DAILY LUNCH COUNT EDIT CHECK WORKSHEET INSTRUCTIONS

ATTENDANCE FACTOR FORMULA CALCULATION
See formula on front.

Example: if your enrollment is 850 students in the month of October and there are 21 days in October, " A" would equal 17,850. If there were a total of 307 student absences during the month of October, then "B" would equal 307. Following the formula above, your Attendance Factor would be **98%**. The Attendance Factor should be used every month.

TOTAL ENROLLMENT
Note the total daily enrollment, subtract free (column1) and reduced (column 4) eligible numbers to get the number of possible paid students (column 7).

FREE ELIGIBLE (COLUMN 1)
List the number of students who are eligible for free meals on that specific day. Note that this number can vary depending on the number of free eligible students who are enrolled in the program. Also, this number should represent the number of free students you have listed on your free and reduced roster of eligible students.

FREE ELIGIBLE X AF (COLUMN 2)
Multiply the number of free eligible students by your Attendance Factor (AF). This number takes into consideration the fact that 100% of the students do not always report to school daily. This number will fluctuate based on the number of free eligible students that are listed in column 1.

FREE CLAIMED (COLUMN 3)
This is the total number of free student meals that you served on that designated day. The total number of free claimed can **never** exceed the total number of free eligible students listed in column 1. Also, if you find that the total number of free claimed exceeds the number listed in column 2 (Free Eligible X AF) more than 50 percent of the time, you must investigate and document why this is occurring.

REDUCED ELIGIBLE (COLUMN 4)
List the number of students who are eligible for reduced meals on that specific day. Note that this number can vary depending on the number of reduced eligible students who are enrolled in the program. Also, this number should represent the number of reduced students you have listed on your free and reduced roster of eligible students.

REDUCED ELIGIBLE X AF (COLUMN 5)
Multiply the number of reduced eligible students by your Attendance Factor (AF). This number takes into consideration the fact that 100% of the students do not always report to school daily. This number will fluctuate based on the number of reduced eligible students that are listed in column 4.

REDUCED CLAIMED (COLUMN 6)
This is the total number of reduced student meals that you served on that designated day. The total number of reduced claimed can **never** exceed the number of reduced eligible in column 4. Also, if you find that the total number of reduced claimed exceeds the number listed in column 5 (Reduced Eligible X AF) more than 50 percent of the time, you must investigate and document why this is occurring.

PAID ELIGIBLE (COLUMN 7)
List the number of students who are eligible for paid meals on that specific day. Note that this number can vary depending on the number of paid eligible students who are enrolled in the program. Also, this number should represent the total school enrollment minus free and reduced price eligible students.

PAID ELIGIBLE X AF (COLUMN 8)
Multiply the number of paid students by your Attendance Factor (AF). This number takes into consideration the fact that 100% of the students do not always report to school daily. The number will fluctuate based on the number of paid students listed in column 7.

PAID CLAIMED (COLUMN 9)
This is the total number of paid student meals served daily.

TOTAL CLAIMED (COLUMN 10)
This is the total number of free, reduced and paid student meals served on the designated day.

COMMENTS
The comment section is to record anything unusual that may be reflected in the counts. For example, if a late opening due to inclement weather occurred and your counts for breakfast dropped considerably, you may want to record this in the comment section.

TOTAL ROW AT THE BOTTOM
Columns 3, 6, 9, and 10 should be added to record the total on the bottom. When you add up columns 3, 6, and 9, they should equal the total listed in column10. If they don't, then an addition or recording error has occurred and the form needs to be checked for errors.

Make sure that the Edit Check Worksheet is signed and dated when it is completed. A separate Edit Check Worksheet needs to be completed for the Breakfast Program if applicable.