

Community Eligibility Provision (CEP) Edit Check Worksheet

Site: _____ B/L: _____ Month/Year: _____

A	B	x	C	=	D		E	F
Date	Enrollment		Attendance Factor Percentage		Adjusted Eligible Attendance		Number of Meals Claimed	If Column E exceeds Column D on 50% OR MORE of the monthly serving days, provide an explanation
<i>Example</i>	750	x	.942 %	=	707 <i>(always round up)</i>		712	<i>High participation: Pizza day</i>
1		x		=				
2		x		=				
3		x		=				
4		x		=				
5		x		=				
6		x		=				
7		x		=				
8		x		=				
9		x		=				
10		x		=				
11		x		=				
12		x		=				
13		x		=				
14		x		=				
15		x		=				
16		x		=				
17		x		=				
18		x		=				
19		x		=				
20		x		=				
21		x		=				
22		x		=				
23		x		=				
24		x		=				
25		x		=				
26		x		=				
27		x		=				
28		x		=				
29		x		=				
30		x		=				
31		x		=				
TOTAL MEALS CLAIMED FOR THE MONTH								

Signature: _____ Date: _____

Community Eligibility Provision (CEP) Edit Check Worksheet Instructions

According to the National School Lunch Program (NSLP) Code of Federal Regulations (7 CFR) §210.8, prior to the submission of a monthly claim for reimbursement, each school food authority (SFA) must review the lunch count data for each school under its jurisdiction to ensure the accuracy of the monthly claim for reimbursement. The objective of this review is to ensure that monthly claims include only the number of meals **served** on any day of operation to children currently eligible for school lunches. Meal counts must never be based on student attendance.

Additionally, all CEP schools are required to compare each school's **daily number of meals claimed** (column E) against the *adjusted eligible attendance* (column D). The adjusted eligible attendance is the *daily enrollment* (column B) multiplied by the *attendance factor percentage* (column C). 7CFR §210.2 defines the attendance factor percentage as a "percentage developed no less than once each school year which accounts for the difference between enrollment and attendance." The attendance factor formula is below.

$$\frac{A-B}{A} \} \boxed{\text{AF Formula}}$$

A equals *enrollment* multiplied by the *number of serving days* in the month.

B equals the *total number of student absences* for the month.

For the most accurate calculation, SFAs are encouraged to calculate the attendance factor for each individual school to ensure that claims are not rejected due to claiming more children than permitted based on an attendance factor that is too low.

INSTRUCTIONS

1. Indicate the name of the site, "B" for breakfast or "L" for lunch, and the current month/year.
2. Column A lists each day of the month. Enter each day's enrollment in column B.
3. Record the *attendance factor percentage* in column C.
4. Multiply *enrollment* (column B) by the *attendance factor percentage* (column C) and record this number in column D. The resulting *adjusted eligible attendance* provides an estimate of the number of students in attendance on an average day. Always **round up** to the next whole number.
5. Record the *number of meals claimed* at this meal service in column E. The number of meals claimed can **never** exceed the *enrollment* listed in column B. If the *number of meals claimed* (Column E) exceeds the number in column D on 50 percent or more of the month's total serving days, the SFA must investigate and document why this is occurring.
6. At the end of each month, record the total number of meals claimed for both breakfast and lunch. These totals should match the totals submitted on your CSDE monthly claim. Sign and date the completed form.

Retain this documentation to support your online claim for reimbursement for at least three years.

CEP Edit Check Worksheet Instructions, continued



For more information, visit CSDE's [CEP](#) webpage or contact the [school nutrition programs](#) staff in the CSDE Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103.

This form is available at www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/cep/cepeditcheck.pdf.

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- (2) fax: (202) 690-7442; or*
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