5	Day of	Free	AF	Free	Free	Reduced	AF	Reduced	Reduced					
6	Month:	Eligible		Eligible X	Meals	Eligible		Eligible X	Meals					
				AF:	Served:			AF:	Served:					
7	1		93.75%	0			93.75%	0						
8	2		93.75%	0			93.75%	0						
9	3			113			93.75%	0						
10	4		93.75%	0			93.75%	0						
11	5		93.75%	0			93.75%	0						
12	6		93.75%	0			93.75%	0						
13	7		93.75%	0			93.75%	0						
14	8		93.75%	0			93.75%	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 x .9375 = 112.5 (round to 113)

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 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	Free	AF	Free	Free	Reduced	AF	Reduced	Reduced	Paid	AF	Paid	Paid	TOTAL
6	Month:	Eligible		Eligible X	Meals	Eligible		Eligible X	Meals	Eligible:		Eligible X	Meals	COUNTS:
				AF:	Served:			AF:	Served:			AF:	Served:	
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			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									

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.



9. Enter the number of Reduced Eligible students 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					
2	Month:	December				Attendance Factor (AF):			93.75%					
4		A	B	C	D	A	B	C	D					
5	Day of	Free	AF	Free	Free	Reduced	AF	Reduced	Reduced					
6	Month:	Eligible		Eligible X	Meals	Eligible		Eligible X	Meals					
				AF:	Served:			AF:	Served:					
7	1		93.75%	0			93.75%	0						
8	2		93.75%	0			93.75%	0						
9	3	120	93.75%			60	93.75%	56						
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

For example, Arizona Elementary School had 60 students eligible for reduced-price meals recorded in their BID on December 3rd.

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					
2	Month:	December				Attendance Factor (AF):			93.75%					
4		A	B	C	D	A	B	C	D					
5	Day of	Free	AF	Free	Free	Reduced	AF	Reduced	Reduced					
6	Month:	Eligible		Eligible X	Meals	Eligible		Eligible X	Meals					
				AF:	Served:			AF:	Served:					
7	1		93.75%	0			93.75%	0						
8	2		93.75%	0			93.75%	0						
9	3	120	93.75%	113				56						
10	4		93.75%	0			93.75%	0						
11	5		93.75%	0			93.75%	0						
12	6		93.75%	0			93.75%	0						
13	7		93.75%	0			93.75%	0						
14	8		93.75%	0			93.75%	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 x .9375 = 56.25 (round to 56)



11. Enter the number of *Reduced 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 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	Free	AF	Free	Free	Reduced	AF	Reduced	Reduced	Paid	AF	Paid	Paid	TOTAL
6	Month:	Eligible		Eligible X	Meals	Eligible		Eligible X	Meals	Eligible:		Eligible X	Meals	COUNTS:
				AF:	Served:			AF:	Served:				Served:	
7	1		93.75%	0			93.75%	0			93.75%	0		0
8	2		93.75%	0			93.75%				93.75%	0		0
9	3	120	93.75%	113	100	60		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						
22	16		93.75%	0			93.75%	0						
23	17		93.75%	0			93.75%	0						
24	18		93.75%	0			93.75%	0						
25	19		93.75%	0			93.75%	0						
26	20		93.75%	0			93.75%	0						
27	21		93.75%	0			93.75%	0						
28	22		93.75%	0			93.75%	0						
29	23		93.75%	0			93.75%	0						
30	24		93.75%	0			93.75%	0						
31	25		93.75%	0			93.75%	0						
32	26		93.75%	0			93.75%	0						
33	27		93.75%	0			93.75%	0						
34	28		93.75%	0			93.75%	0						
35	29		93.75%	0			93.75%	0						
36	30		93.75%	0			93.75%	0						
37	31		93.75%	0			93.75%	0						
38	Totals:				100				50				0	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.

## 12. Enter the number of Paid Eligible students on the 3

	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:
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	120	93.75%	113	100	60	93.75%	0		20	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			93.75%	0			93.75%	0			93.75%	0		0
15			93.75%	0			93.75%	0			93.75%	0		0
16			93.75%	0			93.75%	0			93.75%	0		0
17			93.75%	0			93.75%	0			93.75%	0		0
18			93.75%	0			93.75%	0			93.75%	0		0
19			93.75%	0			93.75%	0			93.75%	0		0
20			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

For example, Arizona Elementary School had 20 students eligible for paid meals recorded in their BID on December 3rd.



Time to double check! Does the total eligibles exceed total enrollment?

	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	Free	AF	Free	Free	Reduced	AF	Reduced	Reduced	Paid	AF	Paid	Paid	TOTAL
6	Month:	Eligible		Eligible X	Meals	Eligible		Eligible X	Meals	Eligible:		Eligible X	Meals	COUNTS:
				AF:	Served:			AF:	Served:			AF:	Served:	
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														
13														
14														
15														
16														
17														
18														
19														
20														
21														
22														
23														
24														
25														
26														
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:					100				50				0	0

13. The Paid 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 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	Free	AF	Free	Free	Reduced	AF	Reduced	Reduced	Paid	AF	Paid	Paid	TOTAL
6	Month:	Eligible		Eligible X	Meals	Eligible		Eligible X	Meals	Eligible:		Eligible X	Meals	
				AF:	Served:			AF:	Served:			AF:	Served:	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			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											93.75%	0		0
13											93.75%	0		0
14											93.75%	0		0
15											93.75%	0		0
16											93.75%	0		0
17											93.75%	0		0
18											93.75%	0		0
19											93.75%	0		0
20											93.75%	0		0
21											93.75%	0		0
22											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



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

5155

	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	Free	AF	Free	Free	Reduced	AF	Reduced	Reduced	Paid	AF	Paid	Paid	TOTAL
6	Month:	Eligible		Eligible X	Meals	Eligible		Eligible X	Meals	Eligible:		Eligible X	Meals	COUNTS:
				AF:	Served:			AF:	Served:			AF:	Served:	
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		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			155.75%	0		0
19	13		93.75%	0			93.75%	0			93.75%	0		0
20	14		93.75%	0			93.75%	0						
21	15		93.75%	0			93.75%	0						
22	16		93.75%	0			93.75%	0						
23	17		93.75%	0			93.75%	0						
24	18		93.75%	0			93.75%	0						
25	19		93.75%	0			93.75%	0						
26	20		93.75%	0			93.75%	0						
27	21		93.75%	0			93.75%	0						
28	22		93.75%	0			93.75%	0						
29	23		93.75%	0			93.75%	0						
30	24		93.75%	0			93.75%	0						
31	25		93.75%	0			93.75%	0						
32	26		93.75%	0			93.75%	0						
33	27		93.75%	0			93.75%	0						
34	28		93.75%	0			93.75%	0						
35	29		93.75%	0			93.75%	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.

5155

	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	Free	AF	Free	Free	Reduced	AF	Reduced	Reduced	Paid	AF	Paid	Paid	TOTAL
6	Month:	Eligible		Eligible X	Meals	Eligible		Eligible X	Meals	Eligible:		Eligible X	Meals	COUNTS:
				AF:	Served:			AF:	Served:			AF:	Served:	
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%			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			155.75%	0		0
19	13		93.75%	0			93.75%	0			93.75%	0		0
20	14		93.75%											
21	15		93.75%											
22	16		93.75%											
23	17		93.75%											
24	18		93.75%											
25	19		93.75%											
26	20		93.75%											
27	21		93.75%											
28	22		93.75%											
29	23		93.75%											
30	24		93.75%											
31	25		93.75%											
32	26		93.75%											
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

5 155

	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	Free	AF	Free	Free	Reduced	AF	Reduced	Reduced	Paid	AF	Paid	Paid	TOTAL
6	Month:	Eligible		Eligible X	Meals	Eligible		Eligible X	Meals	Eligible:		Eligible X	Meals	COUNTS:
				AF:	Served:			AF:	Served:			AF:	Served:	
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			155.75%	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

**Per category, no meals served should exceed the eligible.**

5 155

[illegible]

**Scenario 1:** If meals served are less than the number of Eligible x AF the SFA can consider their edit check complete.

**Scenario 2:** If any meals served exceeded the number of eligible x AF, 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.

**Scenario 3:** If any meals served exceeded the number of approved eligibles, it would be considered an error and it is up to the SFA to investigate further and make the correction.

### Example of above worksheet:

- ✓ **120** Free Eligible > **100** Free Meals Served
- ✓ **60** Reduced Eligible > **50** Meals Served
- ✓ **20** Paid Eligible > **5** Meals Served



# Quiz Time

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						
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	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



# Quiz Time

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					
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	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

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.





# Quiz Time

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 is equal to the Free Eligible x AF
- C
- Scenario 3- The number of Free Meals 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



# Quiz Time

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 is equal to the Free Eligible x AF
- C Scenario 3- The number of Free Meals 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

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.





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	
	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	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	

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		<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	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	

ENTER DATA

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 Simplified Daily Edit Check Worksheet

SECTION 4





# Special Circumstances

- If your SFA has sites operating CEP or Special Assistance Provision 2/3 Non-Base Year, continue to the next section of this training.
- If your SFA 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.





# Time to follow along!

## HAVE THE SIMPLIFIED DAILY EDIT CHECK WORKSHEET IN FRONT OF YOU.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Simplified Daily Edit Check Worksheet												
2	School:				Enrollment:				<input checked="" type="checkbox"/> National School Lunch Program				
3	Month:				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 :
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	

\*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.

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 :
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	



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 <input checked="" type="checkbox"/> School Breakfast Program						
3	Month:	December		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	

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

1	Simplified Daily Edit Check Worksheet									
2	School:	Arizona Elementary School	Enrollment:		120	<input checked="" type="checkbox"/> National School Lunch Program <input checked="" type="checkbox"/> School Breakfast Program				
3	Month:	December	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:
9	1		0.00%	0		0	1		0.00%	0
10	2		0.00%	0		0	2		0.00%	0
11	3		0.00%	0		0	3		0.00%	0
12	4		0.00%	0		0	4		0.00%	0
13	5		0.00%	0		0	5		0.00%	0
14	6		0.00%	0		0	6		0.00%	0
15	7		0.00%	0		0	7		0.00%	0
16	8		0.00%	0		0	8		0.00%	0
17	9		0.00%	0		0	9		0.00%	0
18	10		0.00%	0		0	10		0.00%	0
19	11		0.00%	0		0	11		0.00%	0
20	12		0.00%	0		0	12		0.00%	0
21	13		0.00%	0		0	13		0.00%	0
22	14		0.00%	0		0	14		0.00%	0
23	15		0.00%	0		0	15		0.00%	0
24	16		0.00%	0		0	16		0.00%	0
25	17		0.00%	0		0	17		0.00%	0
26	18		0.00%	0		0	18		0.00%	0
27	19		0.00%	0		0	19		0.00%	0
28	20		0.00%	0		0	20		0.00%	0
29	21		0.00%	0		0	21		0.00%	0
30	22		0.00%	0		0	22		0.00%	0
31	23		0.00%	0		0	23		0.00%	0
32	24		0.00%	0		0	24		0.00%	0
33	25		0.00%	0		0	25		0.00%	0
34	26		0.00%	0		0	26		0.00%	0
35	27		0.00%	0		0	27		0.00%	0
36	28		0.00%	0		0	28		0.00%	0
37	29		0.00%	0		0	29		0.00%	0
38	30		0.00%	0		0	30		0.00%	0
39	31		0.00%	0		0	31		0.00%	0
40	Totals:				0		Totals:			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.



4. Enter the AF in the *Attendance Factor (AF)* 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:	120	<input checked="" type="checkbox"/> National School Lunch Program <input checked="" type="checkbox"/> School Breakfast Program						
3	Month:	December			Factor (AF):	93.75							
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		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	

\*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. 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			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		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	



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
1	Simplified Daily Edit Check Worksheet												
2	School:	Arizona Elementary School			Enrollment:		<input checked="" type="checkbox"/> National School Lunch Program <input type="checkbox"/> School Breakfast Program						
3	Month:	December			Attendance Factor (AF):		93.75						
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
								15		0.00%	0		0
								16		0.00%	0		0
								17		0.00%	0		0
								18		0.00%	0		0
								19		0.00%	0		0
								20		0.00%	0		0
								21		0.00%	0		0
								22		0.00%	0		0
								23		0.00%	0		0
								24		0.00%	0		0
								25		0.00%	0		0
								26		0.00%	0		0
								27		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

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

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.

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
1	Simplified Daily Edit Check Worksheet												
2	School:	Arizona Elementary School			Enrollment:		<input checked="" type="checkbox"/> National School Lunch Program <input type="checkbox"/> School Breakfast Program						
3	Month:	December		Attendance Factor (AF):		93.75							
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		<del>1</del>	<del></del>	<del>0.00%</del>	<del>0</del>	<del></del>	<del>0</del>
10	2		0.00%	0		0		<del>2</del>	<del></del>	<del>0.00%</del>	<del>0</del>	<del></del>	<del>0</del>
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	



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

	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 type="checkbox"/> School Breakfast Program						
3	Month:	December		Attendance Factor (AF):		93.75							
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	120	0.00%	113		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
						0		15		0.00%	0		0
						0		16		0.00%	0		0
						0		17		0.00%	0		0
						0		18		0.00%	0		0
						0		19		0.00%	0		0
						0		20		0.00%	0		0
						0		21		0.00%	0		0
						0		22		0.00%	0		0
						0		23		0.00%	0		0
						0		24		0.00%	0		0
						0		25		0.00%	0		0
						0		26		0.00%	0		0
						0		27		0.00%	0		0
						0		28		0.00%	0		0
						0		29		0.00%	0		0
						0		30		0.00%	0		0
						0		31		0.00%	0		0
40	Totals:					0		Totals:					0

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

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

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

1	Simplified Daily Edit Check Worksheet													
2	School:	Arizona Elementary School			Enrollment:		<input checked="" type="checkbox"/> National School Lunch Program <input type="checkbox"/> School Breakfast Program							
3	Month:	December			Attendance Factor (AF):	93.75								
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		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	120	0.00%	113		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		
						0	13		0.00%	0		0		
						0	14		0.00%	0		0		
						0	15		0.00%	0		0		
						0	16		0.00%	0		0		
						0	17		0.00%	0		0		
						0	18		0.00%	0		0		
						0	19		0.00%	0		0		
						0	20		0.00%	0		0		
						0	21		0.00%	0		0		
						0	22		0.00%	0		0		
						0	23		0.00%	0		0		
						0	24		0.00%	0		0		
						0	25		0.00%	0		0		
						0	26		0.00%	0		0		
						0	27		0.00%	0		0		
						0	28		0.00%	0		0		
						0	29		0.00%	0		0		
						0	30		0.00%	0		0		
						0	31		0.00%	0		0		
						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.



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

	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 type="checkbox"/> School Breakfast Program						
3	Month:	December			Attendance Factor (AF):		93.75						
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%	113		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
						0		13		0.00%	0		0
						0		14		0.00%	0		0
						0		15		0.00%	0		0
						0		16		0.00%	0		0
						0		17		0.00%	0		0
						0		18		0.00%	0		0
						0		19		0.00%	0		0
						0		20		0.00%	0		0
						0		21		0.00%	0		0
						0		22		0.00%	0		0
						0		23		0.00%	0		0
						0		24		0.00%	0		0
						0		25		0.00%	0		0
						0		26		0.00%	0		0
						0		27		0.00%	0		0
						0		28		0.00%	0		0
						0		29		0.00%	0		0
						0		30		0.00%	0		0
						0		31		0.00%	0		0
40	Totals:					0		Totals:					0

You are completing this worksheet manually, please enter the Total Enrollment and multiply it by the AF. For example:

$93.75 = 112.5$  (round to 113)

If you are completing this worksheet manually, please take the Total Enrollment and multiply it by the AF. For example:  
  
120 x .9375 = 112.5 (round to 113)

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

	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					
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		0.00%	0		0		1		0.00%	0		0
10	2		0.00%	0		0		2		0.00%			0
11	3		0.00%	0		0		3	120			100	100
12	4		0.00%	0		0		4		0.00%			0
13	5		0.00%	0		0		5		0.00%			0
14	6		0.00%	0		0		6		0.00%			0
15	7		0.00%	0		0		7		0.00%			0
16	8		0.00%	0		0		8					
17	9		0.00%	0		0		9					
18	10		0.00%	0		0		10					
19	11		0.00%	0		0		11					
20	12		0.00%	0		0		12					
21	13		0.00%	0		0		13					
22	14		0.00%	0		0		14					
23	15		0.00%	0		0		15					
24	16		0.00%	0		0		16					
25	17		0.00%	0		0		17					
26	18		0.00%	0		0		18					
27	19		0.00%	0		0		19					
28	20		0.00%	0		0		20					
29	21		0.00%	0		0		21					
30	22		0.00%	0		0		22					
31	23		0.00%	0		0		23					
32	24		0.00%	0		0		24					
33	25		0.00%	0		0		25					
34	26		0.00%	0		0		26					
35	27		0.00%	0		0		27					
36	28		0.00%	0		0		28					
37	29		0.00%	0		0		29					
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:				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.

	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 type="checkbox"/> School Breakfast Program						
3	Month:	December			Attendance Factor (AF):		93.75						
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		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	120	0.00%	113	100	100
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:				100	

**Total Meals Served should not exceed the Total Enrollment.**

	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 type="checkbox"/> School Breakfast Program				
3	Month:	December			Attendance Factor (AF):		93.75						
4	BREAKFAST				LUNCH								
6		A	B	C	D	TOTAL UNITS	Day of Month:	Total Enrollment	AF	Total Enrollment X AF:	Total Meals Served:	TOTAL COUNT	
						0	1		0.00%	0			
						0	2		0.00%	0			
						0	3	120	0.00%	113	100	10	
						0	4		0.00%	0			
						0	5		0.00%	0			
						0	6		0.00%	0			
						0	7		0.00%	0			
						0	8		0.00%	0			
						0	9		0.00%	0			
						0	10		0.00%	0			
						0	11		0.00%	0			
						0	12		0.00%	0			
						0	13		0.00%	0			
						0	14		0.00%	0			
						0	15		0.00%	0			
						0	16		0.00%	0			
						0	17		0.00%	0			
						0	18		0.00%	0			
						0	19		0.00%	0			
						0	20		0.00%	0			
						0	21		0.00%	0			
						0	22		0.00%	0			
						0	23		0.00%	0			
						0	24		0.00%	0			
						0	25		0.00%	0			
						0	26		0.00%	0			
						0	27		0.00%	0			
						0	28		0.00%	0			
						0	29		0.00%	0			
						0	30		0.00%	0			
						0	31		0.00%	0			
							Totals:				100		

erved are less than the number of  
FA can consider their edit check

erved exceeded the number of  
should prompt the SFA to check  
te, but should not differ the SFA  
s served if it is found to be

erved exceeded the number of  
e considered an error and it is up  
ther and make the correction.

above worksheet:  
D Total Meals Served

**Scenario 1:** If Total Meals Served are less than the number of Total Enrollment x AF, the SFA can consider their edit check complete.

**Scenario 2:** If Total Meals Served exceeded the number of Total Enrollment x AF, this should prompt the SFA to check that meal counts are accurate, but should not differ the SFA from entering the true meals served if it is found to be correct.

**Scenario 3:** If Total Meals Served exceeded the number of Total Enrollment, it would be considered an error and it is up to the SFA to investigate further and make the correction.

Example of above worksheet:  
120 Total Enrollment > 100 Total Meals Served

Example of above worksheet:

## 120 Total Enrollment > 100 Total Meals Served



# Quiz Time

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	99	99
5	120	93.75%	113	122	122



# Quiz Time

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	99	99
5	120	93.75%	113	122	122

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.





# Quiz Time

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



# Quiz Time

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

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.





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.

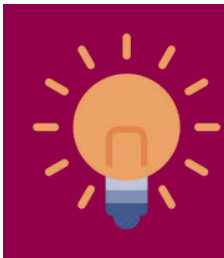
	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Simplified Daily Edit Check Worksheet												
2	School:	Arizona Elementary School			Enrollment:			<input checked="" type="checkbox"/> National School Lunch Program <input checked="" type="checkbox"/> School Breakfast Program					
3	Month:	December		Attendance Factor (AF):			1						
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		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	120	93.75%	113	99	99
13	5		93.75%	0		0		5	120	93.75%	113	90	90
14	6		93.75%	0		0		6	120	93.75%	113	102	102
15	7		93.75%	0		0		7	120	93.75%	113	88	88
16	8		93.75%	0		0		8	120	93.75%	113		0
17	9		93.75%	0		0		9	120	93.75%	113		0
18	10		93.75%	0		0		10	120	93.75%	113	114	114
19	11		93.75%	0		0		11	120	93.75%	113	101	101
20	12		93.75%	0		0		12	120	93.75%	113	100	100
21	13		93.75%	0		0		13	120	93.75%	113	98	98
22	14		93.75%	0		0		14	120	93.75%	113	100	100
23	15		93.75%	0		0		15	120	93.75%	113		0
24	16		93.75%	0		0		16	120	93.75%	113		0
25	17		93.75%	0		0		17	120	93.75%	113	111	111
26	18		93.75%	0		0		18	120	93.75%	113	113	113
27	19		93.75%	0		0		19	120	93.75%	113	110	110
28	20		93.75%	0		0		20	120	93.75%	113	80	80
29	21		93.75%	0		0		21	120	93.75%	113	83	83
30	22		93.75%	0		0		22	120	93.75%	113		0
31	23		93.75%	0		0		23	120	93.75%	113		0
32	24		93.75%	0		0		24	120	93.75%	113		0
33	25		93.75%	0		0		25	120	93.75%	113		0
34	26		93.75%	0		0		26	120	93.75%	113		0
35	27		93.75%	0		0		27	120	93.75%	113		0
36	28		93.75%	0		0		28	120	93.75%	113		0
37	29		93.75%	0		0		29	120	93.75%	113		0
38	30		93.75%	0		0		30	120	93.75%	113		0
39	31		93.75%	0		0		31	120	93.75%	113		0
40	Totals:				0			Totals:				1489	

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

	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):	1																													
4	BREAKFAST					LUNCH																													
6																																			
7	<table><tr><th>A</th><th>B</th><th>C</th><th>D</th><th>TOTAL COUNTS</th></tr><tr><th>Day of Month:</th><th>Total Enrollment</th><th>AF</th><th>Total Enrollment X AF:</th><th>Total Meals Served:</th><th></th></tr></table>					A	B	C	D	TOTAL COUNTS	Day of Month:	Total Enrollment	AF	Total Enrollment X AF:	Total Meals Served:		<table><tr><th>A</th><th>B</th><th>C</th><th>D</th><th>TOTAL COUNTS</th></tr><tr><th>Day of Month:</th><th>Total Enrollment</th><th>AF</th><th>Total Enrollment X AF:</th><th>Total Meals Served:</th><th></th></tr></table>								A	B	C	D	TOTAL COUNTS	Day of Month:	Total Enrollment	AF	Total Enrollment X AF:	Total Meals Served:	
A	B	C	D	TOTAL COUNTS																															
Day of Month:	Total Enrollment	AF	Total Enrollment X AF:	Total Meals Served:																															
A	B	C	D	TOTAL COUNTS																															
Day of Month:	Total Enrollment	AF	Total Enrollment X AF:	Total Meals Served:																															
8	<table><tr><td>1</td><td></td><td>93.75%</td><td>0</td><td>0</td></tr></table>					1		93.75%	0	0	<table><tr><td>1</td><td></td><td>93.75%</td><td>0</td><td>0</td></tr></table>								1		93.75%	0	0												
1		93.75%	0	0																															
1		93.75%	0	0																															
9	<table><tr><td>2</td><td></td><td>93.75%</td><td>0</td><td>0</td></tr></table>					2		93.75%	0	0	<table><tr><td>2</td><td></td><td>93.75%</td><td>0</td><td>0</td></tr></table>								2		93.75%	0	0												
2		93.75%	0	0																															
2		93.75%	0	0																															
10	<table><tr><td>3</td><td></td><td>93.75%</td><td>0</td><td>0</td></tr></table>					3		93.75%	0	0	<table><tr><td>3</td><td>120</td><td>93.75%</td><td>113</td><td>100</td></tr></table>								3	120	93.75%	113	100												
3		93.75%	0	0																															
3	120	93.75%	113	100																															
11	<table><tr><td>4</td><td></td><td>93.75%</td><td>0</td><td>0</td></tr></table>					4		93.75%	0	0	<table><tr><td>4</td><td>120</td><td>93.75%</td><td>113</td><td>99</td></tr></table>								4	120	93.75%	113	99												
4		93.75%	0	0																															
4	120	93.75%	113	99																															
12	<table><tr><td>5</td><td></td><td>93.75%</td><td>0</td><td>0</td></tr></table>					5		93.75%	0	0	<table><tr><td>5</td><td>120</td><td>93.75%</td><td>113</td><td>90</td></tr></table>								5	120	93.75%	113	90												
5		93.75%	0	0																															
5	120	93.75%	113	90																															
13	<table><tr><td>6</td><td></td><td>93.75%</td><td>0</td><td>0</td></tr></table>					6		93.75%	0	0	<table><tr><td>6</td><td>120</td><td>93.75%</td><td>113</td><td>102</td></tr></table>								6	120	93.75%	113	102												
6		93.75%	0	0																															
6	120	93.75%	113	102																															
14	<table><tr><td>7</td><td></td><td>93.75%</td><td>0</td><td>0</td></tr></table>					7		93.75%	0	0	<table><tr><td>7</td><td>120</td><td>93.75%</td><td>113</td><td>88</td></tr></table>								7	120	93.75%	113	88												
7		93.75%	0	0																															
7	120	93.75%	113	88																															
15	<table><tr><td>8</td><td></td><td>93.75%</td><td>0</td><td>0</td></tr></table>					8		93.75%	0	0	<table><tr><td>8</td><td>120</td><td>93.75%</td><td>113</td><td>0</td></tr></table>								8	120	93.75%	113	0												
8		93.75%	0	0																															
8	120	93.75%	113	0																															
16	<table><tr><td>9</td><td></td><td>93.75%</td><td>0</td><td>0</td></tr></table>					9		93.75%	0	0	<table><tr><td>9</td><td>120</td><td>93.75%</td><td>113</td><td>0</td></tr></table>								9	120	93.75%	113	0												
9		93.75%	0	0																															
9	120	93.75%	113	0																															
17	<table><tr><td>10</td><td></td><td>93.75%</td><td>0</td><td>0</td></tr></table>					10		93.75%	0	0	<table><tr><td>10</td><td>120</td><td>93.75%</td><td>113</td><td>114</td></tr></table>								10	120	93.75%	113	114												
10		93.75%	0	0																															
10	120	93.75%	113	114																															
18	<table><tr><td>11</td><td></td><td>93.75%</td><td>0</td><td>0</td></tr></table>					11		93.75%	0	0	<table><tr><td>11</td><td>120</td><td>93.75%</td><td>113</td><td>101</td></tr></table>								11	120	93.75%	113	101												
11		93.75%	0	0																															
11	120	93.75%	113	101																															
19	<table><tr><td>12</td><td></td><td>93.75%</td><td>0</td><td>0</td></tr></table>					12		93.75%	0	0	<table><tr><td>12</td><td>120</td><td>93.75%</td><td>113</td><td>100</td></tr></table>								12	120	93.75%	113	100												
12		93.75%	0	0																															
12	120	93.75%	113	100																															
20	<table><tr><td>13</td><td></td><td>93.75%</td><td>0</td><td>0</td></tr></table>					13		93.75%	0	0	<table><tr><td>13</td><td>120</td><td>93.75%</td><td>113</td><td>98</td></tr></table>								13	120	93.75%	113	98												
13		93.75%	0	0																															
13	120	93.75%	113	98																															
21	<table><tr><td>14</td><td></td><td>93.75%</td><td>0</td><td>0</td></tr></table>					14		93.75%	0	0	<table><tr><td>14</td><td>120</td><td>93.75%</td><td>113</td><td>100</td></tr></table>								14	120	93.75%	113	100												
14		93.75%	0	0																															
14	120	93.75%	113	100																															
22	<table><tr><td>15</td><td></td><td>93.75%</td><td>0</td><td>0</td></tr></table>					15		93.75%	0	0	<table><tr><td>15</td><td>120</td><td>93.75%</td><td>113</td><td>0</td></tr></table>								15	120	93.75%	113	0												
15		93.75%	0	0																															
15	120	93.75%	113	0																															
23	<table><tr><td>16</td><td></td><td>93.75%</td><td>0</td><td>0</td></tr></table>					16		93.75%	0	0	<table><tr><td>16</td><td>120</td><td>93.75%</td><td>113</td><td>0</td></tr></table>								16	120	93.75%	113	0												
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40	Totals:						0			Totals:					1489																				

ENTER DATA

Lunch - High Rate	
Number of Days Served:	15
Free Meals Served:	1382
Reduced-Price Meals Served:	0
Paid Meals Served:	107
Total Meals Served:	1489
Participants Enrolled:	120



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



# CONTACT US

If you have a question or require additional assistance, please contact your assigned specialist or contact HNS.



602-542-8700



ContactHNS@azed.gov



[www.azed.gov/hns](http://www.azed.gov/hns)







# Congratulations

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

Information to include when documenting this  
training for Professional Standards:

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

**Key Area: 3000 – Administration  
Learning Code: 3310  
Length: 1 hour**

Please note, attendees must document the amount of training hours  
indicated on the training despite the amount of time it takes to complete it.



# Certificate

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## Requesting a training certificate

Please click the button to complete a brief survey about this online training. Once the survey is complete, you will be able to print your certificate of completion from Survey Monkey.



Information to include when documenting this training for Professional Standards:

<b>Training Title:</b>	<b>Key Area: 3000 – Administration</b>
<b>Step by Step Instruction:</b>	<b>Learning Code: 3310</b>
<b>How to Complete Daily Edit Checks.</b>	<b>Length: 1 hour</b>

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Please note, attendees must document the amount of training hours indicated on the training despite the amount of time it takes to complete it.







In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation.

The completed AD-3027 form or letter must be submitted to USDA by:

Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW Washington, D.C. 20250-9410; or

Fax: (833) 256-1665 or (202) 690-7442; or

Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.