

# FOOD AND NUTRITION PROCEDURES

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Reviewed	July 2009
Effective	March 2009
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## Miami-Dade County Public Schools

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Subject:	ANALYSIS OF MEALS SERVED/EDIT CHECKS
For Action By:	PRINCIPALS, FOOD SERVICE MANAGERS, FOOD SERVICE COORDINATORS
Refer Questions to:	DIRECTOR OF OPERATIONS, FOOD SERVICE COORDINATOR

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Edit checks are required daily for every site that claims reimbursement under the National School Lunch Program to ensure that the meals served do not exceed the number of students authorized.

Automated edit checks are performed daily to compare meal count data to the number of eligible/authorized students and attendance figures. These edit checks are compiled on the Analysis of Meals Served - All Schools report (T09605901) ([Attachment A](#)) that is generated by ITS and provided to the Department of Food and Nutrition.

The Analysis of Meals Served - Schools Exceeding Computed ISIS Authorization report (T09605903) ([Attachment B](#)) is sent weekly to the school Principal and Food Service Manager only when the total number of meals served exceeds the ISIS computer authorized number (adjusted attendance figure). This does not necessarily mean that the site has over served meals in any particular eligibility.

Whenever a school receives the "exceeding" report, the Food Service Manager and the school site staff responsible for attendance must research the situation. 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.

If a school receives an Analysis of Meals Served - Schools Exceeding Computed ISIS Authorization report (T09605903) ([Attachment B](#)), the Manager/Satellite Assistant must do the following:

- A. Complete the Analysis of Meals Served Worksheet ([Attachment C](#)) using the information from the above mentioned report, the Financial Report-Meal Counts from end of day reports and the "final" attendance bulletin. Ensure that you have the attendance bulletin pages for both regular and pre-K students. Absentees include regular students, pre-K (if applicable) and outdoor suspensions.
- B. If calculations in either the free, reduced or paid meals served shows that the number of meals served exceeded the number authorized (difference will be a negative [-] number), you must do the following:
  1. If any student listed as absent is showing as having received a meal in the POS system, then:
    - a. Verify with the front office and teachers' rosters if the student was actually tardy instead of absent and obtain a corrected attendance bulletin.
    - b. If the student was absent, then complete a CRCR with an explanation stating reason for exceeding, i.e., "account used in error".

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### ANALYSIS OF MEALS SERVED REPORT (continued)

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2. The original Analysis of Meals Served Worksheet ([Attachment C](#)), 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's office for audit purposes. A copy of all documents must be submitted to the Department of Food and Nutrition to the attention of the Director of Operations.

OR

- C. If calculations in both the free and reduced meals served shows that the number of meals served did not exceed the number authorized (difference will be a positive [+]  
number), no further research is necessary but you must do the following:
  1. The original Analysis of Meals Served Worksheet ([Attachment C](#)), 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's office for audit purposes. A copy of all documents must be submitted to the Department of Food and Nutrition to the attention of the Director of Operations.

The Department of Food and Nutrition will receive a countywide copy of the Analysis of Meals Served - Schools Exceeding Computed ISIS Authorization report (T09605902) ([Attachment D](#)) on a weekly basis. The Department of Food and Nutrition will ensure that follow-up has been completed by the school.