

FOOD AND NUTRITION PROCEDURES

Miami-Dade County Public Schools

E18

Subject: **ANALYSIS OF MEALS SERVED/EDIT CHECKS**

PURPOSE

The purpose of this procedure is to ensure compliance with the National School Lunch Program and School Breakfast Program requirements for all serving sites.

POLICY

Edit checks are required daily for every site that claims reimbursement under the National School Lunch Program and School Breakfast Program. This process ensures that the meals served do not exceed the number of students authorized.

Non-Community Eligibility Provision Sites

Automated edit checks are performed daily to compare meal count data to the number of eligible/authorized students and attendance figures. For sites not participating in the Community Eligibility Provision (CEP), these edit checks are compiled on the Analysis of Meals Served - All Schools report (T09605901/T09605B01) ([Attachment A](#)) generated by Information Technology Service (ITS).

The Analysis of Meals Served - Schools Exceeding Computed ISIS Authorization report (T09605902/T09605B02) ([Attachment B](#)) is generated by ITS on a weekly basis. The Department of Food and Nutrition reviews the report and follows-up with school sites to reconcile differences and remove meals from the monthly claim if necessary.

Community Eligibility Provision Sites

For sites participating in CEP, the School Breakfast Program Edit Check for CEP Sites ([Attachment C](#)) and the National School Lunch Program Edit Check for CEP Sites ([Attachment D](#)) generated by ITS daily. The Department of Food and Nutrition reviews the report and follows-up with school sites to reconcile differences and remove meals from the monthly claim if necessary.

PROCEDURE

Non-Community Eligibility Provision Sites

Whenever a school appears on the “exceeding” report, the days noted as “exceeding” must be researched to determine if excess meals were served. If excess meals were served, the cause must be identified, documented, and corrected. Preventive measures must also be implemented to avoid further discrepancies from occurring.

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When a school appears on an Analysis of Meals Served - Schools Exceeding Computed ISIS Authorization report (T09605902/T09605B02) ([Attachment B](#)), the following steps must be completed:

- A. Complete the Analysis of Meals Served Worksheet for Non-Community Eligibility Provision Sites ([Attachment E](#)) using:
- a. Information from the above mentioned reports
 - b. Financial Report-Meal Counts from end of day reports
 - c. "Final" attendance bulletin
 - i. Ensure that Elementary attendance bulletins include pages for both regular and pre-K students.
 - ii. Absentees include
 1. regular students
 2. pre-K (if applicable)
 3. outdoor suspensions
- B. If calculations for meals served indicate that the number of meals served exceeded the number authorized (difference will be a negative [-] number), the following steps must be completed:
1. If any student listed as absent is showing as having received a meal in the POS system, then:
 - a. Verification that the student was tardy instead of absent must be made with the front office and a corrected attendance bulletin must be obtained.
 - b. If the student was absent, a Cash Register Correction Report (CRCR) with an explanation stating reason for exceeding must be completed, i.e. "account used in error".
 2. The original Analysis of Meals Served Worksheet for Non-Community Eligibility Provision Sites ([Attachment E](#)), with back-up documentation ("final" attendance bulletin, Analysis of Meals Served Report, Financial Report-Meal Counts and CRCR, if applicable) must be maintained in a separate file in the food service manager/satellite assistant's office for audit purposes. A copy of all documents must be submitted to the Department of Food and Nutrition, Attention: FAST Center

OR

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- C. If calculations show that the number of meals served did not exceed the number authorized (difference will be a positive [+] number), no further research is necessary, but the following must be completed:
1. The original Analysis of Meals Served Worksheet for Non-Community Eligibility Provision Sites ([Attachment E](#)), with back-up documentation (“final” attendance bulletin, Analysis of Meals Served Report and Financial Report-Meal Counts) must be maintained in a separate file in the food service manager/satellite assistant’s office for audit purposes. A copy of all documents must be submitted to the Department of Food and Nutrition, Attention: FAST Center.

Community Eligibility Provision Sites

Whenever a school shows as exceeding on the School Breakfast Program Edit Check for CEP ([Attachment C](#)) Sites or National School Lunch Program Edit Check for CEP Sites ([Attachment D](#)) report, the days noted as “exceeding” must be researched to determine if excess meals were served. If excess meals were served, the cause must be identified, documented, and corrected. Preventive measures must also be implemented to avoid further discrepancies from occurring.

The following steps must be completed to determine if excess meals were served:

- A. Complete the Analysis of Meals Served Worksheet for Community Eligibility Sites ([Attachment F](#)) using:
- a. Information from the above mentioned reports
 - b. Financial Report-Meal Counts from end of day reports
 - c. “Final” attendance bulletin
 - i. Ensure that Elementary attendance bulletins include pages for both regular and pre-K students.
 - ii. Absentees include
 1. regular students
 2. pre-K (if applicable)
 3. outdoor suspensions
- B. If calculations for meals served indicate that the number of meals served exceeded the number authorized (difference will be a negative [-] number), the following steps must be completed:
1. If any student listed as absent is showing as having received a meal in the POS system, then:

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- a. Verification that the student was tardy instead of absent must be made with the front office and a corrected attendance bulletin must be obtained.
 - b. If the student was absent, a Cash Register Correction Report (CRCR) with an explanation stating reason for exceeding must be completed, i.e. "account used in error".
2. The original Analysis of Meals Served Worksheet for Community Eligibility Sites ([Attachment F](#)), with back-up documentation ("final" attendance bulletin, Analysis of Meals Served Report, Financial Report-Meal Counts and CRCR, if applicable) must be maintained in a separate file in the food service manager/satellite assistant's office for audit purposes. A copy of all documents must be submitted to the Department of Food and Nutrition, Attention: FAST Center.

OR

- C. If calculations show that the number of meals served did not exceed the number authorized (difference will be a positive [+] number), no further research is necessary, but the following must be completed:
1. The original Analysis of Meals Served Worksheet for Community Eligibility Sites ([Attachment F](#)), with back-up documentation ("final" attendance bulletin, Analysis of Meals Served Report and Financial Report-Meal Counts) must be maintained in a separate file in the food service manager/satellite assistant's office for audit purposes. A copy of all documents must be submitted to the Department of Food and Nutrition, Attention: FAST Center.

*For Action By: Food Service Supervisors, Food Service Managers, Satellite Assistants,
Department of Food and Nutrition.*

Refer Questions to: Department of Food and Nutrition

*Revised: March 2009, July 2014, July 2022, January 2024
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