

## Meal Edit Checks

### Sponsoring Organizations Only (Agencies with more than 1 site)

Use of this form is optional. Other methods of documentation may be used as long as the required edit checks have been completed and clearly documented for each site each month.

Site: \_\_\_\_\_ Claiming Month/Year: \_\_\_\_\_

- Is the site approved in the DPI contract for the type(s) of meals claimed?  
 Yes  No *If NO, do not claim these meals until contract has been amended and approved.*
- Complete the calculation below:

Enrollment	Days Operating	Circle meal services approved for site: B AM L PM S Add	Total
Number of meal services approved for this site (from above)			
[ ]	X [ ]	X [ ]	= [ ]

- Total number of meals/snacks claimed this month for this site: [ ]
- Is the total from #3 less than the total from #2?  Yes  No  
*If NO, investigate to determine reason for discrepancy and make needed corrections before submitting claim.*

Initials \_\_\_\_\_ Date \_\_\_\_\_

**Keep this form on file with your monthly claim documentation.**

#### Example of edit checks above:

A site has **43** participants enrolled, serves meals on **21** days during the claiming month and has been approved to claim **3** meal services (breakfast, lunch and PM snack). The site claims **2936** total meals/snacks this month.

- Is the site approved in the DPI contract for the types of meals claimed?  
 Yes  No *If NO, do not claim these meals until contract has been amended & approved.*
- Complete the calculation below:

Enrollment	Days Operating	Circle meal services approved for site: B AM L PM S Add	Total
Number of meal services approved for this site (from above)			
43	X 21	X 3	= 2709

- Total number of meals/snacks claimed this month for this site: [ 2936 ]
- Is the total from #3 less than the total from #2?  Yes  No

**The claim for this site must be investigated since more meals/snacks were claimed (2936) than the maximum total meals allowed (2709) that were calculated from the edit check.**