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GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

FOOD SERVICE

ADMINISTRATIVE POLICY NO. 3 SCHOOL YEAR 2011/2012

SUBJECT: National Daily Attendance Factor

DATE: August 4, 2011

The updated national daily attendance factor for school year 2011/2012 is 93.8%. The attendance factor is a percentage determined by the United State Department of Agriculture at least once each year that accounts for the difference between enrollment and attendance. The factor is calculated by dividing the total national average daily attendance by the total enrollment for the year.

School food authorities must document any reported TOTAL MEAL SERVINGS on the claim form that exceed 93.8% of enrollment multiplied by days served. The same documentation is required for TOTAL FREE MEALS and TOTAL REDUCED PRICE MEALS that exceed the established attendance factor (multiply number of reported Free and/or Reduced Price eligible students by number of days served by 93.8%). Without completion of the documentation, claims exceeding the 93.8% factor cannot be submitted for payment.

The required documentation is part of the monthly claim form. Each time the number of meals for a site exceeds the attendance factor, an error will be displayed and you will need to click the "Exceeds Attendance Factor" button. The "Justification for Exceeding the Attendance Factor" form will be displayed. The reason(s) for exceeding the factor must be entered and submitted in order to certify the claim.

If it is known that the factor will be exceeded for consecutive, multiple months of the year, select "Justification for School Year 2011/2012" at the top of the form. This will eliminate the need for filling out the form again for the remainder of the year. If circumstances have caused the factor to be exceeded only during a particular month, select "Justification for Current Month Only."

Questions regarding this memo can be directed to Pam Miller at 517-373-1074.

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