

Date	Student LUNCH				Student BREAKFAST				SPECIAL MILK			
	Free	Reduced	Paid	TOTAL	Free	Reduced	Paid	TOTAL	Free	Paid	TOTAL	
TOTAL												

INSTRUCTIONS: The **LUNCH** Edit Check is **REQUIRED**. **BREAKFAST & SNACK** Edit Checks are optional but encouraged to avoid errors and ensure accurate daily meal counts.

<ol style="list-style-type: none"> 1. Enter the site name, month/year and serving dates. 2. Enter daily meal counts for free, reduced and paid students. 3. At the end of the month complete boxes A-F. 4. Use the information from A-F to calculate the Attendance Factor and the Attendance Adjusted Eligibles (AAE) in boxes G-J. 5. Compare daily meal counts with the AAE for each category. 6. Circle all dates where free, reduced or paid meal counts exceeded the AAE and document a justification (on the reverse side or attached) for each of the dates. 	A. Number of serving days	G. Attendance Factor =
	B. SFA enrollment	C _____ ÷ B _____ = G _____
	C. Average Daily Attendance	H. Free AAE =
	D. Highest # Free Eligible	G _____ × D _____ = H _____
	E. Highest # Reduced Eligible	I. Reduced AAE =
	F. Highest # Paid Eligible	G _____ × E _____ = I _____
Completed by: _____ Date: _____		J. Paid AAE =
		G _____ × F _____ = J _____