

# FOOD AND NUTRITION PROCEDURES

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## Miami-Dade County Public Schools

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Subject:	MANUAL EDIT CHECKS FOR SPECIAL CENTERS
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. Manual edit checks must be performed daily for feeding sites that do not have an automated POS system.

The Manual Edit Check for Special Centers form ([Attachment](#)) must be completed daily after input of non-resident meals (refer to [F&N Procedure B-10](#)) as follows:

- A. **Total Approved** is the number of students approved as free, reduced or paid. Multiply each total by .936 (attendance factor) to calculate the adjusted attendance figure.
- B. **Absentees** include regular students, pre-K (if applicable) and outdoor suspensions.
- C. **Actual Authorizations** = Total Approved minus Absentees.
- D. **Actual Served** is obtained from Financial Report – Meal Counts and/or from the verified rosters.

If a base has more than one special center, the actual served for each site can be obtained by viewing the Meal Report in Daily Activity for each specific homeroom and eligibility. The same can be done on subsequent days using the Historical Meal Report.

- E. **Difference** = Actual Authorized minus Actual Served
  1. If the difference is positive (+), the authorized number is greater than the number served and no further action is necessary.
  2. If the difference is negative (-), the authorized number is less than the number served and further research is required:
    - Make sure that the attendance bulletin is the “final” bulletin.
    - If still a problem, check to see if the students that are showing as absent are also showing as having received a meal.
    - If absent student(s) shows as having received a meal, check with the teacher’s roster to verify if a student was actually tardy instead of absent.
    - If absent and received a meal, complete a CRCR to remove the meal and state “account used in error”.

Keep attendance bulletin, roster and Manual Edit Check for Special Centers form with your daily documents and maintain on file for audit purposes.