

DAILY RECORD OF MEALS SERVED AND
EDIT CHECK WORKSHEET

Month / Year _____

Feeding site _____

DATE	STUDENT LUNCHESES					STUDENT BREAKFASTS			SPECIAL MILK		ADULTS (Cannot Claim)		
	PAID	FREE	Reduced	TOTAL	2 nd Meals	PAID	FREE	Reduced	PAID	FREE	PAID-LUN	Free Lun	PAID-BR
TOTAL													

- A. Days Served _____ C. Average Daily Attendance _____ E. Highest # of Eligible Free approved during the month _____ *
- B. Enrollment _____ D. Attendance Factor (C ÷ B) _____ F. Highest # of Eligible Reduced approved during the month _____ *
- G. Highest # of Eligible Paid approved during the month _____ *

Required Edit Check:

Attendance Factor (D)	X	Highest # of Students Approved for the Month	(E)	=	Attendance Adjusted Eligible	(H) ⁺
_____	X	_____	(F)	=	_____	(I) ⁺
_____	X	_____	(G)	=	_____	(J) ⁺

The number of meals claimed by category **CANNOT** exceed the figures reported on lines E, F or G on any given day. If the number of meals claimed by category exceeds the figures on lines H, I or J on any given day, those meal counts **MUST** be circled above and the reason for the discrepancy **MUST** be documented either at the bottom or on the back of this page.

⁺On this calculation, round any decimal to the next whole number. (Example: 21.35 would round up to 22) *Students who change categories during the month should be included in both categories. Retain this record at school for three years. Nebraska Department of Education – Nutrition Services