

Directions: Daily Record/Accuclaim Form | Community Eligibility Provision (CEP)

Purpose

This version of the daily record form is intended to be used by sites operating the Community Eligibility Provision (CEP) in any year of the cycle. This version of the form is not intended to be used by sites that use standard counting and claiming procedure or sites operating Provision 2 in a non-base year. This form is intended to be used by CEP sites to accomplish the following:

1. Record daily participation
2. Determine the number of claimed meals to submit
3. Check the accuracy of the number of meals claimed by category for a specific month of operation
4. Reduce the incidence of overclaims

Contracting Entities (CEs) are required to perform daily Accuclaim/Edit Checks and cumulative checks monthly. To do this, the Accuclaim/Edit Check process uses the Lunch Attendance Factor to determine if the number of meals claimed for each eligibility status category is reasonable based on attendance and enrollment. CEs may use a similar reporting instrument to complete an Accuclaim/edit checks.

Use This Form	
Frequency	Daily Entry, Monthly Report
Required Form Format	Use this form or a similar reporting instrument.
Records Retention	Form kept onsite and made available on request. Public and charter schools must maintain records for a period of five years. Private schools, other nonprofit organizations, and RCCIs must maintain records for three years.

Special Features for the Excel File

If the Excel version of this form is used, the cells that are highlighted with yellow indicate cells where data may be recorded. The cells highlighted with green indicate cells where formulas will be applied when data is recorded in the yellow cells. The green cells will populate automatically.

Data Entry

In completing this form, CEs will record data each day for each item with the exception of the cells with the following labels Lunch Attendance Factor, Sum of Daily Attendance for the Month, and Highest Single Day Attendance for the Month.

For the Accuclaim/Edit Check, the Lunch Attendance Factor and the attendance numbers are calculated based on data recorded for the entire month. However, because the calculations are built into the Excel file, the Attendance Factor worksheet cells will begin to populate automatically as linked data is recorded each day. Once all data for the month is recorded, the numbers will reflect the entire month.

(NOTE: The Public Education Information Management System (PEIMS) Coordinator for each school district calculates the Attendance Factor for each school for PEIMS each month. School Nutrition Programs SNPs may use the same Attendance Factor that is reported to PEIMS each month as long as the method for calculating the Attendance Factor corresponds to the method described at the end of the directions for this form.)

Formulas Embedded in *Daily Record/Accuclaim Form* | *Community Eligibility Provision (CEP)*

If the Excel version of this form is used, the daily enrollment totals and other calculations will automatically populate when the cells highlighted with yellow are filled. Cells that populate automatically are highlighted in green.

In the directions that follow, cells that populate automatically are marked with an *ap*. Users will need to verify that cells did populate but will not need to record a number as described in the directions for the cell. CEs that use a printed version of this form will need to calculate and record entries as directed.

The equations for calculating the Lunch Attendance Factor are visible on the Attendance Factor worksheet. The Lunch Attendance Factor number will also populate a designated cell at the top of the Daily Record sheet automatically.

Directions for Completing Form

General Information

- **Contracting Entity (CE):** Record the name of the CE in the designated space.
- **Site Name:** Record the name of the site in the designated space.
- **Date:** Record the month and year for which meals are being claimed in the designated space.
- **Number Lunch Serving Days:** Record the number of days lunch meals were served in the designated space.
- **Number Breakfast Serving Days:** Record the number of days breakfast meals were served in the designated space.
- **Sum of Daily Attendance for Month: Record the result of adding (summing) the daily attendance number in the designated space.**
(NOTE: The PEIMS Coordinator may be able to assist in identifying this number.)
- **Highest Single Day Attendance for Month:** Record the highest one day total attendance for the month in the designated space.
(NOTE: The PEIMS Coordinator may be able to assist in identifying this number.)
- **Lunch Attendance Factor:^{ap}** Ensure that this cell is populated automatically. For the cell to populate automatically, the cells toward the bottom of this general section about attendance and enrollment must be completed.

If this form is not completed in Excel, use the directions on the form's Attendance Factor worksheet (tab at bottom of page) to calculate the Lunch Attendance Factor and record the amount in the designated space. The *Applying the Lunch Attendance Factor* directions at the end of this document also provide detailed information about calculating the Lunch Attendance Factor.

Lunch Meal Counts, Served Students

- **Column 1, # Lunches Served:** Record the total number of reimbursable lunch meals served to students for each serving day of the month in the designated spaces.

Total Row:^{ap} Add (Sum) the *Column 1, # Lunches Served* entries for the entire month to get the monthly total of reimbursable lunch meals served to students and record the monthly total in the designated space.

Highest Daily Row:^{ap} Record the highest number of students served a reimbursable lunch meal on a single day in *Column 1, # Lunches Served* in the designated space.

- **Column 2, # Enrolled Students:** Record the total number of students eligible to participate in the NSLP for each day of the month in the designated spaces.

Total Row:^{ap} Add (Sum) the daily enrollment totals for *Column 2, # Enrolled Students* for the serving month and record the result in the designated space.

Highest Daily Row:^{ap} Record the highest number of students enrolled on a single day in *Column 2, # Enrolled Students* in the designated space.

- **Column 3, Participation %:**^{ap} Divide the *Column 1, # Lunches Served* by the *Column 2, # Enrolled Students* number to get the percentage of participation for each day and record the result in the designated spaces.

Column 3, Participation %		
Column 1, # Lunches Served	÷	Column 2, # Enrolled Students
	=	Column 3, Participation %

Lunch Meal Counts, Served Adults

- **Column 4, Free:** Record the total number of free lunch meals served to adults for each day of the month in the designated spaces.

Total Row:^{ap} Add (Sum) the *Column 4, Free* entries for the entire month to get the monthly total of free lunch meals served to adults and record the monthly total in the designated space.

- **Column 5, Paid:** Record the total number of paid lunch meals served to adults for each day of the month in the designated spaces.

Total Row:^{ap} Add (Sum) the *Column 5, Paid* entries for the entire month to get the monthly total of paid lunch meals served to adults and record the monthly total in the designated space.

Breakfast Meal Counts, Served Students

- **Column 6, # Breakfasts Served:** Record the total number of reimbursable breakfast meals served to students for each day of the month in the designated spaces.

Total Row:^{ap} Add (Sum) the *Column 6, # Breakfasts Served* entries for the entire month to get the monthly total of reimbursable breakfast meals served to students and record total in the designated space.

Highest Daily Row:^{ap} Record the highest number of students served a breakfast meal on a single day in *Column 6, # Breakfasts Served* in the designated space.

- **Column 7, # Enrolled Students:** Record the total number of students eligible to participate in SBP for each day of the month in the designated space.

Highest Daily Row:^{ap} Add (Sum) the daily enrollment totals for *Column 7, # Enrolled Students* for the serving month in the designated space.

Highest Daily Row:^{ap} Record the highest number of students enrolled on a single day in *Column 8, # Enrolled Students* in the designated space.

- **Column 8, Participation %:**^{ap} Divide the *Column 6, # Breakfasts Served* by the *Column 7, # Enrolled Students* entry to get the percentage of participation for each day and record the percentage in the designated space.

Column 8, Participation %			
Column 6, # Breakfasts Served	÷	Column 7, # Enrolled Students	= Column 8, Percent (%) Participation

Breakfast Meal Counts, Served Adults

- **Column 9, Free:** Record the total number of free breakfast meals served to adults for each day of the month in the designated spaces.

Total Row:^{ap} Add (Sum) the *Column 9, Free* entries for the entire month to get the monthly total of free breakfast served to adults and record the monthly total in the designated space.

- **Column 10, Paid:** Record the total number of paid breakfast meals served to adults for each day of the month in the designated space.

Total Row:^{ap} Add (Sum) the *Column 10, Paid* entries for the entire month to get the monthly total of paid breakfast meals served to adults and record the monthly total in the designated space.

Claiming Information

- **Row, % of Rate:** Record the percentage of meals that are to be claimed at the *Free* and *Paid* rates in the designated spaces. Be sure to enter the percentages for both lunch and breakfast.
- **Row, Claim # (Monthly):**^{ap} Record the total number of reimbursable meals claimed for each claiming rate in the designated space. The total number is calculated by applying the *% of Rate* for the claiming category to the total number of meals served for month (recorded in the Total Row). Enter the total numbers for both lunch and breakfast columns in the designated spaces.

Applying the Lunch Attendance Factor

The Attendance Factor worksheet will automatically populate the form fields if the form is completed electronically. If not completing this form electronically, use the following information in addition to the directions on the form to calculate the Lunch Attendance Factor.

CEs are required to calculate the Lunch Attendance Factor for reimbursable lunch meals and may calculate the Attendance Factor for reimbursable breakfast meals.

To calculate the Lunch Attendance Factor for reimbursable lunch meals,

- Calculate the Average Daily Attendance (ADA) for the month by summing the site's daily

attendance for the claim month and dividing that result by the number of operating days for the claim month/period.

- Divide the ADA by the highest daily total enrollment for the month as demonstrated in the formula below.

The highest daily enrollment is the highest number recorded for the month in *Column 2, # Enrolled Students, Highest Daily* row.

Calculating the Lunch Attendance Factor					
Average Daily Attendance (ADA) for the Month					
<i>(Sum of Daily Attendance for Month)</i>	÷	<i>(Number of Operating Days)</i>	=	ADA	÷
22,626	÷	18	=	1,257	÷
					=
				Highest Daily Total Enrollment for the Month	=
				1,425	=
					=
					Lunch Attendance Factor for the Month
					0.8821

This calculation should be completed and recorded at the end of the month.

- Divide the highest number of possible participants for the month by the Attendance Factor as demonstrated in the formula below.

Applying the Lunch Attendance Factor			
Highest # of Possible Participants	÷	Lunch Attendance Factor <i>(ADA ÷ Highest Daily Total Enrollment)</i>	=
1,425	÷	0.8821	=
			=
			Highest # of Meals <i>Expected to Be Claimed Each Serving Day</i>
			1256.9925 (1257)

- Compare the results to the number of lunch reimbursable meals to be claimed and determine if the number of reimbursable lunch meals to be claimed is reasonable.
 - If the number of lunch meals claimed for the month is in line with the *Highest # of Lunch Meals Expected to Be Claimed Each Serving Day*, no further action is needed. In this case, the number of reimbursable lunch meals to be claimed falls within a reasonable range based on student attendance and enrollment when compared to the daily and monthly totals recorded on the Daily Record worksheet (tab at the bottom of the page).
 - If the number of reimbursable lunch meals claimed for the month is higher than the *Highest # of Lunch Meals Expected to Be Claimed Each Serving Day*, the CE will need to determine (1) if there is a valid reason for the larger number or (2) if a mistake has been made.
 - If there is a justifiable reason for the difference, document the reason and contact TDA at NSLP-SBP.BOps@TexasAgriculture.gov to let TDA know why the claim does not align to the Lunch Attendance Factor.
 - If there is no justifiable reason for the difference, review data for the month to find the reason and correct as appropriate. CEs may also get assistance from their Education Service Center (ESC) for this purpose.