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







## 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are encouraged to access professional development materials directly from the training library to prevent use of outdated content.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



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 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.



#### **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

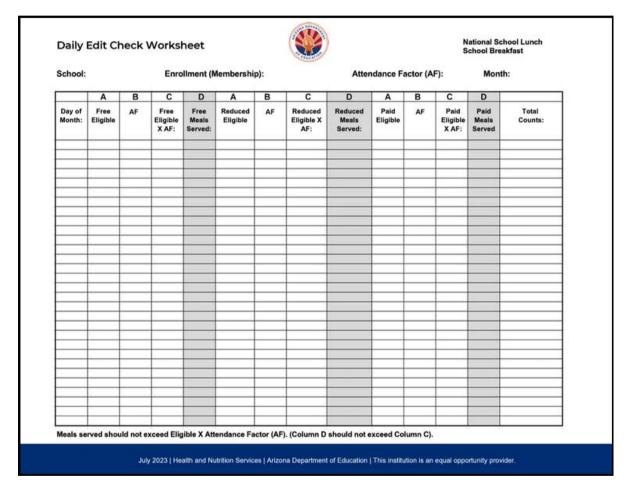
SFAs are required to complete an edit check for each school that participates in the SBP and/or the NSLP for each day eligible students are provided with reimbursable meals. This requirement must be completed prior to the submission of the total counts in the monthly reimbursement claim. The purpose 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:



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School:					Enrollment	:		L	National School	I Lunch Pro	gram
Month:			Atte	endance	Factor (AF)	:		Г	School Breakfa	st Program	
	BREAKFAST	-				97	LUNCH	- 1			
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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:
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**DAILY EDIT CHECK WORKSHEET** 

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 <a href="here">here</a> 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

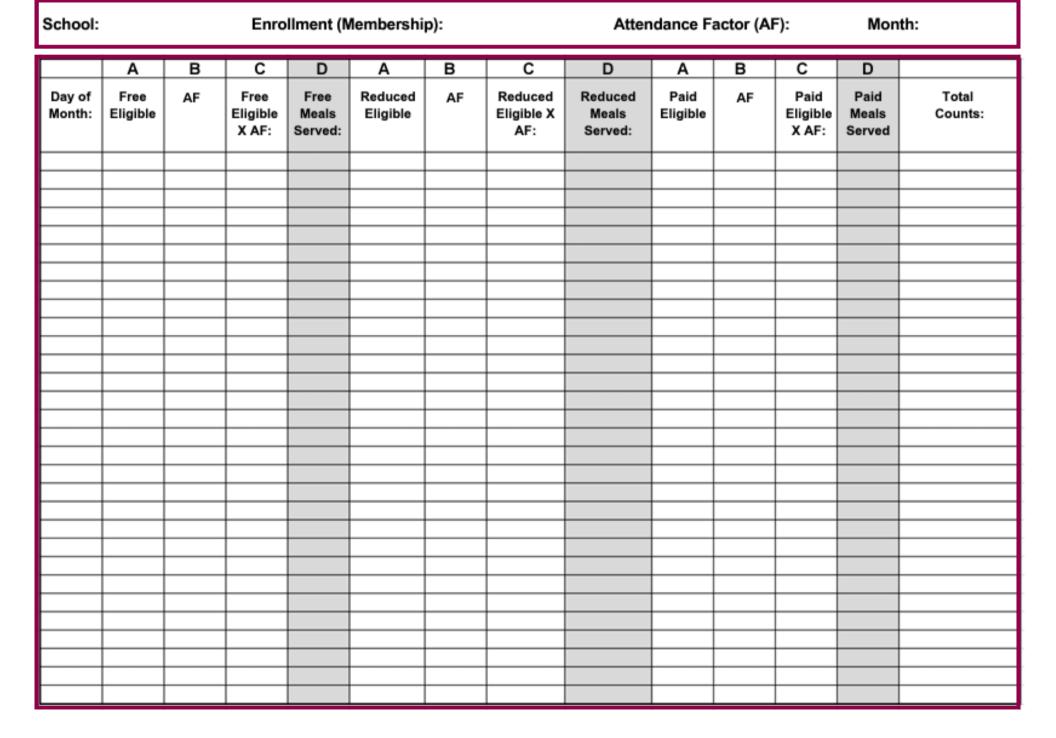
## Daily Edit Check Worksheet

#### THE DAILY EDIT CHECK WORKSHEET HAS TWO SECTIONS: THE HEADER AND THE TABLE.

Daily Edit Check Header

 $\longrightarrow$ 

Daily Edit Check Table



## 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.

School:			Enro	llment (N	lembershi <sub>e</sub>	p):		Atter	ndance Fa	actor (A	F):	Monti	h:
	Α	В	С	D	Α	В	С	D	Α	В	С	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:

## 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.

School:			Enro	llment (N	lembershi <sub>l</sub>	p):		Atter	ndance Fa	actor (A	F):	Monti	1:
	Α	В	С	D	Α	В	С	D	Α	В	С	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:

<sup>\*</sup>Follow the same guidance for the remaining reduced and paid eligible/meals served columns.

## Simplified Daily Edit Check Worksheet

#### THE SIMPLIFIED DAILY EDIT CHECK WORKSHEET HAS TWO SECTIONS: THE HEADER AND THE TABLE.

Simplified	<b>Daily Edit</b>
Check	Header

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Simplified Daily Edit Check Table

School:				,	Enrollmen	t:	-		National School	Lunch Pro	gram
Month:			Att	endance	Factor (AF	):	-		School Breakfa	st Program	
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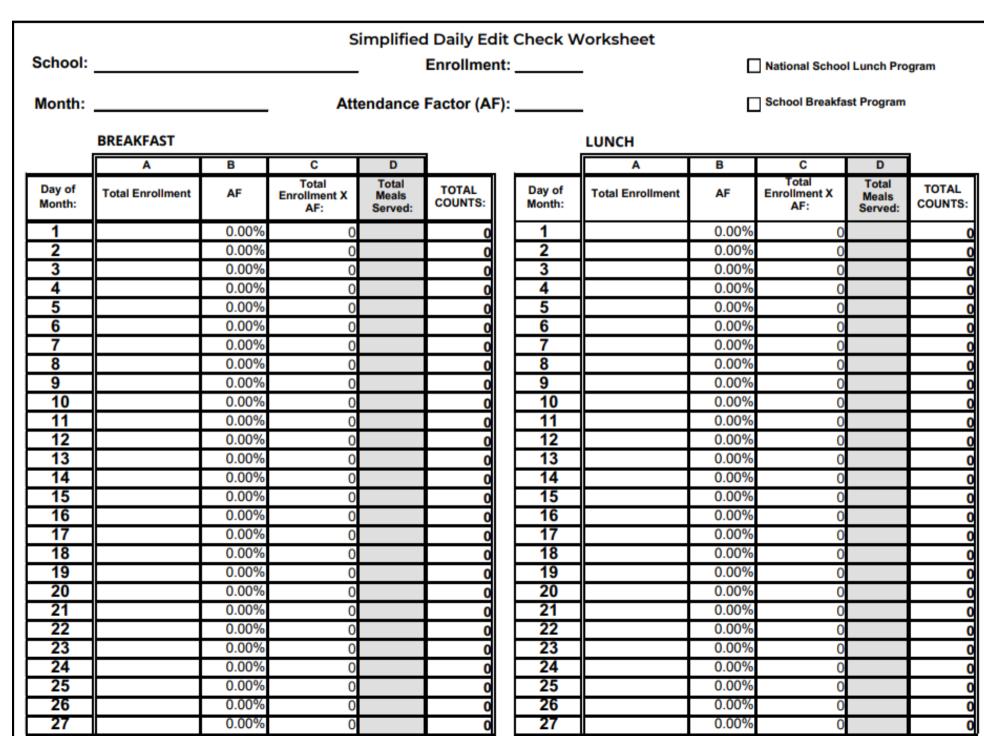
**SECTION 2** 

## 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.



## 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.

				mplified	_		Vorksheet				
School:					Enrollment	t:	_		National School	Lunch Pro	gram
Month:			Atte	endance	Factor (AF)	):	_		School Breakfa	st Program	
	BREAKFAST						LUNCH				
	A	В	С	D	<u> </u>		Α	В	С	D	
Day of Month:	Total Enrollment	AF	Total Enrollment X AF:	Total Meals Served:	TOTAL COUNTS:	Day of Month:	Total Enrollment	AF	Total Enrollment X AF:	Total Meals Served:	TOTAL COUNTS:
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3		0.00%	0		0	3		0.00%	0		0
4		0.00%	0		0	4		0.00%	0		0
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13		0.00%	0		0	13	-	0.00%	0		
14	-	0.00%	0		0	14	<b>├</b>	0.00%	0		0
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<sup>\*</sup>Follow the same guidance for breakfast/lunch.

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
- Depends on how often the school updates their BID



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
  - 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.

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
- On the site claim in CNPWeb



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.** 



## Time to follow along!

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

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I	Month:					Attendan	ce Factor	(AF):	7 T		School Br	eakfast Progra	em	
		Α	В	С	D	Α	В	С	D	Α	В	С	D	1
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:
	1		0.00%	0			0.00%	0			0.00%	0		(
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	3		0.00%	0			0.00%	0			0.00%	0		(
)	4		0.00%	0			0.00%	0			0.00%	0		(
	5		0.00%	0			0.00%	0			0.00%	0		(
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3	7		0.00%	0			0.00%	0			0.00%	0		(
4	8		0.00%	0			0.00%	0			0.00%	0		(
5	9		0.00%	0			0.00%	0			0.00%	0		(
5	10		0.00%	0			0.00%	0			0.00%	0		(
7	11		0.00%	0			0.00%	0			0.00%	0		
3	12		0.00%	0			0.00%	0			0.00%	0		
9	13		0.00%	0			0.00%	0			0.00%	0		(
)	14		0.00%	0			0.00%	0			0.00%	0		(
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2	16		0.00%	0			0.00%	0			0.00%	0		
3	17		0.00%	0			0.00%	0			0.00%	0		
1	18		0.00%	0			0.00%	0			0.00%	0		
5	19		0.00%	0			0.00%	0			0.00%	0		
5	20		0.00%	0			0.00%	0			0.00%	0		
7	21		0.00%	0			0.00%	0			0.00%	0		
3	22		0.00%	0			0.00%	0			0.00%	0		
9	23		0.00%	0			0.00%	0			0.00%	0		(
0	24		0.00%	0			0.00%	0			0.00%	0		(
1	25		0.00%	0			0.00%	0			0.00%	0		(
2	26		0.00%	0			0.00%	0			0.00%	0		(
3	27		0.00%	0			0.00%	0			0.00%	0		
1	28		0.00%	0			0.00%	0			0.00%	0		
5	29		0.00%	0			0.00%	0			0.00%	0		
6	30		0.00%	0			0.00%	0			0.00%	0		
7	31		0.00%	0			0.00%	0			0.00%	0		
8 7	Totals:				0				0				0	(

<sup>\*</sup>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.



4	Α	В	С	D	E	F	G	Н		J	K	L	М	N
1 S	chool:	Arizona El	ementary	School		Enrollme					5.000	School Lunch	4 (0.304)	
2 M	onth:		- 12			Attendan	ce Factor	(AF):			School Br	reakfast Progr	am	
4		Α	В	С	D	Α	В	С	D	Α	В	С	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:
7	1		0.00%	0			0.00%	0			0.00%	0		0
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0	4		0.00%	0			0.00%	0			0.00%	0		0
1	5		0.00%	0			0.00%	0			0.00%	0		0
2	6		0.00%	0			0.00%	0			0.00%	0		0
3	7		0.00%	0			0.00%	0			0.00%	0		0
4	8		0.00%	0			0.00%	0			0.00%	0		0
5	9		0.00%	0			0.00%	0			0.00%	0		0
6	10		0.00%	0			0.00%	0			0.00%	0		0
7	11		0.00%	0			0.00%	0			0.00%	0		0
8	12		0.00%	0			0.00%	0			0.00%	0		0
9	13		0.00%	0			0.00%	0			0.00%	0		0
20	14		0.00%	0			0.00%	0			0.00%	0		0
1	15		0.00%	0			0.00%	0			0.00%	0		0
2	16		0.00%	0			0.00%	0			0.00%	0		0
3	17		0.00%	0			0.00%	0			0.00%	0		0
4	18		0.00%	0			0.00%	0			0.00%	0		0
5	19		0.00%	0			0.00%	0			0.00%	0		0
6	20		0.00%	0			0.00%	0			0.00%	0		0
7	21		0.00%	0			0.00%	0			0.00%	0		0
8	22		0.00%	0			0.00%	0			0.00%	0		0
9	23		0.00%	0			0.00%	0			0.00%	0		0
0	24		0.00%	0			0.00%	0			0.00%	0		0
1	25		0.00%	0			0.00%	0			0.00%	0		0
2	26		0.00%	0			0.00%	0			0.00%	0		0
3	27		0.00%	0			0.00%	0			0.00%	0		0
4	28		0.00%	0			0.00%	0			0.00%	0		0
5	29		0.00%	0			0.00%	0			0.00%	0		0
6	30		0.00%	0			0.00%	0			0.00%	0		0
7	31		0.00%	0			0.00%	0		_	0.00%	0		0
8 To	otals:				0				0				0	0

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



4	А	В	С	D	E	F	G	Н	1	J	K	L	M	N
1	School:	Arizona E	lementary	School		Enrollme	nt (Memb	ership):			10000	School Lunch	2307X	
2	Month:	Decem	ber			Attendan	ce Factor	(AF):			School Br	eakfast Progr	am	
4		Α	В	С	D	Α	В	С	D	Α	В	С	D	
5	Day of Month:	Free Eligible	AF	Free Eligible X AF:	Free Meals Served:	Reduced Eligible	AF	Reduced Eligible X AF:	Reduced Meals Served:	Paid Eligible:	AF	Paid Eligible X AF:	Paid Meals Served:	TOTAL COUNTS:
7	1		0.00%	0		) T	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:		1		0	Y			0				0	0

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

4	Α	В	С	D		F	G	H	1	J K L M N
	School:	Arizona E				Enrollme			200	National School Lunch Program
2	Month:	Decem				Attendan		•		If enrollment fluctuates throughout any
4		Α	В	С	D	Α	В	С	D	u e e e e e e e e e e e e e e e e e e e
5	Day of	Free	AF	Free Eligible X	Free Meals	Reduced	AF	Reduced Eligible X	Reduced Meals	month, it is advised to enter the highest
6	Month:	Eligible	Ai	AF:	Served:	Eligible	A.	AF:	Served:	
7	1		0.00%	0			0.00%	0		number of students enrolled during
8	2		0.00%	0			0.00%	0		that month for your adit chack
9	3		0.00%	0			0.00%	0		that month for your edit check.
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			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 14		0.00%	0			0.00%	0	4. E	0.00% 0 0
20	15	$\vdash$	0.00%	0			0.00%	0		0.00% 0 0
22	16	$\vdash$	0.00%	0			0.00%	0		0.00% 0 0
23	17	1	0.00%	0			0.00%	0		0.00% 0 0
24	18	$\vdash$	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	ķ	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	S7 - S	0.00% 0 0
37	31		0.00%	0			0.00%	0		0.00% 0 0
38	Totals:				0				0	

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

A	А	В	С	D	Е	F	G	Н	1	J	K	L	М	N	
1	School:	Arizona E	lementary	School		Enrollme	Enrollment (Membership): 200 National School Lunch Program								
2	Month:	December				Attendan	ce Factor	(AF):	93.75%		School Breakfast Program				
4		Α	В	С		Α	В	С	D	Α	В	С	D	1	
5	Day of Month:	Free Eligible	AF	Free Eligible X AF:	Free Meals Served:	Reduced Eligible	AF	Reduced Eligible X AF:	Reduced Meals Served:	Paid Eligible:	AF	Paid Eligible X AF:	Paid Meals Served:	TOTAL COUNTS:	
7	1		0.00%	0		2	0.00%	0			0.00%	0		0	
8	2		0.00%	0			0.00%	0			0.00%	0		(	
9	3		0.00%	0			0.00%	0			0.00%	0		0	
0	4		0.00%	0			0.00%	0			0.00%	0		0	
1	5		0.00%	0			0.00%	0			0.00%	0		0	
2	6		0.00%	0			0.00%	0			0.00%	0		0	
3	7		0.00%	0			0.00%	0			0.00%	0		0	
4	8		0.00%	0		6	0.00%	0			0.00%	0		0	
5	9		0.00%	0			0.00%	0			0.00%	0		0	
6	10		0.00%	0			0.00%	0			0.00%	0		0	
7	11		0.00%	0			0.00%	0			0.00%	0		(	
8	12		0.00%	0		6	0.00%	0			0.00%	0		(	
9	13		0.00%	0			0.00%	0			0.00%	0		(	
0	14		0.00%	0			0.00%	0			0.00%	0		(	
1	15		0.00%	0			0.00%	0			0.00%	0		(	
2	16		0.00%	0		6	0.00%	0			0.00%	0		(	
3	17		0.00%	0			0.00%	0			0.00%	0		(	
4	18		0.00%	0			0.00%	0			0.00%	0		(	
5	19		0.00%	0			0.00%	0			0.00%	0		(	
6	20		0.00%	0			0.00%	0			0.00%	0		(	
7	21		0.00%	0			0.00%	0			0.00%	0		(	
8	22		0.00%	0			0.00%	0	0		0.00%	0		(	
9	23		0.00%	0			0.00%	0	4		0.00%	0		(	
0	24		0.00%	0			0.00%	0			0.00%	0		(	
1	25		0.00%	0			0.00%	0			0.00%	0		0	
2	26		0.00%	0			0.00%	0			0.00%	0		0	
3	27		0.00%	0			0.00%	0			0.00%	0		0	
4	28		0.00%	0			0.00%	0			0.00%	0		0	
5	29		0.00%	0			0.00%	0			0.00%	0		(	
6	30		0.00%	0			0.00%	0			0.00%	0		(	
7	31		0.00%	0			0.00%	0			0.00%	0		0	
8	Totals:	1			0	7			0	1			0	0	

#### 5. Check the accurate meal service box.

1	Α	В	С	D	E	F	G	Н	1	J	K	L	M	N
1	School:	Arizona E	lementary	School		Enrollme	nt (Memb	ership):			National 3	School Lunch	Program	ý.
2	Month:	Decembe	r			Attendan	ce Factor	(AF):	93.75%		School Br	eakfast Progr	am	
4		Α	В	С	D	Α	В	С	D	Α	В	С	D	1
5	Day of Month:	Free Eligible	AF	Free Eligible X AF:	Free Meals Served:	Reduced Eligible	AF	Reduced Eligible X AF:	Reduced Meals Served:	Paid Eligible:	AF	Paid Eligible X AF:	Paid Meals Served:	TOTAL COUNTS:
7	1		93.75%	0			93.75%	0			93.75%	0		0
3	2		93.75%	0			93.75%	0		ā a	93.75%	0		0
9	3		93.75%	0			93.75%	0			93.75%	0		0
0	4		93.75%	0			93.75%	0		9	93.75%	0		0
1	5		93.75%	0			93.75%	0			93.75%	0		0
2	6		93.75%	0			93.75%	0		a a	93.75%	0		0
3	7		93.75%	0			93.75%	0			93.75%	0		0
4	8		93.75%	0			93.75%	0		9	93.75%	0		0
5	9		93.75%	0			93.75%	0			93.75%	0		0
6	10		93.75%	0			93.75%	0		6	93.75%	0		0
7	11		93.75%	0	•		93.75%	0			93.75%	0		0
8	12		93.75%	0			93.75%	0		9	93.75%	0		0
9	13		93.75%	0			93.75%	0			93.75%	0		0
0	14		93.75%	0			93.75%	0		ė.	93.75%	0		0
1	15		93.75%	0			93.75%	0			93.75%	0		0
2	16		93.75%	0			93.75%	0		9	93.75%	0		0
3	17		93.75%	0			93.75%	0			93.75%	0		0
4	18		93.75%	0			93.75%	0		a a	93.75%	0		0
5	19		93.75%	0			93.75%	0			93.75%	0		0
6	20		93.75%	0			93.75%	0		9	93.75%	0		0
7	21		93.75%	0			93.75%	0			93.75%	0		0
8	22		93.75%	0			93.75%	0		9	93.75%	0		0
9	23		93.75%	0			93.75%	0			93.75%	0		0
0	24		93.75%	0			93.75%	0		9	93.75%	0		0
1	25		93.75%	0			93.75%	0			93.75%	0		0
2	26		93.75%	0			93.75%	0			93.75%	0		0
3	27		93.75%	0			93.75%	0			93.75%	0		0
4	28		93.75%	0			93.75%	0		9	93.75%	0		0
5	29		93.75%	0			93.75%	0			93.75%	0		0
6	30		93.75%	0			93.75%	0		6	93.75%	0		0
37	31		93.75%	0	1111		93.75%	0			93.75%	0		0
	Totals:			- 7	0				0	4		1 2	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.

4	Α	В	С	D	E	F	G	Н	1	J	K	L	M	N
1 Sch	nool:	Arizona E	lementary	School		Enrollme	nt (Memb	ership):	200			School Lunch I		2
Mon	nth:	Decembe	r			Attendan	ce Factor	(AF):	93.75%		School Br	eakfast Progra	am	
4		Α	В	С	D	Α	В	С	D	Α	В	С	D	
9	ny of onth:	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
3	2		93.75%	0			93.75%	0		3	93.75%	0		0
9 :	3		93.75%	0			93.75%	0			93.75%	0		0
	4		93.75%	0			93.75%	0		9	93.75%	0		0
1	5		93.75%	0			93.75%	0			93.75%	0		0
2	6		93.75%	0			93.75%	0		è	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 1	10		93.75%	0			93.75%	0		ē a	93.75%	0		0
17 1	11		93.75%	0			93.75%	0			93.75%	0		0
18 1	12		93.75%	0			93.75%	0		9	93.75%	0		0
19 1	13		93.75%	0			93.75%	0			93.75%	0		0
20 1	14		93.75%	0			93.75%	0			93.75%	0		0
21 1	15		93.75%	0			93.75%	0			93.75%	0		0
22 1	16		93.75%	0			93.75%	0		9	93.75%	0		0
23 1	17		93.75%	0			93.75%	0			93.75%	0		0
24 1	18		93.75%	0			93.75%	0		è	93.75%	0		0
25 1	19		93.75%	0			93.75%	0			93.75%	0		0
6 2	20		93.75%	0			93.75%	0		9	93.75%	0		0
	21		93.75%	0			93.75%	0			93.75%	0		0
	22		93.75%	0			93.75%	0		9	93.75%	0		0
	23		93.75%	0			93.75%	0			93.75%	0		0
	24		93.75%	0	1		93.75%	0		9	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		9	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	1110		93.75%	0			93.75%	0		0
88 Tota				1	0				0	6			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	В	С	D	E	F	G	Н	1	J	K	L	М	N
1 School:	Arizona E	lementary	School		Enrollme	nt (Memb	ership):	200		National :	School Lunch	Program	Ġ.
2 Month:	Decembe	er			Attendan	ce Factor	(AF):	93.75%	School Breakfast Program				
4	Α	В	С	D	A	В	С	D	Α	В	С	D	
5 Day of Month:	Free Eligible	AF	Free Eligible X AF:	Free Meals Served:	Reduced Eligible	AF	Reduced Eligible X AF:	Reduced Meals Served:	Paid Eligible:	AF	Paid Eligible X AF:	Paid Meals Served:	TOTAL COUNTS:
7		93.75%	0			93.75%	0			93.75%	0		0
8		93.75%	0			93.75%	0	2		93.75%	0		0
9 3		93.75%	0	-		93.75%	0			93.75%	0		0
0 4		93.75%	0			93.75%	0		9.	93.75%	0		0
1 5		93.75%	0			93.75%	0			93.75%	0		0
2 6		93.75%	0			93.75%	0		0	93.75%	0		0
3 7		93.75%	0			93.75%	0			93.75%	0		0
4 8		93.75%	0			93.75%	0			93.75%	0		0
15 9		93.75%	0			93.75%	0			93.75%	0		0
10		93.75%	0			93.75%	0		9	93.75%	0		0
7 11		93.75%	0			93.75%	0			93.75%	0		0
12		93.75%	0			93.75%	0		9	93.75%	0		0
9 13		93.75%	0			93.75%	0		[1.	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
22 16		93.75%	0			93.75%	0		9	93.75%	0		0
23 17		93.75%	0			93.75%	0		1	93.75%	0		0
18		93.75%	0			93.75%	0		9	93.75%	0		0
25 19		93.75%	0			93.75%	0			93.75%	0		0
26 20		93.75%	0			93.75%	0		9	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	<b>)</b>		93.75%	0		0
24		93.75%	0			93.75%	0		9	93.75%	0		0
25		93.75%	0			93.75%	0			93.75%	0		0
32 <b>26</b>		93.75%	0			93.75%	0			93.75%	0		0
33 27		93.75%	0			93.75%	0			93.75%	0		0
28		93.75%	0			93.75%	0		9	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	1111		93.75%	0			93.75%	0		0
38 Totals:			· · · · · · · · · · · · · · · · · · ·	0				0	1		100	0	0

#### 6. Enter the number of Free Eligible students on the 3rd.

	A	В	С	D	E	E	G	н	1	J K L M N
1		Arizona E	-		-	Enrollme		erchin):	200	
2	Month:	Decembe		Jenoor		Attendan			93.75%	
	WIOTILIT.				-			•	D	For example, Arizona Elementary School
4		Α	В	C Free	D Free	A	В	Reduced	Reduced	
5	Day of Month:	Free Eligible	AF	Eligible X	Meals Served:	Reduced Eligible	AF	Eligible X	Meals Served:	had 120 students eligible for free meals
7	1		93.75%	0			93.75%	0		recorded in their BID on December 3rd.
8	2		93.75%	0			93.75%	0		
	3	120	93.75%	113			93.75%	0		
1	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
125	19		93.75%	0			93.75%	0		93.75% 0 0
:26	20		93.75%	0			93.75%	0		93.75% 0 0
127	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	T true		93.75%	0		93.75% 0 0
:38	Totals:				0				0	

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

		_	_	_	_	_	_					
Δ	A	В	С	D	E	F	G	Н	200	J K L	M N	
1	and the same of th	Arizona E		/ School	Enrollment (Membership):							
2	Month:	Decembe	r			Attendan	ce Factor	(AF):	93.75%	If v.o. 1 o 40 o 000	به مانځه اما	م م طور الا مريد مناط
4		Α	В	С	D	Α	В	С	D	If you are com	pieting	this workshee
5	Day of	Free		Free	Free	Reduced		Reduced	Reduced	manually place	sco talko	the Free
6	Month:	Eligible	AF	Eligible X	Meals	Eligible	AF	Eligible X	Meals	manually, plea	ise lake	the riee
7	1		93.75%	AF:	Served:	3000	93.75%	AF:	Served:	Eligible and m	vultinky i	t by the AE Ec
8	2		93.75%	0		-	93.75%	0	(	Liigible alid ii	iditipiy	t by the Airic
9	3		33.137	113		<del>                                     </del>	93.75%	0		example:		
10	4		93.75%	0			93.75%	0		example.		
11	5		93.75%	0		-	93.75%	0				
12	6		93.75%	0			93.75%	0				
13	7		93.75%	0	20.		93.75%	0		120 x .9375 = 11	2.5 (rou	nd to 113)
14			93.75%	0			93.75%	0			_,, (,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	,
15	9		93.75%	0			93.75%	0		93.75% 0	0	
16			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	9	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	
129	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	
133	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	1,791		93.75%	0		93.75% 0	0	
:38	Totals:				0				0		0 0	

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

1	Α	В	С	D	E	F	G	Н	1	J	K	L	M
1	School:	Arizona E	lementary	School		Enrollme	nt (Memb	ership):	200		National:	School Lunch	Progran
2	Month:	Decembe	r			Attendan	ce Factor	(AF):	93.75%		School Br	reakfast Progr	am
4		Α	В	С	D	Α	В	С	D	Α	В	С	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:	Pai Mea Serv
7	1		93.75%	0			93.75%	0			93.75%		
8	2		93.75%	0			93.75%	0			93.75%	0	
9	3	120			100		93.75%	0			93.75%	0	
10	4		93.75%	0			93.75%	0		9	93.75%	0	**
11	5		93.75%	0			93.75%	0			93.75%	0	
12	6		93.75%	0			93.75%	0			93.75%	0	
13	7		93.75%	0			93.75%	0			93.75%	0	
14	8		93.75%	0			93.75%	0			93.75%	0	
15	9		93.75%	0			93.75%	0			93.75%	0	
16	10		93.75%	0			93.75%	0		9	93.75%	0	
17	11		93.75%	0			93.75%	0			93.75%	0	
18	12		93.75%	0			93.75%	0		9	93.75%	0	
19	13		93.75%	0			93.75%	0	1		93.75%	0	
20	14		93.75%	0			93.75%	0		ė .	93.75%	0	
21	15		93.75%	0			93.75%	0			93.75%	0	
:22	16		93.75%	0			93.75%	0			93.75%	0	
23	17		93.75%	0			93.75%	0			93.75%	0	
24	18		93.75%	0			93.75%	^			02.750/	^	
:25	19		93.75%	0			93.75%		2250	note	tha	num	he
:26	20		93.75%	0			93.75%		casc	HOLE	: LITE	Hulli	$\mathbb{D}^{C}$
27	21		93.75%	0			93.75%	- lef	t Thi	is nu	mhe	r will	ck
28	22		93.75%	0			93.75%		C. 1111	13 TTU		T VVIII	
29	23		93.75%	0			93.75%	th	e mc	nth	while	e oth	er
:30	24		93.75%	0			93.75%	_					
:31	25		93.75%	0			93.75%	rec	corde	ed or	า the	wor	ksł
:32	26		93.75%	0			93.75%						
:33	27	-	93.75%	0		<b>├</b>	93.75%	CO	mple	etino	this	worl	Kst
34	28		93.75%	0			93.75%		-	$\sim$			
:35	29	-	93.75%	0		-	93.75%	<u> </u>	u Wil	Twa	it un	til all	Op
36	30		93.75%	0		<b></b>	93.75%						
	31 Totals:		93.75%	0	400		93.75%	L CO	ттріє	rtea	το α	dd up	ru
.50	TOTAIS.				100	)		C C	untc				

er in red to the hange throughout meal counts are sheet. If you are heet manually, you will wait until all operating days are completed to add up the total meal counts.

TOTAL COUNTS:

### 9. Enter the number of Reduced Eligible students on the 3rd.

-				-	-	_				
4	A	В	С	D	E	F	G	H	200	J K L M N
2	the state of the s	Arizona E		School		Enrollme			200	
2	Month:	Decembe	r	-		Attendan	ce Factor	(AF):	93.75%	For example, Arizona Elementary School
4		Α	В	С	D	Α	В	С	D	
5	Day of	Free	4.5	Free	Free	Reduced	4.5	Reduced	Reduced	had 60 students eligible for reduced-
6	Month:	Eligible	AF	Eligible X AF:	Meals Served:	Eligible	AF	Eligible X AF:	Meals Served:	
7	1		93.75%	0	Sciveu.		93.75%	0		price meals recorded in their BID on
8	2		93.75%	0			93.75%	0		December 7rd
9	3	120	93.75%	-		60	93.75%	56		December 3rd.
10	4	120	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	9	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
121	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
127	21		93.75%	0			93.75%	0		93.75% 0 0
28	22		93.75%	0			93.75%	0		93.75% 0 0
129	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	

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

4	A	В	С	D	E	F	G	Н	1	J K L M N
1	School:	Arizona E	lementan	School		Enrollme	nt (Memb	ership):	200	
	Month:	Decembe				Attendan			93.75%	
4	7	Α	В	С	D	A	В	С	D	If you are completing this worksheet
5	Day of Month:	Free Eligible	AF	Free Eligible X AF:	Free Meals Served:	Reduced Eligible	AF	Reduced Eligible X AF:	Reduced Meals Served:	manually, please take the Reduced
7	1		93.75%	0			93.75%	0		Eligible and multiply it by the AF. For
8	2		93.75%	0			93.75%	0		
9	3	120	93.75%	113				56		example:
10	4		93.75%	0			93.75%	0		
11	5		93.75%	0			93.75%	0		
12	6		93.75%	0			93.75%	0		$CO \times OZDE - EC OE (volumed to EC)$
13	7		93.75%	0			93.75%	0		60 x .9375 = 56.25 (round to 56)
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	170		93.75%	0		93.75% 0 0
38	Totals:				100				0	0 0

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

1	A	В	С	D	E	F	G	Н	1	J	K	L	М	N	
1	School:	Arizona E	lementary	School		Enrollme	nt (Memb	ership):	200		National 9	School Lunch	Program		
2	Month:	Decembe	r			Attendand			93.75%		School Br	eakfast Progr	am		
4		A	В	С	D	A	В	С	D	Α	В	С	D		
5	Day of Month:	Free Eligible	AF	Free Eligible X AF:	Free Meals Served:	Reduced Eligible	AF	Reduced Eligible X AF:	Reduced Meals Served:	Paid Eligible:	AF	Paid Eligible X AF:	Paid Meals Served:	TOTAL COUNTS:	
7	1		93.75%	0			93.75%	0			93.75%	0		0	
8	2		93.75%	0			93.75%				93.75%	0		0	
9	3	120	93.75%	113	100	60			50		93.75%	0		0	
10	4		93.75%	0			93.75%				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		0	93.75%	0		0	
17	11		93.75%	0	1		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		ė.	93.75%	0		0	
:21	15		93.75%	0			93.75%	0						"	
:22	16		93.75%	0			93.75%	0			Dlead	se no	to th	a ni	ımber in red to the left.
123	17		93.75%	0			93.75%	0							
:24	18		93.75%	0			93.75%	0			This	num	her v	مرill د	hange throughout the
:25	19		93.75%	0			93.75%	0							
:26	20		93.75%	0			93.75%	0			mon'	th w	nile d	other	r meal counts are
:27	21		93.75%	0			93.75%	0							
:28	22		93.75%	0			93.75%	0			recor	'ded	on t	ne w	orksheet. If you are
:29	23		93.75%	0			93.75%	0							
:30	24		93.75%	0			93.75%	0			comi	oletır	ng tr	iis W	orksheet manually,
:31	25		93.75%	0			93.75%	0			' <u>-</u>				
:32	26		93.75%	0			93.75%	0			you v	VIII W	/ait u	intii a	all operating days are
:33	27		93.75%	0			93.75%	0		•					
34	28		93.75%	0			93.75%	0	Ý.		com	oiete	a to	ada	up the total meal
:35	29		93.75%	0			93.75%	0			•				
:36	30		93.75%	0			93.75%	0			coun	ts.			
:37	31		93.75%	0			93.75%	0			33.1370	v			
:38	Totals:				100				50				0	0	

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

Month:   Eligible   AF   Eligible   Eligible   Eligible   Eligible   Eligible   Eligible   Eligible   AF   E	4	A	В	С	D	E	F	G	Н	1	J	K	L	M	N
A B C D A B C O D A B C	1	School:	Arizona E	lementary	School		Enrollme	nt (Memb	ership):	200		☐ National	School Lunch	Program	
Solution   Free   Ar   Eligible   Ar   Eligi	2	Month:	Decembe	r			Attendan	ce Factor	(AF):	93.75%		School B	eakfast Progr	am	
Solution   Free Eligible   AF Eligible   A	4		Α	В	С	D	Α	В	С	D	Α	В	С	D	
7 1 93.75% 0				AF	Eligible X	Meals		AF	Eligible X	Meals		AF	Eligible X	Meals	TOTAL COUNTS:
9 3 120 93.75% 0 93.7	7	1		93.75%			ĺ	93.75%	0			93.75%	-		0
10	8	2		93.75%	0			93.75%	0			93.75%	0		0
11	9	3	120	93.75%	113	100	60	93.75%			20	93.75%	0		0
For example, Arizona Elementary School had 20 students eligible for paid meals recorded in their BID on December 3rd.    13	10	4		93.75%	0			93.75%	0		Ž	93.75%	0		0
For example, Arizona Elementary School had 20 students eligible for paid meals recorded in their BID on December 3rd.    15	11	5		93.75%	0			93.75%	0			93.75%	0		0
For example, Arizona Elementary School had 20 students eligible for paid meals recorded in their BID on December 3rd.    0	12	6		93.75%	0				0				0		0
For example, Arizona Elementary School	:13	7		93 75%	0			93 75%	0				0		0
had 20 students eligible for paid meals recorded in their BID on December 3rd.    21   15   93.75%   0   93.75%   0   93.75%   0	<b>F</b> = 11 = 11 = 12 = 12	Ι. Α.	.:	. Els		A	Calaa	<u>%</u>	0				0		0
had 20 students eligible for paid meals         0         93.75%         0           recorded in their BID on December 3rd.         0         93.75%         0           0         93.75%         0         93.75%         0           0         93.75%         0         93.75%         0           121         15         93.75%         0         93.75%         0           122         16         93.75%         0         93.75%         0         93.75%         0           123         17         93.75%         0         93.75%         0         93.75%         0           124         18         93.75%         0         93.75%         0         93.75%         0           125         19         93.75%         0         93.75%         0         93.75%         0           126         20         93.75%         0         93.75%         0         93.75%         0           127         21         93.75%         0         93.75%         0         93.75%         0           128         22         93.75%         0         93.75%         0         93.75%         0           129         23	For examp	ie, Ai	rizon	a Ele	men	tary	Scnc	)OI <u>%</u>	0			93.75%	0		0
recorded in their BID on December 3rd.    0	bad 20 stu	+ ما مام	م زام م	ملطانه	forp	م أما ه	ماممم	%	0		9		0		0
recorded In their BID on December 3rd.         %         0         93.75%         0           %         0         93.75%         0         93.75%         0           121         15         93.75%         0         93.75%         0         93.75%         0           122         16         93.75%         0         93.75%         0         93.75%         0           123         17         93.75%         0         93.75%         0         93.75%         0           124         18         93.75%         0         93.75%         0         93.75%         0           125         19         93.75%         0         93.75%         0         93.75%         0           126         20         93.75%         0         93.75%         0         93.75%         0           127         21         93.75%         0         93.75%         0         93.75%         0           128         22         93.75%         0         93.75%         0         93.75%         0           130         24         93.75%         0         93.75%         0         93.75%         0           29	nad 20 Stu	aenu	s elig	Jibie	ior b	ald r	near	<u>%</u>	0				0		0
15	recorded in	a tha	ir DII	<b>7</b> 00	Doce	am h	or 7r/	<b>√</b>	0		O Y		0		0
15	recorded ii	i trie	II DII	ווט כ	Dece	311106	er 310	J. <u>%</u>	0			93.75%	0		0
122         16         93.75%         0         93.75%         0         93.75%         0           123         17         93.75%         0         93.75%         0         93.75%         0           124         18         93.75%         0         93.75%         0         93.75%         0           125         19         93.75%         0         93.75%         0         93.75%         0           126         20         93.75%         0         93.75%         0         93.75%         0           127         21         93.75%         0         93.75%         0         93.75%         0           128         22         93.75%         0         93.75%         0         93.75%         0           129         23         93.75%         0         93.75%         0         93.75%         0           130         24         93.75%         0         93.75%         0         93.75%         0           131         25         93.75%         0         93.75%         0         93.75%         0           132         26         93.75%         0         93.75%         0         93.75%								%	0		e a	93.75%	0		0
123       17       93.75%       0       93.75%       0         124       18       93.75%       0       93.75%       0         125       19       93.75%       0       93.75%       0         126       20       93.75%       0       93.75%       0         127       21       93.75%       0       93.75%       0         128       22       93.75%       0       93.75%       0         129       23       93.75%       0       93.75%       0         130       24       93.75%       0       93.75%       0         131       25       93.75%       0       93.75%       0         132       26       93.75%       0       93.75%       0         132       26       93.75%       0       93.75%       0         133       27       93.75%       0       93.75%       0         134       28       93.75%       0       93.75%       0         135       29       93.75%       0       93.75%       0         136       30       93.75%       0       93.75%       0         136 </td <th></th> <td></td> <td></td> <td></td> <td>0</td> <td></td> <td></td> <td></td> <td>0</td> <td></td> <td></td> <td></td> <td>0</td> <td></td> <td>0</td>					0				0				0		0
124     18     93.75%     0     93.75%     0     93.75%     0       125     19     93.75%     0     93.75%     0     93.75%     0       126     20     93.75%     0     93.75%     0     93.75%     0       127     21     93.76%     0     93.75%     0     93.75%     0       128     22     93.75%     0     93.75%     0     93.75%     0       129     23     93.75%     0     93.75%     0     93.75%     0       130     24     93.75%     0     93.75%     0     93.75%     0       131     25     93.75%     0     93.75%     0     93.75%     0       132     26     93.75%     0     93.75%     0     93.75%     0       133     27     93.75%     0     93.75%     0     93.75%     0       134     28     93.75%     0     93.75%     0     93.75%     0       136     30     93.75%     0     93.75%     0     93.75%     0       136     30     93.75%     0     93.75%     0     93.75%     0       137     31     93.75%<	:22				U				0			93.75%	0		0
125         19         93.75%         0         93.75%         0         93.75%         0           126         20         93.75%         0         93.75%         0         93.75%         0           127         21         93.75%         0         93.75%         0         93.75%         0           128         22         93.75%         0         93.75%         0         93.75%         0           129         23         93.75%         0         93.75%         0         93.75%         0           130         24         93.75%         0         93.75%         0         93.75%         0           131         25         93.75%         0         93.75%         0         93.75%         0           132         26         93.75%         0         93.75%         0         93.75%         0           133         27         93.75%         0         93.75%         0         93.75%         0           134         28         93.75%         0         93.75%         0         93.75%         0           135         29         93.75%         0         93.75%         0         93.75%		_			0				0				0		0
26   20   93.75%   0   93.75%	:24	18		93.75%	0			93.75%	0			93.75%	0		0
127     21     93.75%     0     93.75%     0       128     22     93.75%     0     93.75%     0       129     23     93.75%     0     93.75%     0       130     24     93.75%     0     93.75%     0       131     25     93.75%     0     93.75%     0       132     26     93.75%     0     93.75%     0       133     27     93.75%     0     93.75%     0       134     28     93.75%     0     93.75%     0       135     29     93.75%     0     93.75%     0       136     30     93.75%     0     93.75%     0       137     31     93.75%     0     93.75%     0       137     31     93.75%     0     93.75%     0       139     93.75%     0     93.75%     0       130     93.75%     0     93.75%     0       137     93.75%     0     93.75%     0       130     93.75%     0     93.75%     0       131     93.75%     0     93.75%     0	:25				0				0				0		0
128     22     93.75%     0     93.75%     0       129     23     93.75%     0     93.75%     0       130     24     93.75%     0     93.75%     0       131     25     93.75%     0     93.75%     0       132     26     93.75%     0     93.75%     0       133     27     93.75%     0     93.75%     0       134     28     93.75%     0     93.75%     0       135     29     93.75%     0     93.75%     0       136     30     93.75%     0     93.75%     0       137     31     93.75%     0     93.75%     0       137     31     93.75%     0     93.75%     0	:26			93.75%	0			93.75%	0			93.75%	0		0
129     23     93.75%     0     93.75%     0       130     24     93.75%     0     93.75%     0       131     25     93.75%     0     93.75%     0       132     26     93.75%     0     93.75%     0       133     27     93.75%     0     93.75%     0       134     28     93.75%     0     93.75%     0       135     29     93.75%     0     93.75%     0       136     30     93.75%     0     93.75%     0       137     31     93.75%     0     93.75%     0       137     93.75%     0     93.75%     0       137     93.75%     0     93.75%     0       138     93.75%     0     93.75%     0       139     93.75%     0     93.75%     0       130     93.75%     0     93.75%     0       139     93.75%     0     93.75%     0       130     93.75%     0     93.75%     0       130     93.75%     0     93.75%     0       139     93.75%     0     93.75%     0       130     93.75%     0     <	:27	21		93.75%	0			93.75%	0			93.75%	0		0
30   24   93.75%   0   93.75%	:28	22		93.75%	0			93.75%	0		0	93.75%	0	88	0
31   25   93.75%   0   93.75%	:29	23			0				0				0		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	:30	24		93.75%	0			93.75%	0			93.75%	0		0
33   27   93.75%   0   93.75%	:31	25		93.75%	0			93.75%	0			93.75%	0		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       93.75%     0     93.75%     0     93.75%     0	:32	26		93.75%	0			93.75%	0			93.75%	0		0
35   29   93.75%   0     0	:33	27		93.75%	0			93.75%	0			93.75%	0		0
30   93.75%   0   0   93.75%   0   93.75%   0   93.75%   0   93.75%   0   93.75%   0   93.75%   0   93.75%   0   93.75%   0   93.75%   0   93.75%   0   93.75%   0   93.75%   0   93.75%   0   93.75%   0   93.75%	:34	28		93.75%	0			93.75%	0		9	93.75%	0		0
30   93.75%   0   0   93.75%   0   93.75%   0   93.75%   0   93.75%   0   93.75%   0   93.75%   0   93.75%   0   93.75%   0   93.75%   0   93.75%   0   93.75%   0   93.75%   0   93.75%   0   93.75%   0   93.75%	:35	29		93.75%	0			93.75%	0			93.75%	0		0
37 <b>31</b> 93.75% 0 93.75% 0 93.75% 0	:36			93.75%	0			93.75%	0		9	93.75%	0		0
38 Totals: 100 50	:37			93.75%	0	170		93.75%	0			93.75%	0	10	0
	:38	Totals:				100	)			50				0	0

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

1	Α	В	С	D	E	F	G	Н	1	J	K	L	М	N	
1	School:	Arizona E	lementary	School		Enrollme	nt (Memb	ership):	200		National 9	School Lunch	Program		
2	Month:	Decembe	r			Attendan	ce Factor	(AF):	93.75%		School Br	eakfast Progr	am		
4		Α	В	С	D	Α	В	С	D	Α	В	С	D	1	
	Day of	Free		Free	Free	Reduced		Reduced	Reduced	Paid		Paid	Paid	TOTAL	
5	Month:	Eligible	AF	Eligible X	Meals	Eligible	AF	Eligible X	Meals	Eligible:	AF	Eligible X	Meals	COUNTS:	
6		Liigibio	00.750/	AF:	Served:	Liigibio	00 750/	AF:	Served:	Liigibioi	00 750/	AF:	Served:	000	
7	1		93.75%	0			93.75%	0			93.75%	0		0	
40.77	2	400	93.75%	0	400	(20)	93.75%	0		(20)	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	
	5		93.75%	0			93.75%	0			93.75%	0		0	
11 12 12 12 12 12 12 12 12 12 12 12 12 1	120	Free l	Eligib	le +60	O Rec		l Eligi	ble +	20 Pa	aid El	igible	e = 20	0 tot	exam	
121 121 121 121 121 131	field the	l, a ne work:	w stu sheet	udent . Mak	: may (e sur	have e to ι	e enro updat	olled s te this	since s nun	you on ber	comp	leted	the	nbersh heade numbe	r of
:32	20	lents	33.1370	were	enro	lled d	uring	that	mon	th.	55.7576	Ü		, <u> </u>	
:33	27		93.75%	0	1		93.75%	0			93.75%	0		0	
34	28		93.75%	0			93.75%	0		9	93.75%	0		0	
:35	29		93.75%	0			93.75%	0			93.75%	0		0	
:36	30		93.75%	0			93.75%	0		3	93.75%	0		0	
:37	31		93.75%	0	1,710		93.75%	0			93.75%	0	100	0	
:38	Totals:	100			100				50	4		100	0	0	

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

1	Α	В	С	D	E	F	G	Н	1	J	K	L	M	N
1	School:	Arizona E	lementary	/ School			nt (Memb		200		1.00	School Lunch I	-	
2	Month:	Decembe	r			Attendan	ce Factor	(AF):	93.75%		School Br	eakfast Progra	am	
4		Α	В	С	D	Α	В	С	D	Α	В	С	D	
5	Day of Month:	Free Eligible	AF	Free Eligible X AF:	Free Meals Served:	Reduced Eligible	AF	Reduced Eligible X AF:	Reduced Meals Served:	Paid Eligible:	AF	Paid Eligible X AF:	Paid Meals Served:	TOTAL COUNTS:
7	1		93.75%	0			93.75%	0			93.75%	0		0
8	2		93.75%	0			93.75%	0		ė a	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		9	93.75%	0		0
11	5		93.75%	0			93.75%	0			93.75%	0		0
1.					. •					ė i	93.75%	0		0
1	It yc	ou are	e cor	nplet	ting i	this \	work	shee	t		93.75%	0		0
1	_									9	93.75%	0		0
1	mar	านall	y, pie	ease i	take	tne i	-ala	Eligii	ole		93.75%	0		0
1										a a	93.75%	0		0
1	and	mul <sup>.</sup>	tipiy	It by	tne .	AL. F	or ex	xamp	ле:		93.75%	0		0
-											93.75%	0		0
1														
											93.75%	0		0
	20 v	, Q77	E - 10	0 7E <i>l</i>	rour	od to	10)				93.75%	0		0
	20 x	.937	5 = 18	8.75 (	rour	nd to	19)				93.75% 93.75%	-		
20 20 20	20 x	.937 		8.75 ( 	rour	nd to					93.75% 93.75% 93.75%	0		0
20 20 20	17	.937	93.75%	8.75 (	rour	nd to	93.75%	0			93.75% 93.75% 93.75% 93.75%	0		0
2 2 2 2 23		.937	93.75% 93.75%	8.75 (	rour	nd to	93.75% 93.75%	0			93.75% 93.75% 93.75% 93.75% 93.75%	0		0 0
2 2 2 23 23 24	17 18 19	.937	93.75% 93.75% 93.75%	0	rour	nd to	93.75% 93.75% 93.75%				93.75% 93.75% 93.75% 93.75% 93.75% 93.75%	0 0 0		0 0 0
2 2 23 23 24 25	17 18	.937	93.75% 93.75%	0	rour	nd to	93.75% 93.75%	0			93.75% 93.75% 93.75% 93.75% 93.75%	0 0 0 0		0 0 0 0
20 22 23 24 25 26	17 18 19	.937	93.75% 93.75% 93.75%	0 0 0	rour	nd to	93.75% 93.75% 93.75%	0			93.75% 93.75% 93.75% 93.75% 93.75% 93.75%	0 0 0 0 0		0 0 0 0
20 21 23 24 25 26 27	17 18 19 20	.937	93.75% 93.75% 93.75% 93.75%	0 0 0	rour	nd to	93.75% 93.75% 93.75% 93.75%	0			93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75%	0 0 0 0 0		0 0 0 0 0
20 21 23 24 25 26 27 28	17 18 19 20 21	.937	93.75% 93.75% 93.75% 93.75% 93.75%	0 0 0 0	rour	nd to	93.75% 93.75% 93.75% 93.75% 93.75%	0 0			93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75%	0 0 0 0 0 0		0 0 0 0 0
2 2 23 24 25 26 27 28 29	17 18 19 20 21 22	.937	93.75% 93.75% 93.75% 93.75% 93.75% 93.75%	0 0 0 0	rour	nd to	93.75% 93.75% 93.75% 93.75% 93.75% 93.75%	0 0 0			93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75%	0 0 0 0 0 0		0 0 0 0 0 0
2 2 2 23 24 25 26 27 28 29	17 18 19 20 21 22 23	.937	93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75%	0 0 0 0 0	rour	nd to	93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75%	0 0 0 0 0			93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75%	0 0 0 0 0 0 0		0 0 0 0 0 0 0
22 23 24 25 26 27 28 29 30	17 18 19 20 21 22 23 24	.937	93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75%	0 0 0 0 0 0	rour	nd to	93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75%	0 0 0 0 0			93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75%	0 0 0 0 0 0 0 0		0 0 0 0 0 0 0 0
22 22 23 24 25 26 27 28 29 30 31	17 18 19 20 21 22 23 24 25	.937	93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75%	0 0 0 0 0 0	rour	nd to	93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75%	0 0 0 0 0			93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75%	0 0 0 0 0 0 0 0		0 0 0 0 0 0 0 0
22 23 24 25 26 27 28 29 30 31 32	17 18 19 20 21 22 23 24 25 26	.937	93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75%	0 0 0 0 0 0	rour	nd to	93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75%	0 0 0 0 0 0			93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75%	0 0 0 0 0 0 0 0		0 0 0 0 0 0 0 0
22 22 23 24 25 26 27 28 29 30 31 32 33	17 18 19 20 21 22 23 24 25 26 27	2.937	93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75%	0 0 0 0 0 0 0	rour	nd to	93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75%	0 0 0 0 0 0			93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75%	0 0 0 0 0 0 0 0 0		0 0 0 0 0 0 0 0 0
11 12 12 12 123 124 125 126 127 128 129 130 131 132 133 134 135	17 18 19 20 21 22 23 24 25 26 27 28	.937	93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75%	0 0 0 0 0 0 0 0	rour	nd to	93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75%	0 0 0 0 0 0 0			93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75%	0 0 0 0 0 0 0 0 0		0 0 0 0 0 0 0 0 0
120 121 123 124 125 126 127 128 130 131 132 133 134 135	17 18 19 20 21 22 23 24 25 26 27 28 29	.937	93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75%	0 0 0 0 0 0 0 0	rour	nd to	93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75%	0 0 0 0 0 0 0	50		93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75% 93.75%	0 0 0 0 0 0 0 0 0 0 0		0 0 0 0 0 0 0 0 0 0

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

5 155

1	A	В	С	D	E	F	G	Н	I I	J	K	L	M	N	
1	School:	Arizona E	lementar	School		Enrollme	nt (Memb	ership):	200		National 9	School Lunch	Program		
2	Month:	Decembe	r			Attendan	ce Factor	(AF):	93.75%		School Br	eakfast Progr	am		
4		Α	В	С	D	Α	В	С	D	Α	В	С	D		
5	Day of Month:	Free Eligible	AF	Free Eligible X AF:	Free Meals Served:	Reduced Eligible	AF	Reduced Eligible X AF:	Reduced Meals Served:	Paid Eligible:	AF	Paid Eligible X AF:	Paid Meals Served:	TOTAL COUNTS:	
7	1		93.75%	0			93.75%	0			93.75%	0		0	
8	2		93.75%	0			93.75%	0		8	93.75%			0	
9	3	120	93.75%	113	100	60	93.75%	56	50	20			5	155	
10	4	9	93.75%	0			93.75%	0	,		93.75%			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		1				"	
21	15		93.75%	0			93.75%	0		معدد	not	a tha	nun	ohar ii	n red below.
:22	16		93.75%	0			93.75%	0		Casc		e tric	Hull		irred below.
:23	17		93.75%	0			93.75%	0	■ Th	nis ni	umh	er wi	II ch	ande t	throughout
:24	18		93.75%	0			93.75%	0							
:25	19		93.75%	0			93.75%	0	■ th	e mo	onth	whil	e otk	ner me	eal counts are
:26	20		93.75%	0			93.75%	0							
:27	21		93.75%	0			93.75%	0	re	cord	led o	$\mathbf{n}$ the	ow s	rkshee	et. If you are
28	22		93.75%	0			93.75%	0							
:29	23		93.75%	0			93.75%	0	CC	amo	etino	a this	WOI	'kshee	et manually,
:30	24	7	93.75%	0			93.75%	0		_					
:31	25		93.75%	0			93.75%	0		ou w	ıll wa	iit un	itil al	I oper	ating days
:32	26		93.75%	0			93.75%	0						•	
:33	27		93.75%	0			93.75%	0	ar	e co	mple	eted t	to ac	ld up i	the total meal
34	28	9	93.75%	0			93.75%	0			•			•	
:35	29		93.75%	0			93.75%	0	CC	ounts	5.				
36	30		93.75%	0			93.75%	0			33.1370	V		U	
:37	31		93.75%	0	1111		93.75%	0			93.75%	0		0	
38	Totals:				100	)			50				5	155	

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

5 1

1	Δ	В	С	D	E	F	G	Н	1	J	K	1	М	N			
1	School:	Arizona E	lementan		-	Enrollme			200		National 5	School Lunch	1000				
2	Month:	Decembe		y Scriooi		Attendan			93.75%			eakfast Progr	_				
4		Α	В	С	D	Α	В	С	D	Α	В	С	D				
5	Day of Month:	Free Eligible	AF	Free Eligible X AF:	Free Meals Served:	Reduced Eligible	AF	Reduced Eligible X AF:	Reduced Meals Served:	Paid Eligible:	AF	Paid Eligible X AF:	Paid Meals Served:	TOTAL COUNTS:			
7	1		93.75%		00110411		93.75%	0	0011001		93.75%	0	0011001	0			
8	2		93.75%	0			93.75%	0			93.75%	0		0			
9	3	120	93.75%		100	60	93.75%	56	50	20	93.75%			155			
10	4		93.75%				93.75%	0		ý V	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	1		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		3	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%			1											
:21	15		93.75%		f voi	ı are	com	nleti	na th	nis w	orks	heet	mar	nually	VOL	can	now
:22	16		93.75%		$\sim$			-						$\sim$			11000
23	17		93.75%	<b>1</b>	add t	he fr	ee. r	educ	ed. a	ind r	baid r	meals	s ser	ved a	nd e	nter	
24	18		93.75%							-							
:25	19		93.75%	l t	:hem	ı into	the	Tota	I Cot	ınts 1	tor D	ecen	nber	3rd. I	For e	xamı	ole:
:26	20		93.75%														
:27	21		93.75%														
:28	22		93.75%	١ ,	00 €							1 –				ice	4.1
:29	23		93.75%		UU TI	ree m	าeaเร	+ 50	real	ıcea	mea	iis +5	paid	d mea	ais =	155 to	otal
:30	24		93.75%										•				
:31	25		93.75%		meal	S.											
:32	26		93.75%														
133	27		93.75%	0			93.75%	0			93.75%	0		0			
34	28		93.75%	0			93.75%	0		7	93.75%	0		0			
:35	29		93.75%	0			93.75%	0			93.75%	0	-0.	0			
:36	30		93.75%	0			93.75%	0		a a	93.75%	0		0			
:37	31		93.75%	0	l tru		93.75%	0			93.75%	0		0			
:38	Totals:				100	)			50				5	155			

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

5 15

1	Α	В	С	D	E	F	G	Н	1	J	K	L	М	N
1	School:	Arizona E	lementary	School		Enrollme	nt (Memb	ership):	200		National S	School Lunch	Program	
2	Month:	Decembe	r			Attendand	ce Factor	(AF):	93.75%		School Br	eakfast Progr	am	
4		Α	В	С	D	Α	В	С	D	Α	В	С	D	
5	Day of Month:	Free Eligible	AF	Free Eligible X AF:	Free Meals Served:	Reduced Eligible	AF	Reduced Eligible X AF:	Reduced Meals Served:	Paid Eligible:	AF	Paid Eligible X AF:	Paid Meals Served:	TOTAL COUNTS:
7	1		93.75%	0			93.75%	0			93.75%	0		0
8	2		93.75%	0			93.75%	0		8	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		ė .	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		9	93.75%	0		0
17	11		93.75%	0			93.75%	0			93.75%	0		0
18	12		93.75%	0			93.75%	0		9	155.75%	0		0
19	13		93.75%	0			93.75%	0		3	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		9	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		9	93.75%	0		0
27	21		93.75%	0			93.75%	0		2	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		9	93.75%	0		0
31	25		93.75%	0			93.75%	0			93.75%	0		0
32	26		93.75%	0			93.75%	0		8	93.75%	0		0
33	27		93.75%	0			93.75%	0			93.75%	0		0
34	28	7	93.75%	0			93.75%	0		9	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	1 100		93.75%	0			93.75%	0		0
38	Totals:			1	100				50			V	5	155

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

5 155

1	Α	В	C	D	E	F	G	Н	1	J	K	L	M	N
1	School:	Arizona E	lementary	School		Enrollme	nt (Memb	ership):	200		National 9	School Lunch	Program	7
2	Month:	Decembe	r			Attendan	ce Factor	(AF):	93.75%		School Br	eakfast Progr	am	
4		Α	В	С	D	Α	В	С	D	Α	В	С	D	
5	Day of Month:	Free Eligible	AF	Free Eligible X AF:	Free Meals Served:	Reduced Eligible	AF	Reduced Eligible X AF:	Reduced Meals Served:	Paid Eligible:	AF	Paid Eligible X AF:	Paid Meals Served:	TOTAL COUNTS:
7	1		93.75%	0			93.75%	0			93.75%	0		
8	2		93.75%	0			93.75%	0		ė i	93.75%	0		(
9	3	120	93.75%	113	100	60	93.75%	56	50	20	93.75%	19	5	15
10	4	9	93.75%	0			93.75%	0		9	93.75%	0		(
											93.75%	0		(
					c — 1 ·	* 1 1								

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

<u>Scenario 2:</u> 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.

<u>Scenario 3</u>: 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

	00.1070		
	93.75%	0	0
	93.75%	0	0
	93.75%	0	0
	155.75%	0	0
	93.75%	0	0
	93.75%	0	0
	93.75%	0	0
	93.75%	0	0
	93.75%	0	0
	93.75%	0	0
	93.75%	0	0
	93.75%	0	0
	93.75%	0	0
	93.75%	0	0
	93.75%	0	0
	93.75%	0	0
	93.75%	0	0
	93.75%	0	0
	93.75%	0	0
	93.75%	0	0
	93.75%	0	0
	93.75%	0	0
	93.75%	0	0
50			5 155

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 El	ementary	School		Enrollme			200	100	17/2 0/3 220	School Lunch	_	
Month:	Decembe	r			Attendan	ce Factor	(AF):	93.75%		School B	reakfast Prog	ram	
	Α	В	С	D	Α	В	С	D	Α	В	С	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	5	93.75%	0			93.75%	0			93.75%	0		0
7		93.75%	0			93.75%	0		. 9	93.75%	0		0
8		93.75%	0			93.75%	0		1	93.75%	0		0
9		93.75%	0			93.75%	0			93.75%	0		0



Identify the scenario in the Daily Edit Check Worksheet.

- A \$cenario 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: Month:	Arizona El Decembe		School		Enrollme Attendan			200 93.75%	100	1776 00% 20%	School Lunch eakfast Progr	_	
	Α	В	С	D	Α	В	С	D	Α	В	С	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	100	93.75%	0	S. 10		93.75%	0		2 99	93.75%	0		0
8		93.75%	0	(F)		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.



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: Month:	93.75% 93.75% 120 93.75% 11				Enrollme Attendand			200 93.75%			School Lunch eakfast Progr		
	Α	В	С	D	Α	В	С	D	Α	В	С	D	
Day of Month:		AF	Eligible X	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		9	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	<u>)</u>		93.75%	0		0
7		93.75%	0			93.75%	0	Ų.		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	7	0



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: Month:	Arizona El December		School		Enrollme Attendan			200 93.75%			School Lunch reakfast Prog		
	Α	В	С	D	Α	В	С	D	Α	В	С	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		1	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	7		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.

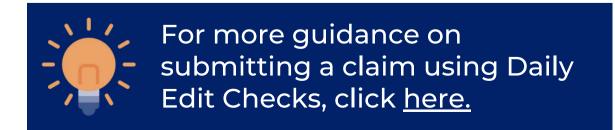
	Program	chool Lunch	✓ National S	[	200	ership):	nt (Memb	Enrollme		School	ementary	Arizona El	School:
	am	eakfast Progr	School Bro	[	93.75%	(AF):	ce Factor	Attendand			r.	December	Month:
	D	С	В	Α	D	С	В	Α	D	С	В	A	
TOTAL COUNTS:	Paid Meals Served:	Paid Eligible X AF:	AF	Paid Eligible:	Reduced Meals Served:	Reduced Eligible X AF:	AF	Reduced Eligible	Free Meals Served:	Free Eligible X AF:	AF	Free Eligible	Day of Month:
0		0	93.75%	Î		0	93.75%			0	93.75%		1
0		0	93.75%			0	93.75%			0	93.75%		2
155	5	19	93.75%	20	50	56	93.75%	60	100	113	93.75%	120	3
180	20	19	93.75%	20	48	56	93.75%	60	112	113	93.75%	120	4
182	12	19	93.75%	20	51	56	93.75%	60	119	113	93.75%	120	5
177	11	19	93.75%	20	54	56	93.75%	60	112	113	93.75%	120	6
169	9	19	93.75%	20	50	56	93.75%	60	110	113	93.75%	120	7
0		0	93.75%			0	93.75%			0	93.75%	14	8
0		0	93.75%			0	93.75%			0	93.75%		9
176	12	19	93.75%	20	56	56	93.75%	60	108	113	93.75%	120	10
165	14	19	93.75%	20	52	56	93.75%	60	99	113	93.75%	120	11
161	6	19	93.75%	20	45	56	93.75%	60	110	113	93.75%	120	12
160	8	19	93.75%	20	40	56	93.75%	60	112	113	93.75%	120	13
163	12	19	93.75%	20	51	56	93.75%	60	100	113	93.75%	120	14
0		0	93.75%			0	93.75%			0	93.75%		15
0		0	93.75%			0	93.75%			0	93.75%		16
163	7	19	93.75%	20	42	56	93.75%	60	114	113	93.75%	120	17
132	3	19	93.75%	20	39	56	93.75%	60	90	113	93.75%	120	18
136	5	19	93.75%	20	40	56	93.75%	60	91	113	93.75%	120	19
117	5	19	93.75%	20	32	56	93.75%	60	80	113	93.75%	120	20
116	3	19	93.75%	20	31	56	93.75%	60	82	113	93.75%	120	21
0		0	93.75%			0	93.75%			0	93.75%		22
0		0	93.75%			0	93.75%			0	93.75%		23
0		0	93.75%			0	93.75%			0	93.75%		24
0		0	93.75%			0	93.75%	4		0	93.75%		25
0		0	93.75%	1		0	93.75%			0	93.75%		26
0		0	93.75%			0	93.75%			0	93.75%		27
0		0	93.75%			0	93.75%			0	93.75%		28
0		0	93.75%			0	93.75%			0	93.75%		29
0		0	93.75%			0	93.75%			0	93.75%	1	30
0		0	93.75%			0	93.75%			0	93.75%		31
2352	132	Ĭ			681				1539				Totals:

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 El	lementary	School		Enrollme	nt (Memb	ership):	200		✓ National :	School Lunch	Program	
Month:	Decembe	r			Attendan	ce Factor	(AF):	93.75%		School Br	eakfast Progr	am	
	Α	В	С	D	Α	В	С	D	Α	В	С	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		Î	93.75%	0			93.75%	0		
2		93.75%	0		1	93.75%	0			93.75%	0		1
3	120	93.75%	113	100	60	93.75%	56	50	20	93.75%	19	5	15
4	120	93.75%	113	112	60	93.75%	56	48	20	93.75%	19	20	18
5	120	93.75%	113	119	60	93.75%	56	51	20	93.75%	19	12	18
6	120	93.75%	113	112	60	93.75%	56	54	20	93.75%	19	11	17
7	120	93.75%	113	110	60	93.75%	56	50	20	93.75%	19	9	16
8		93.75%	0			93.75%	0		9	93.75%	0		e e
9	- 1	93.75%	0		Ť ji	93.75%	0		- 3	93.75%	0		
10	120	93.75%	113	108	60	93.75%	56	56	20	93.75%	19	12	17
11	120	93.75%	113	99	60	93.75%	56	52	20	93.75%	19	14	16
12	120	93.75%	113	110	60	93.75%	56	45	20	93.75%	19	6	16
13	120	93.75%	113	112	60	93.75%	56	40	20	93.75%	19	8	16
14	120	93.75%	113	100	60	93.75%	56	51	20	93.75%	19	12	16
15		93.75%	0		Į.	93.75%	0			93.75%	0		
16		93.75%	0			93.75%	0			93.75%	0		
17	120	93.75%	113	114	60	93.75%	56	42	20	93.75%	19	7	16
18	120	93.75%	113	90	60	93.75%	56	39	20	93.75%	19	3	13
19	120	93.75%	113	91	60	93.75%	56	40	20	93.75%	19	5	13
20	120	93.75%	113	80	60	93.75%	56	32	20	93.75%	19	5	11
21	120	93.75%	113	82	60	93.75%	56	31	20	93.75%	19	3	11
22		93.75%	0		1	93.75%	0			93.75%	0		
23		93.75%	0			93.75%	0			93.75%	0		
24		93.75%	0			93.75%	0			93.75%	0		
25		93.75%	0			93.75%	0			93.75%	0		
26		93.75%	0			93.75%	0			93.75%	0		
27		93.75%	0			93.75%	0			93.75%	0		
28		93.75%	0			93.75%	0		100	93.75%	0		
29	1	93.75%	0			93.75%	0			93.75%	0		
30		93.75%	0			93.75%	0			93.75%	0		
31		93.75%	0			93.75%	0			93.75%	0		
Totals:				1539		1414		681				132	235



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







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.

1	Α	В	С	D	E	F G	Н	1	J	K	L	M
1				Simplif	ied Dail	y Edit Che	eck Work	ksheet				
2	School:			•		Enrollment:			ional School L	unch Program		
-	Comoon.					Lillollillellt.		✓ Sch	ool Breakfast	Program		-
3	Month:			Att	endance	Factor (AF)	-					
_	Wionen.			7 122		. doto. (/ ii /		1				
4		BREAKFAST						LUNCH				
6		_	В	С	D	1	-		В	С	l D	1
0		Α	В	Total	Total	TOTAL		A	В	Total	Total	TOTAL
7	Day of Month:	Total Enrollment	AF	Enrollment X AF:	Meals Served:	COUNTS	Day of Month:	Total Enrollment	AF	Enrollment X AF:	Meals Served:	COUNTS
9	1		0.00%	0	ociica.	0	1		0.00%	0	o	(
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 29	20		0.00%	0		0	20		0.00%	0		
30	21		0.00%	0		0	21	-	0.00%	0		
31			0.00%	0		0			0.00%	0		
32	23	┞───	0.00%	0		0	23 24	1	0.00%	0		
33	25	<del>                                     </del>	0.00%	0		0	25	-	0.00%	0		
34	26	<del>                                     </del>	0.00%	0		0	26	1	0.00%	0		
35	27		0.00%	0		0	27	1	0.00%	0		
36	28		0.00%	0		0	28	1	0.00%	0		
37	29		0.00%	0		0	29	1	0.00%	0		
38	30		0.00%	0		0	30	1	0.00%	0		
39	31		0.00%	0		0	31		0.00%	0		
40	Totals:		2.00.0		0		Totals:		2.00,0		0	

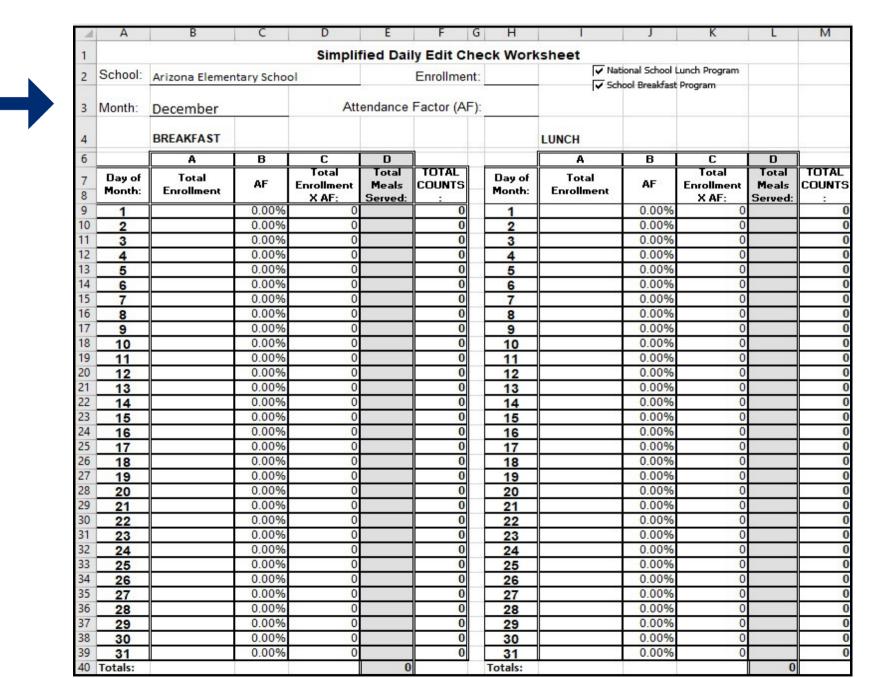
<sup>\*</sup>Please note that this example represents an Excel document and calculations will be done automatically. If you are completing this by hand, all calculations must be done manually.

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

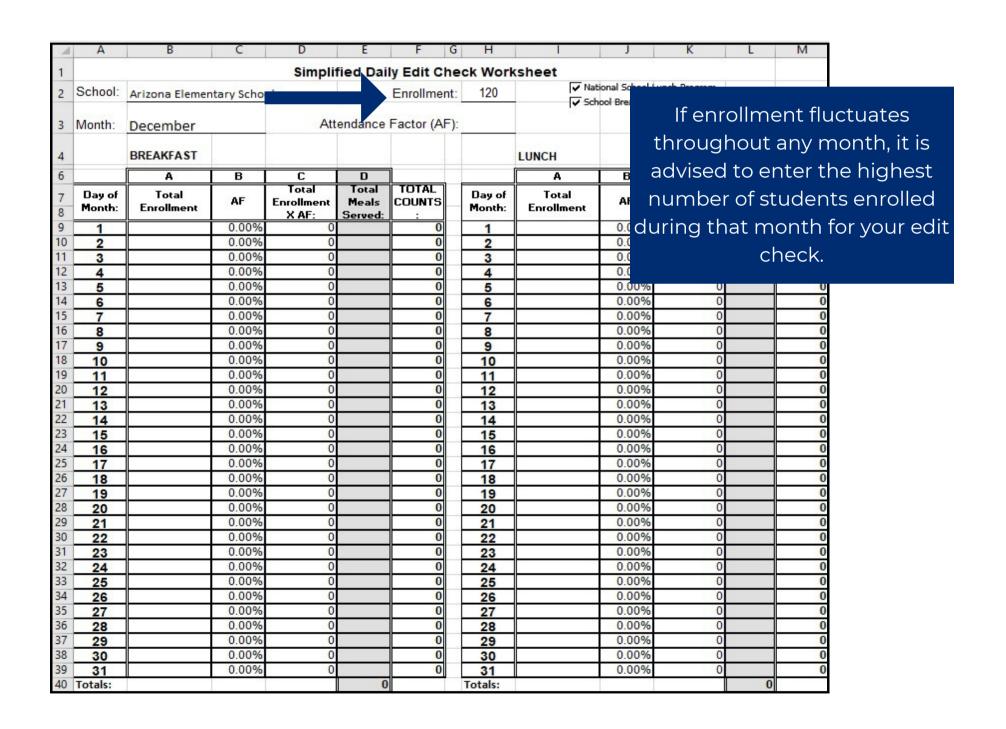


A	Α	В	С	D	E	F G	Н		J	K	L	M
1				Simpli	fied Dai	ly Edit Che	ck Wor	ksheet				
2	School:	Arizona Elemen	tary School	ol		Enrollment:				Lunch Program		
_		Al IZOIId Elemen	itary scrio	01	43	Linoinnent.		✓ Sch	ool Breakfast	Program		
3	Month:			Att	endance	Factor (AF):						
			-			1						
4		BREAKFAST						LUNCH				
6		A	В	С	D	1		A	В	С	D	
100	Б (			Total	Total	TOTAL	D (			Total	Total	TOTAL
7	Day of Month:	Total Enrollment	AF	Enrollment	Meals	COUNTS	Day of Month:	Total Enrollment	AF	Enrollment	Meals	COUNTS
8	A44477554373	100000000000000000000000000000000000000	0.00%	X AF:	Served:	: .			0.000/	X AF:	Served:	: 0
9	1		0.00%	0		0	1	-	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		ŏ	6	<b>+</b>	0.00%	0	-	0
15	7		0.00%	0		Ö	7		0.00%	0		0
16	8		0.00%	0		ō	8		0.00%	0		0
17	9		0.00%	0		ō	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	3	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	

**SECTION 4** 



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



**SECTION 4** 

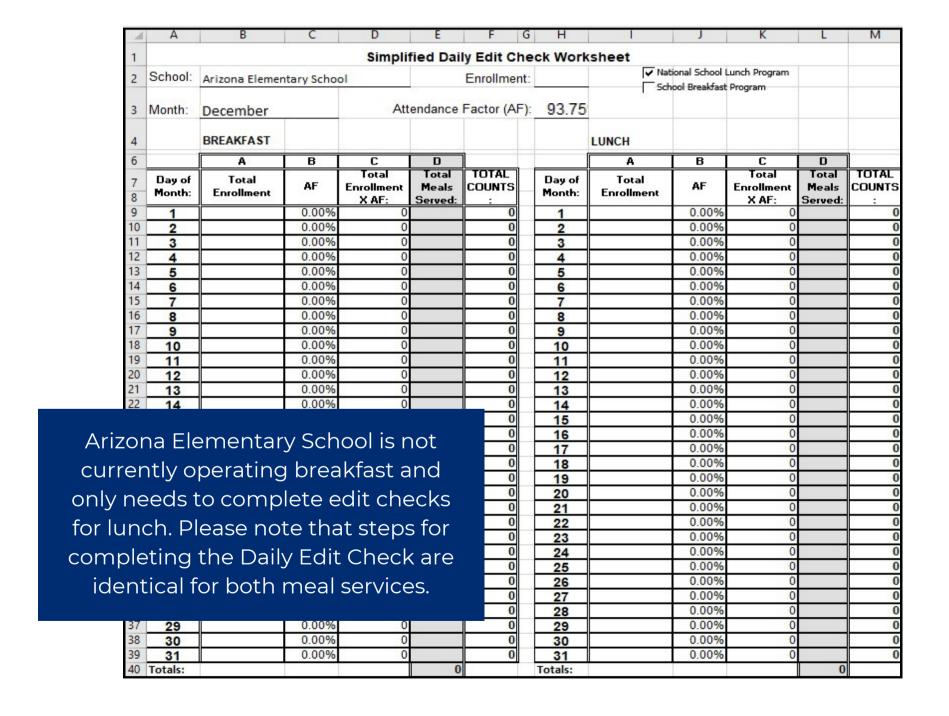
4	Α	В	С	D	E	F G	Н		J	K	L	М
1				Simpli	fied Dail	ly Edit Che	ck Work	sheet				
2	School	Arizona Elemen	tanı Seha	100		Enrollment:	120		ional School	Lunch Program		
-	OCHOOL.	Arizona Elemen	tary scho	OI .	Ž.	Enrollment.	120	✓ Sch	ool Breakfast	Program		
3	Month:	December				Factor (AF):	03.75	100				
,	WOHLH.	December	2			actor (/ ti ).	33.13					
4		BREAKFAST						LUNCH				
				-		1			-	_		1
6		Α	В	C Total	D	TOTAL		Α	В	C Total	D	TOTAL
7	Day of Month:	Total Enrollment	AF	Enrollment	Meals	COUNTS	Day of Month:	Total Enrollment	AF	Enrollment	Meals	COUNT
9	1	[20] (250) (200) (200) (200)	0.00%	X AF:	Served:	: 0	1	8 3 4 5 kg cm 11 3 5	0.00%	X AF:	Served:	- :
0	2		0.00%	0		0	2		0.00%	0	-	
1	3		0.00%	0		0	3		0.00%	0		
2	4		0.00%	0		0	4		0.00%	0		
3	5		0.00%	0		0	5		0.00%	0		
4	6		0.00%	0		0	6		0.00%	0		
5	7		0.00%	0		0	7		0.00%	0		
6	8		0.00%	0		0	8		0.00%	0		1
7	9		0.00%	0	Ĭ	0	9		0.00%	0		
8	10		0.00%	0		0	10		0.00%	0		
9	11		0.00%	0		0	11		0.00%	0		
0	12		0.00%	0		0	12		0.00%	0		1
1	13		0.00%	0		0	13		0.00%	0		
2	14		0.00%	0		0	14		0.00%	0		
3	15		0.00%	0		0	15		0.00%	0		
4	16		0.00%	0		0	16		0.00%	0		
5	17		0.00%	0		0	17		0.00%	0		
6	18		0.00%	0		0	18		0.00%	0		
7	19		0.00%	0		0	19		0.00%	0		
8	20		0.00%	0		0	20		0.00%	0		
9	21		0.00%	0		0	21		0.00%	0	-	
0	22		0.00%	0		0	22		0.00%	0	-	
1	23	<b>├</b>	0.00%	0		0	23		0.00%	0		
2	24	<b>├</b>	0.00%	0		0	24		0.00%	0		
4	25	╂	0.00%	0		0	25		0.00%	0		
5	26	<b>├</b>	0.00%	0		0	26 27		0.00%	0		
6	27	╂	0.00%	0		0	28		0.00%	0		
7	29	╂	0.00%	0		0	29		0.00%	0		
8	30	<del>                                     </del>	0.00%	0	*	0	30		0.00%	0		
9	31	<del>                                     </del>	0.00%	0		0	31		0.00%	0		
0	Totals:		0.0070	U	0		Totals:		0.0070		0	

<sup>\*</sup>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.

4	Α	В	С	D	E	F (	6 H		J	K	L	М
1				Simpli	fied Dai	ly Edit Ch	eck Work	sheet				
2	School:	Arizona Elemen	tary Scho	F-2017		Enrollme			ional School	Lunch Program		
		Arizona Elemen	itary serio	01		Lillollille		Sch	ool Breakfast	Program		
3	Month:	December		Att	endance	Factor (AF)	93.75					
		December	<u> </u>									
1		BREAKFAST						LUNCH				
5		A	В	С	D	1		A	В	С	D	
	Day of	Total		Total	Total	TOTAL	Day of	Total		Total	Total	TOTAL
7	Month:	Enrollment	AF	Enrollment	Meals	COUNTS	Month:	Enrollment	AF	Enrollment	Meals	COUNTS
)	444		0.00%	X AF: 0	Served:	: 0	-		0.00%	X AF:	Served:	: (
0	2	-	0.00%	0		0	2		0.00%	0	-	
1	3	1	0.00%	0		0	3		0.00%	0	-	
2	4		0.00%	0		0	4		0.00%	0		
3	5	1	0.00%	0		0	5		0.00%	0		
4	6		0.00%	0		0	6		0.00%	0	-	
5	7		0.00%	0		0	7		0.00%	0		
5	8		0.00%	0		0	8		0.00%	0		(
7	9		0.00%	0		0	9		0.00%	0		(
3	10		0.00%	0		0	10		0.00%	0		(
)	11		0.00%	0		0	11		0.00%	0		(
)	12		0.00%	0		0	12		0.00%	0		(
1	13		0.00%	0		0	13		0.00%	0		(
2	14		0.00%	0		0	14		0.00%	0		(
3	15		0.00%	0		0	15		0.00%	0		
1	16		0.00%	0		0	16		0.00%	0		(
,	17		0.00%	0		0	17		0.00%	0		(
,	18		0.00%	0		0	18		0.00%	0		
7	19	-	0.00%	0		0	19		0.00%	0		
3	20		0.00%	0		0	20		0.00%	0		
)	21	-	0.00%	0		0	21		0.00%	0	-	
1	22	1	0.00%	0		0	22	-	0.00%	0	-	
2	23	1	0.00%	0		0	23		0.00%	0		
3	25		0.00%	0		0	25		0.00%	0	-	
1	26		0.00%	0		0	26		0.00%	0		
5	27		0.00%	0		0	27		0.00%	0		
5	28	1	0.00%	0		0	28		0.00%	0		
7	29	1	0.00%	0		0	29		0.00%	0		
8	30		0.00%	0		0	30		0.00%	0	- 1	(
9	31		0.00%	0		0	31		0.00%	0		(
	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.



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.

4	Α	В	С	D	E	F G	Н		J	K	L	М
1				Simpli	fied Dai	ly Edit Che	ck Work	sheet				
2	School:	Arizona Elemen	tary Scho	ol		Enrollment:		✓ Nat	ional School I	Lunch Program		
-	(7.71.18.81).	Arizona Elemen	tary serio	01	Ž.	Emoninent.		Sch	ool Breakfast	Program		
3	Month:	December		Att	endance	Factor (AF):	93.75	1				
								The second second second				
4		BREAKFAST						LUNCH				
6		A	В	С	D	1		Α	В	С	D	1
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	OCITEU.	0	_		0.00%	0		
0	2		0.00%	0		0	2		0.00%	0		
1	3		0.00%	0		0	3		0.00%	0		
2	4		0.00%	0		0	4		0.00%	0		9
3	5		0.00%	0		0	5		0.00%	0		
4	6		0.00%	0	î i	0	6		0.00%	0		9
5	7		0.00%	0		0	7		0.00%	0		
6	8		0.00%	0		0	8		0.00%	0		
7	9		0.00%	0		0	9		0.00%	0		
8	10		0.00%	0		0	10		0.00%	0		
9	11		0.00%	0		0	11		0.00%	0		
0	12		0.00%	0		0	12		0.00%	0		9
1	13		0.00%	0	Ĭ	0	13		0.00%	0		
2	14		0.00%	0		0	14		0.00%	0		
3	15		0.00%	0	ĺ	0	15		0.00%	0		
4	16		0.00%	0		0	16		0.00%	0		
5	17		0.00%	0		0	17		0.00%	0		
6	18		0.00%	0		0	18		0.00%	0		
7	19		0.00%	0		0	19		0.00%	0		
8	20		0.00%	0		0	20		0.00%	0		
9	21		0.00%	0		0	21		0.00%	0		
0	22		0.00%	0		0	22		0.00%	0		
1	23		0.00%	0		0	23		0.00%	0		
2	24		0.00%	0		0	24		0.00%	0		
3	25		0.00%	0		0	25		0.00%	0		
4	26		0.00%	0		0	26		0.00%	0		
5	27		0.00%	0		0	27		0.00%	0		
6	28		0.00%	0		0	28		0.00%	0		
7	29		0.00%	0		0	29		0.00%	0		
8	30		0.00%	0		0	30		0.00%	0		
9	31		0.00%	0		0	31		0.00%	0		
10	Totals:				0		Totals:				0	

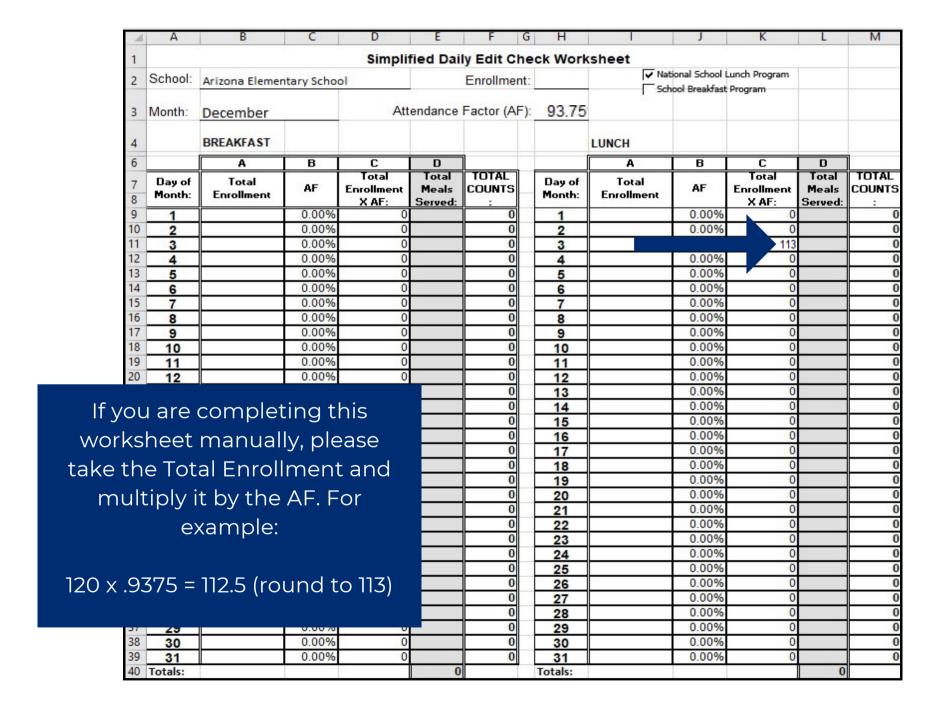
#### 6. Enter the Total Enrollment of students on the 3rd.

1	Α	В	С	D	E	F	G	Н		J	K	L	М
1				Simpli	fied Dai	ly Edit C	hec	k Work	sheet				
2	School:	Arizona Eleme	ntary Scho	ol		Enrollme	T Matienal Cales				_		
-		7 II LONG LICING	itally selle			Linomino			Sch	ool Breakfast	Program		
3	Month:	December		Att	endance	Factor (A	(F):	93.75					
						1	T	-					
4		BREAKFAST							LUNCH				
6		Α	В	С	D	1			Α	В	С	D	1
7 8	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:	TOTA COUNT
9	1		0.00%	0		0		1		0.00%	0		1000
10	2		0.00%	0				2		0.00%	0		
11	3		0.00%	0				3	120	0.00%	113		
12	4		0.00%	0			4	4		0.00%	0		
13	5		0.00%	0		0	-	5		0.00%	0		
14	6	ļ	0.00%	0		0		6		0.00%	0		┞
15	7	ļ	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		-
20	11 12	-	0.00%	0		0		11		0.00%	0		<b>├</b>
21	13	-	0.00%	0		0		12 13		0.00%	0		<b>├</b> ──
22	14		0.00%	0		0		14		0.00%	0		-
LL	14		0.0070	0		0		15		0.00%	0	-	₩
						0	-	16		0.00%	0		╂
-0	r exa	mple, Ar	ʻizona	0	*	0	-	17		0.00%	0		1
			امممال	120		0		18		0.00%	0		1
me	entar	y Schoo	ı nad	120		0		19		0.00%	0		
<u> </u>	بمالم	d studer	ata an	0	*	0		20		0.00%	0		
en	rone	a studer	its on	0		0		21		0.00%	0		
	Doc	ember 3	rd	0		0		22		0.00%	0		
	Dec	ember 5	ru.	0		0		23		0.00%	0		
				0	Ĭ.	0		24		0.00%	0		
22	25	П	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	100	
36	28		0.00%	0		0		28		0.00%	0		
37	29		0.00%	0	ì.	0	-	29		0.00%	0	1	
38	30		0.00%	0		0		30		0.00%	0		<u> </u>
39	31		0.00%	0		0	-	31		0.00%	0		<u> </u>
40	Totals:				0			Totals:				0	

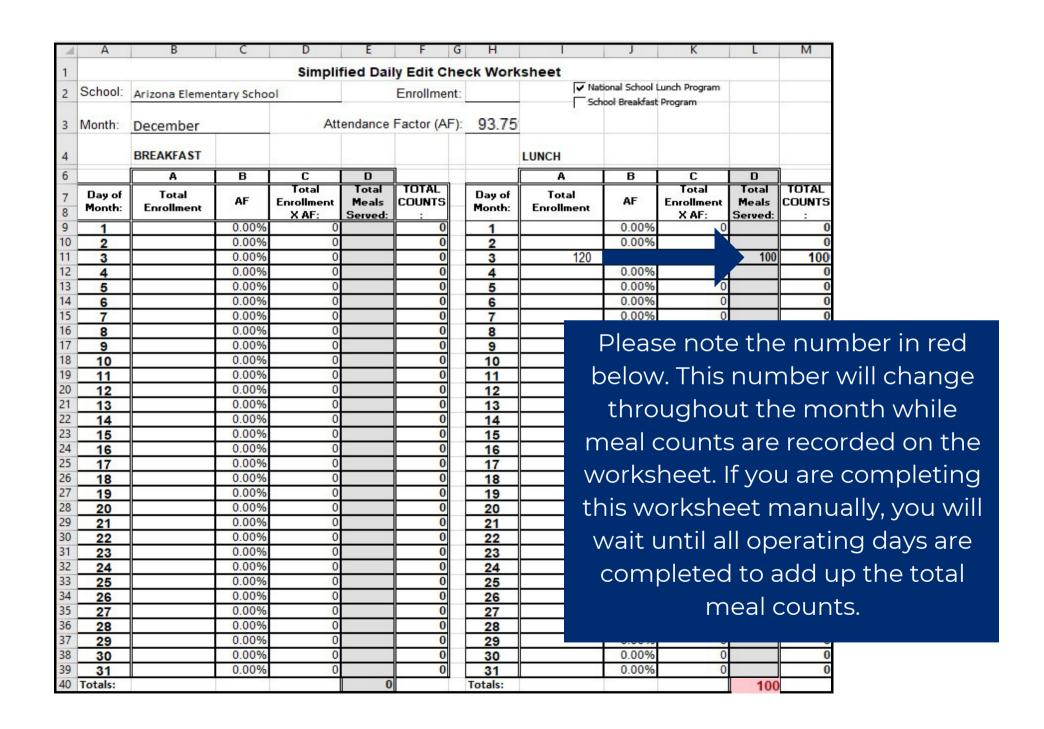
#### Does the Total Enrollment exceed the number in the Enrollment field?

	4	A	В		D			G	н		,	K	L	M
	1				Simpli	fied Dai	ly Edit C	he	ck Work	sheet				
	2	School:	Arizona Elemen	ntary Scho	ol		Enrollme	nt:		▼ National School Lunch Program				
						43		-		Sch	ool Breakfast	Program		-
	3	Month:	December	T.	Att	endance	Factor (A	F):	93.75					
	4		BREAKFAST	,a						LUNCH				
	6		Α	В	С	D				Α	В	С	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 COUNT
	9	1		0.00%	0		0		1		0.00%	0		
	10	2		0.00%	0				2		0.00%	0		
	11	3		0.00%	0				3	120	0.00%	113		
	12	4		0.00%	0		6		4		0.00%	0		-
	13	<u>5</u>		0.00%	0		0	-	5 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	- 4	12		0.00%	0		
If Tot	tal	Enro	ollment l	aann	onc to		0	-	13 14		0.00%	0		-
11 10	ıaı	LITT	Jiii ie ii i	iappe			0		15		0.00%	0		-
exc	ee	d the	e numbe	r liste	ed in		ŏ		16		0.00%	0		
							0		17		0.00%	0		
the	) E	inroll	ment fie	eld, a i	new		0		18		0.00%	0		
							0		19		0.00%	0		
STL	1a	ent n	hay have	enro	ollea		0		20		0.00%	0		
ci	nc	·	u comple	atad t	ho		0		21		0.00%	0		-
51		e you	a compi	eteu i	.110		0		22		0.00%	0		$\vdash$
head	header of the worksheet. Make						0		24		0.00%	0	-	$\vdash$
						0		25		0.00%	0			
sure to update this number to						0		26		0.00%	0			
		•				i	0		27		0.00%	0		
τ	.n∈	a nigi	hest nur	nper	OI		0		28		0.00%	0		
ctit	طح	ntc t	hat were	apr			0		29		0.00%	0		
- stu	ae	TILS L	nat were		лі <del>с</del> а		0	-	30		0.00%	0		-
		luring	g that m	onth		0		<b>I</b> .	31 Totals:		0.00%	0	0	

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



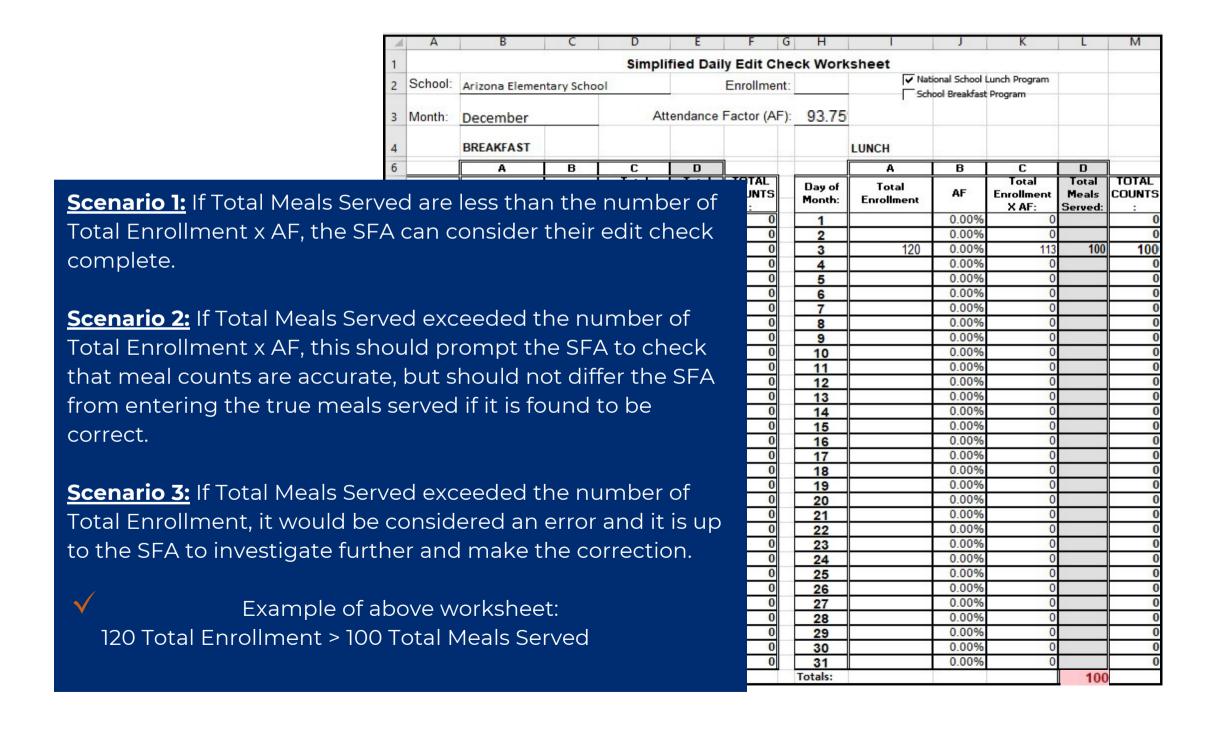
#### 8. Enter the Total Meals Served on the 3rd.



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

4	Α	В	С	D	E	F G	Н		J	K	L	М
1				Simpli	fied Dai	ly Edit Che	ck Work	sheet				
2 5	School:	Arizona Elemen	tary Scho	X200		Enrollment:			ional School	Lunch Program		
		Al IZONA Elemen	tary scrio	OI .		Linoinnent.		Sch	ool Breakfast	Program		
I N	/lonth:	December		Att	endance	Factor (AF):	93.75	1				
		December		*								
		BREAKFAST						LUNCH				
		A	В	С	D	1		Α	В	С	D	
	Day of Month:	Total Enrollment	AF	Total Enrollment X AF:	Total Meals Served:	TOTAL COUNTS	Day of Month:	Total Enrollment	AF	Total Enrollment X AF:	Total Meals Served:	TOTAL COUNTS
	1		0.00%	0		0	1		0.00%	0		(
)	2		0.00%	0		0	2		0.00%	0		(
1	3		0.00%	0	Î	0	3	120	0.00%	113	100	100
2	4		0.00%	0		0	4		0.00%	0	100	
3	5		0.00%	0		0	5		0.00%	0		
4	6		0.00%	0		0	6		0.00%	0	100	
5	7		0.00%	0		0	7		0.00%	0		
	8		0.00%	0		0	8		0.00%	0	100	
7	9		0.00%	0		0	9		0.00%	0		
3	10		0.00%	0		0	10		0.00%	0	100	
	11		0.00%	0		0	11		0.00%	0		
)	12		0.00%	0		0	12		0.00%	0		
	13		0.00%	0		0	13		0.00%	0		
2	14		0.00%	0		0	14		0.00%	0		
3	15		0.00%	0		0	15		0.00%	0		
1	16		0.00%	0		0	16		0.00%	0		
	17		0.00%	0		0	17		0.00%	0		
	18		0.00%	0		0	18		0.00%	0		
	19		0.00%	0		0	19		0.00%	0		
3	20		0.00%	0		0	20		0.00%	0		
	21		0.00%	0		0	21		0.00%	0		
)	22		0.00%	0		0	22		0.00%	0		
1	23		0.00%	0		0	23		0.00%	0		
2	24	-	0.00%	0		0	24	-	0.00%	0		
3	25	<b>├</b>	0.00%	0		0	25		0.00%	0		
1	26	<b>├</b>	0.00%	0		0	26	-	0.00%	0		
	27	-	0.00%	0		0	27	-	0.00%	0		
5	28	-	0.00%	0		0	28		0.00%	0		
7	29	-	0.00%	0		0	29	-	0.00%	0		
8	30	-	0.00%	0		0	30	-	0.00%	0		
9	31		0.00%	0		0	31		0.00%	0		
0 T	otals:				0		Totals:				100	

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



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				
	Α	В	C	D	
Day of Month:	Total Enrollment	AF	Total Enrollment	Total Meals	TOTAL COUNTS
			X AF:	Served:	12
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



Identify the scenario in the Simplified Daily Edit Check Worksheet.

- A \$cenario 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				
	А	В	С	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	Ŷ.	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.



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				
	А	В	C	D	
Day of Month:	Total Enrollment	AF	Total Enrollment	Total Meals	TOTAL COUNTS
1		93.75%	X AF: 0	Served:	: 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



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 \$cenario 3-The Total Meals Served exceeded the Total Enrollment

	LUNCH				
	Α	В	C	D	
Day of Month:	Total Enrollment	AF	Total Enrollment	Total Meals	TOTAL COUNTS
			X AF:	Served:	12
1		93.75%	0		0
2		93.75%	0	X.	0
3	120	93.75%	113	100	100
4	120	93.75%	113	99	99
5	120	93.75%	113	122	122

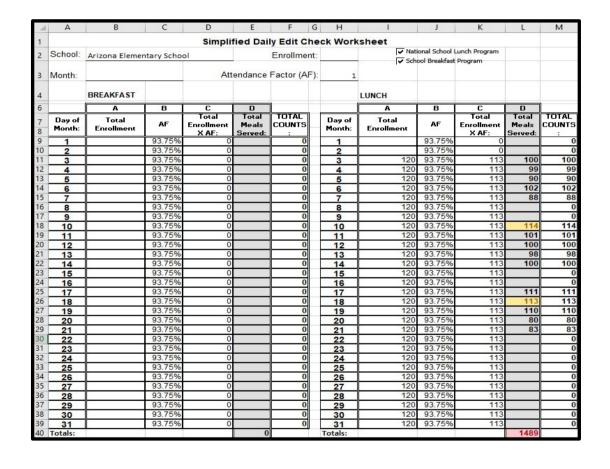
The Total Meals Served exceeded the Total Enrollment, therefore, the SFA is responsible for investigating the counting error and making the correction to ensure accurate meal counts. This error must be corrected prior to submitting the monthly claim for reimbursement.



You have completed steps 1 –8 on the worksheet for December 3rdand 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.

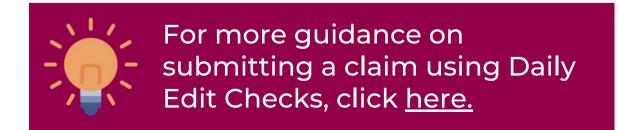
A	Α	В	С	D	E	F	G	Н	I	J	K	L	М
1				Simplif	ied Dai	ly Edit Ch	nec	k Work	sheet				
2	School:	Arizona Elemen	ntary Scho	ol		Enrollmen	nt:		(b) 1 (b) (c) (c)		Lunch Program		
			, , , , , , , , , , , , , , , , , , , ,						✓ Sch	ool Breakfast	Program		
3	Month:	December		Att	endance	Factor (AF	):	1					
4		BREAKFAST							LUNCH				
6		A	В	С	D	1		17	A	В	С	D	1
7 8	Day of Month:	Total Enrollment	AF	Total Enrollment X AF:	Total Meals Served:	TOTAL COUNTS		Day of Month:	Total Enrollment	AF	Total Enrollment X AF:	Total Meals Served:	TOTAL COUNTS :
9	1		93.75%	0	Jeiveu.	0	7	1		93.75%	0	Serveu.	. 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	3	0
32	24		93.75%	0		0		24	120	93.75%	113	3	0
33	25		93.75%	0		0		25	120	93.75%	113	ă i	0
34	26		93.75%	0		0		26	120	93.75%	113	ă i	0
35	27		93.75%	0		0		27		93.75%	113	3	0
36	28		93.75%	0		0		28		93.75%	113		0
37			93.75%	0		0		29		93.75%	113		0
38			93.75%	0		0		30	120		113		0
39			93.75%	0		0		31	120	93.75%	113		0
40	Totals:	0			0		T	otals:	- 0			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.





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					



# 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





# Congratulations

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: 3**000 – 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

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:

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

**Key Area: 3**000 – 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.





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: <a href="https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf">https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf</a>, 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

This institution is an equal opportunity provider.