

Counting and Claiming



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***Grants Coordination and School Support
School Nutrition Training and Programs
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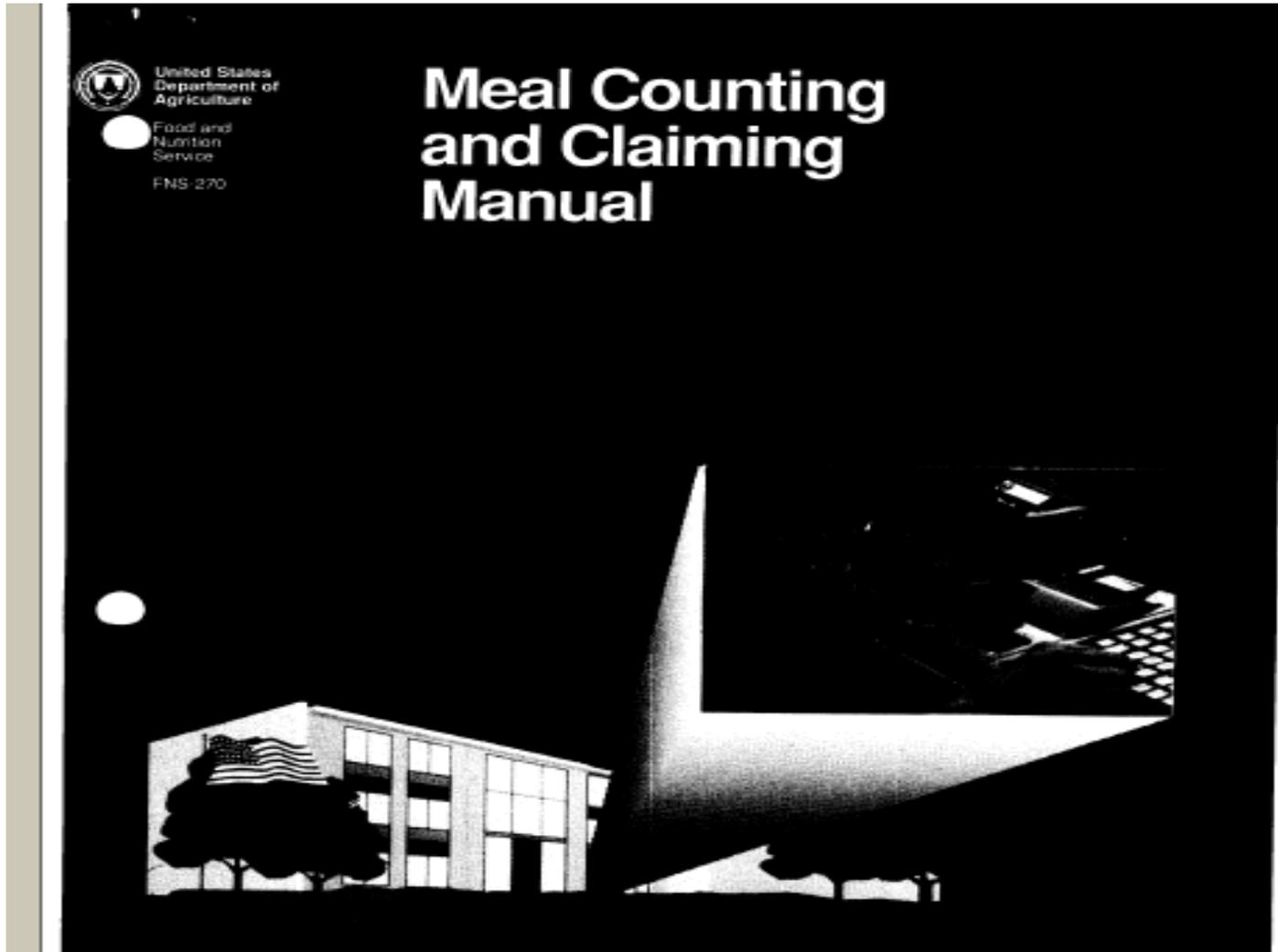


Introduction

- A lunch counting system must yield correct claims. A counting system takes into consideration:
 - Correct claim consolidation
 - Use of edits checks, prior to submission of monthly claim



Counting and Claiming Manual





Federal Reimbursement

- To receive Federal reimbursement payments to finance nonprofit school food service operations, each school food authority (SFA) shall ensure that a monthly Claim for Reimbursement is limited to the number of free, reduced price, and paid lunches that are served to children eligible for free, reduced price, and paid lunches respectively, for each day of operation.



Lunch Count System

- To ensure that the Claim for Reimbursement accurately reflects the number of lunches served to eligible children, the SFA shall, at a minimum:
 - Base the Claim for Reimbursement on lunch counts, taken daily at the point of service



Lunch Count System

- To ensure that the Claim for Reimbursement accurately reflects the number of lunches served to eligible children, the SFA shall, at a minimum:
 - Correctly record, consolidate, and report lunch counts on the Claim for Reimbursement



Lunch Count System

- To ensure that the Claim for Reimbursement accurately reflects the number of lunches served to eligible children, the SFA shall, at a minimum:
 - Ensure that the Claim for Reimbursement does not request payment for any excess lunches produced

Elements of an Acceptable Counting and Claiming System





Elements of an Acceptable Counting and Claiming System

- Elements of an acceptable counting and claiming system include:
 - Eligibility documentation
 - Collection procedures
 - Point of service (POS) meal counts
 - Reports
 - Claim for reimbursement
 - Internal controls



Eligibility Documentation

- Eligibility documentation is either:
 - A current, approved free or reduced price application
 - A list of students' names obtained under the direct certification process



Collection Procedures

Collection procedures refer to all the steps within the meal count system involved in paying for meals and issuing and collecting the medium of exchange.

A medium of exchange is defined as cash or any type of ticket, token, ID, name, or number that eligible students exchange to obtain a meal.



Collection Procedures

Overt Identification

Eligibility information must *never* be publicized or used in such a way that students' eligibility categories may be recognized by other students.





Point of Service (POS) Meal Counts

- Meals are counted at the point in the food service operation where it can be accurately determined that a reimbursable free, reduced price, or paid meal has been served to an eligible student.





POS Systems

- POS systems must ensure that meals counted:
 - Meet the meal pattern requirements
 - Are served to eligible students
 - Are counted daily by category





Example of a Coded Roster

Example of a Coded Roster

For the following example of a prepayment roster system, free eligibles are indicated by the numbers 1000-1999, reduced-price eligibles 2000-2999, and paid eligibles 3000-3999. At the end of day 2 the coded roster appears as follows:

| CODED ROSTER | | | | | | | |
|---------------|--------|-----|---|---|---|---|------------------------------|
| Week of: 10/2 | | Day | | | | | Meal-service days (or dates) |
| Name | Number | 1 | 2 | 3 | 4 | 5 | |
| John Smith | 2345 | X | X | / | / | / | Paid meal = / |
| Susan Roberts | 1872 | X | X | / | / | / | Meal served = \ |
| David Brown | 2555 | X | X | / | | | Meal paid and served = X |
| Scott Daniels | 3232 | X | / | / | / | / | |

| | |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| John | Eligible for reduced-price benefits, has prepaid for the whole week (/), and received a reimbursable meal on days 1 and 2. |
| Susan | Eligible for free meals and is always marked on the roster as prepaid. She received reimbursable meals on days 1 and 2. |
| David | Eligible for reduced-price benefits, prepays daily before each meal service. He has received meals on days 1 and 2 and has already prepaid for a meal on day 3. |
| Scott | Eligible for paid meals and has prepaid for the week. He received a reimbursable meal on day 1 but was absent on day 2. |



Reports

- The numbers of reimbursable meals served daily by category to eligible students are recorded and reported by school food service personnel to the SFA.



Reports

- The following are examples of forms that may be used to consolidate reimbursable meals into daily/weekly/monthly food service reports.



Daily Report

School Lunch Daily Report

School: _____ Date: _____

Required information for student lunches served:

| | Counts |
|------------------------------|--------|
| Free Lunches Served | _____ |
| Reduced-Price Lunches Served | _____ |
| Paid Lunches Served | _____ |
| Total Student Lunches | _____ |



Monthly Consolidation Report

School Breakfast and/or Lunch Tabulation Sheet

Page ____ of ____

Check Appropriate Program: Breakfast ____ Lunch ____

Claim Period: ____ / ____
Month Year

| School Codes (Last 4 Digits) | Current Enrollment | # Days Food Service | Number of Approved Applicants | | Number of Reimbursable Breakfasts or Lunches Served | | |
|------------------------------------|-----------------------|------------------------|----------------------------------|------------------|--------------------------------------------------------|------------------|------|
| | | | Free | Reduced Price | Free | Reduced Price | Paid |
| | | | | | | | |
| | | | | | | | |
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| | | | | | | | |

Number of free or reduced price meals claimed cannot exceed the number of free or reduced price eligibles.

Number of reimbursable meals served should not exceed current enrollment or number of approved students, by type.



National Daily Attendance Factor

The National Daily Attendance Factor is a percentage determined by the United States Department of Agriculture (USDA) at least once each year that accounts for the difference between enrollment and attendance.



National Daily Attendance Factor - Edit Check

Monthly Participation Record with Edit Information



EXAMPLE

School Name: (1)Smith Elementary School

Month/Year: Nov 2005

NDAF for S.Y. 2005-06 is 93.5%

Total School Enrollment 467

Days Served: 18 days

Total Free 134 x 93.5% = Daily Edit 125 Total Free 134 x Days Served 18 = Max Serv 2412 x 93.5% = 2255.2 Month Edit.
 Total Red 23 x 93.5% = Daily Edit 21.5 Total Red 23 x Days Served 18 = Max Serv 414 x 93.5% = 387.0 Month Edit.

| Date (2) | Free (3) | Reduced (4) | Paid (5) | Subtotal (6) | Nonreimburs- able Student Meals (7) | Adult Earned (8) | Adult Sales (9) | A la carte (10) | Comments (11) |
|-------------|-------------|----------------|-------------|-----------------|-------------------------------------------|------------------------|-----------------------|--------------------|------------------|
| 11/1 | 114 | 19 | 210 | 343 | | 2 | 4 | | |
| 11/2 | 120 | 16 | 199 | 335 | | 2 | 4 | | |
| 11/3 | 126 | 17 | 209 | 352 | 2 | 2 | 4 | | |
| 11/4 | - | - | - | - | | | | | no water |
| 11/7 | 121 | 18 | 209 | 348 | | 2 | 5 | | |
| 11/8 | 120 | 11 | 210 | 341 | | 2 | 4 | | |
| 11/9 | 118 | 22 | 209 | 349 | | 2 | 3 | | |
| 11/10 | - | - | - | - | | | | | snow day |
| 11/11 | 116 | 18 | 198 | 332 | | 2 | 5 | | |
| 11/14 | 120 | 19 | 197 | 336 | | 2 | 5 | | |



National Daily Attendance Factor

The required documentation of the National Daily Attendance Factor 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 on the claim screen.



Internal Controls

- An SFA must establish internal controls to ensure that an accurate claim for reimbursement has been made.
- Internal controls protect SFAs from having erroneous claims and potential overclaims.
- *Edit checks and monitoring* are examples of internal controls.



Internal Controls – Edit Checks

- Edit checks compare meal count data to other information (e.g., number of eligible students and attendance figures, etc.) to identify possible problems in the meal count system.
 - Any meal counts that do not seem reasonable should be explained or investigated to ensure accuracy



Internal Controls – Edit Checks

“Unreasonable counts” may include:

- Meal counts that exceed the number of eligible students in attendance on any given day
- Constant counts - meal counts are the same every day
- Meal counts where extremely high percentages of eligible students eat every day
- Pattern counts - counts that seem to repeat in patterns
- Served count equals the delivery count for vended meals



Internal Controls – Monitoring

- Monitoring ensures that the school's meal count reports are based on an approved counting system and that the counting system, as implemented, yields the actual number of reimbursable free, reduced price, and paid meals served for each day of operation.



Internal Controls – Monitoring

- On-Site Reviews
 - NSLP regulations require that an SFA with more than one building *must* conduct an on-site review in each building annually before Feb. 1
 - Assesses:
 1. Meal count systems
 2. Edit checks





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Claim for Reimbursement

- School meal counts, by category, are submitted to the SFA on a daily, weekly, or monthly basis
- The counts from all schools are combined to generate a monthly claim for reimbursement
- This is called consolidating the claim



Claim for Reimbursement

- After the claims are consolidated, they are submitted by the SFA to the State agency (SA). The SA is responsible for paying the federal reimbursement rate for the reimbursable meals claimed during the claim period.



Claim for Reimbursement

The screenshot shows the Michigan Department of Education website. At the top left is the Michigan Department of Education logo. To its right is the text "Department of Education". At the top right is the Michigan state seal and the text "Michigan An Official State". Below the header is a navigation bar with links: "Michigan.gov Home", "MDE Home", "Site Map", "FAQ", "Contact MDE", "Keywords", and "Online Services". Below the navigation bar are utility links: "Printer Friendly", "Text Version", "Text Size" (with minus and plus icons), and "Share". On the left is a sidebar menu with "Grants" as the main heading. Under "Grants" are several sub-items: "Archive: Active/Historical Grant Programs", "Libraries and Librarians", "Other Federal and Private Grant Sources", "Michigan Electronic Grant System (MEGS)", and "MEIS (Michigan Education Information System)". The "MEIS" item is highlighted in light blue. Below the sidebar is the "State Board of" heading. The main content area has a "Welcome" heading and a "MEIS User Management v1.4" section. This section contains the MEIS logo (with "MICHIGAN EDUCATION INFORMATION SYSTEM" text) and instructions: "To use any of the MEIS applications below you must have a MEIS account. To request to obtain, verify or remove a MEIS account, click on the MEIS logo (to the left). Please use the 'Jump to Category' drop down (or scroll down) to locate and open your application."

Michigan.gov Home | MDE Home | Site Map | FAQ | Contact MDE | Keywords | Online Services

Printer Friendly | Text Version | Text Size | Share

Grants

- > Archive: Active/Historical Grant Programs
- > Libraries and Librarians
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- > **MEIS (Michigan Education Information System)**

State Board of

Welcome

MEIS User Management v1.4

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SM-4012-SL Claim

Child Nutrition Programs (CNP)

- **Program Applications**
 - [Child Nutrition Application Program \(CNAP\)](#)
- **Claim Forms**
 - [Child and Adult Care Food Program \(CACFP\) - SM-4213-C](#)
 - [Schools Meals Program - SM-4012-SL](#) 
 - [Summer Camp Special Milk Program - SM-4012-SC](#)
 - [Summer Food Service Program \(SFSP\) - SM-4012-SF](#)
 - [Child and Adult Care Food Program \(CACFP\) - FDCHClaims](#)
- **Year End Report School Meals Program - SM-4012-A/R**
- **LEARS-Verification Summary Report**
- **Child Nutrition Program Security Agreement** 



Additional Guidance

Go to:

www.michigan.gov/schoolnutrition

Scroll down to Guidance and click on:

“Counting and Claiming”



Questions?

