DAILY RECORD OF MEALS SERVED AND EDIT CHECK WORKSHEET

Month / Year _____

Feeding site _____

	STUDENT LUNCHES					STUDENT BREAKFASTS			SPECIAL MILK		ADULTS (Cannot Claim)		
DATE	PAID	FREE	Reduced	TOTAL	2nd Meals	PAID	FREE	Reduced	PAID	FREE	PAID-LUN	Free Lun	PAID-BR
TOTAL					No Claim								

A. Days Served _____
B. Enrollment _____
C. Average Daily Attendance _____
D. Attendance Factor (C ÷ B) _____
E. Highest # of Eligible Free approved during the month _____ *
F. Highest # of Eligible Reduced approved during the month _____ *
G. Highest # of Eligible Paid approved during the month _____ *

Required Edit Check:

Attendance Factor (D)		Highest # of Students Approved for the Month			Attendance Adjusted Eligible	
_____	X	_____	(E)	=	_____	(H)+
_____	X	_____	(F)	=	_____	(I)+
_____	X	_____	(G)	=	_____	(J)+

The number of meals claimed by category **CANNOT** exceed the figures reported on lines E, F or G on any given day. If the number of meals claimed by category exceeds the figures on lines H, I or J on any given day, those meal counts **MUST** be circled above and the reason for the discrepancy **MUST** be documented either at the bottom or on the back of this page.

+On this calculation, round any decimal to the next whole number. (Example: 21.35 would round up to 22)

*Students who change categories during the month should be included in both categories.

Retain this record at school for three years.