



School 2

School Name: \_\_\_\_\_ School ID: \_\_\_\_\_

Target Day:     /     /      
                  MM    DD    YYYY

*Target Day is the same day that the interviewer collected meal count verification data in the school.*

**Meal Counts: Reported to LEA by school**

Breakfast totals: \_\_\_\_\_ Lunch totals: \_\_\_\_\_

**Student Information for School**

*Collect the most recent enrollment and average daily attendance and indicate what period of time it covers.*

Total enrolled students: \_\_\_\_\_ Reference Month/Week/Day: \_\_\_\_\_

Average daily attendance: \_\_\_\_\_ Reference Month/Week/Day: \_\_\_\_\_

School 3

School Name: \_\_\_\_\_ School ID: \_\_\_\_\_

Target Day:     /     /      
                  MM    DD    YYYY

*Target Day is the same day that the interviewer collected meal count verification data in the school.*

**Meal Counts: Reported to LEA by school**

Breakfast totals: \_\_\_\_\_ Lunch totals: \_\_\_\_\_

**Student Information for School**

*Collect the most recent enrollment and average daily attendance and indicate what period of time it covers.*

Total enrolled students: \_\_\_\_\_ Reference Month/Week/Day: \_\_\_\_\_

Average daily attendance: \_\_\_\_\_ Reference Month/Week/Day: \_\_\_\_\_

School 4

School Name: \_\_\_\_\_ School ID: \_\_\_\_\_

Target Day:     /     /      
                  MM    DD    YYYY

*Target Day is the same day that the interviewer collected meal count verification data in the school.*

**Meal Counts: Reported to LEA by school**

Breakfast totals: \_\_\_\_\_ Lunch totals: \_\_\_\_\_

**Student Information for School**

*Collect the most recent enrollment and average daily attendance and indicate what period of time it covers.*

Total enrolled students: \_\_\_\_\_ Reference Month/Week/Day: \_\_\_\_\_

Average daily attendance: \_\_\_\_\_ Reference Month/Week/Day: \_\_\_\_\_

School 5

School Name: \_\_\_\_\_ School ID: \_\_\_\_\_

Target Day:     /     /         
                  MM    DD    YYYY

*Target Day is the same day that the interviewer collected meal count verification data in the school.*

**Meal Counts: Reported to LEA by school**

Breakfast totals: \_\_\_\_\_ Lunch totals: \_\_\_\_\_

**Student Information for School**

*Collect the most recent enrollment and average daily attendance and indicate what period of time it covers.*

Total enrolled students: \_\_\_\_\_ Reference Month/Week/Day: \_\_\_\_\_

Average daily attendance: \_\_\_\_\_ Reference Month/Week/Day: \_\_\_\_\_

School 6

School Name: \_\_\_\_\_ School ID: \_\_\_\_\_

Target Day:     /     /         
                  MM    DD    YYYY

*Target Day is the same day that the interviewer collected meal count verification data in the school.*

**Meal Counts: Reported to LEA by school**

Breakfast totals: \_\_\_\_\_ Lunch totals: \_\_\_\_\_

**Student Information for School**

*Collect the most recent enrollment and average daily attendance and indicate what period of time it covers.*

Total enrolled students: \_\_\_\_\_ Reference Month/Week/Day: \_\_\_\_\_

Average daily attendance: \_\_\_\_\_ Reference Month/Week/Day: \_\_\_\_\_

## Section II. LEA Reimbursement Claim Verification

A. Target Week or Month:  $\frac{\text{MM}}{\text{MM}} / \frac{\text{DD}}{\text{DD}} / \frac{\text{YYYY}}{\text{YYYY}}$  to  $\frac{\text{MM}}{\text{MM}} / \frac{\text{DD}}{\text{DD}} / \frac{\text{YYYY}}{\text{YYYY}}$

### B. Recording Meals Reported to LEA and Claimed by LEA

Which schools?

- IF LEA submits consolidated claim to State (i.e. all schools combined), complete table for all schools in LEA. If more than 15 schools in LEA, photocopy necessary records and complete table off site.
- IF LEA submits claims by individual school to the State, complete table for only sampled schools.

What's recorded?

- Write in school names in column 1. Enter meal counts in columns 2 and 5 as reported to the LEA by the school. Obtain the CEO claiming percentage for free meals for each school and calculate what the meal claims should be (column 3 and 6).
- If the LEA submits claims to the State per individual schools, record what the LEA claimed in columns 4 and 7 for each individual school.
- If the LEA submits consolidated claims to the states, record this consolidated claim in columns 4 and 7 in the last row of the table. Total columns 3 and 6 (expected claims) and record in the last row of the table.

Comparing counts/claims:

- For LEAs that submit claims for individual schools: Compare column 3 to column 4 and column 6 to column 7 for each school.
- For LEAs that submit consolidated claims, compare columns 3 to column 4 and column 6 to column 7 for the totals only (last row of table).

If you find any discrepancies, check the box in column 8, and include any explanations or comments from the LEA in section C.

1 SCHOOL NAME	2 BREAKFASTS Reported to LEA by School	3 Claiming percentage & expected claim <i>(calculated by data collector)</i>	4 BREAKFASTS Claimed by LEA	5 LUNCHES Reported to LEA by School	6 Claiming percentage & expected claim <i>(calculated by data collector)</i>	7 LUNCHES Claimed by LEA	8 DISCREPANCY <i>(Comment in section C)</i>
School #1 _____ _____ _____ _____	_____     Total	Free claiming percentage: _____ Calculate: _____ Free _____ Paid _____ Total	_____     Total	_____     Total	Free claiming percentage: _____ Calculate: _____ Free _____ Paid _____ Total	_____     Total	□
School #2 _____ _____ _____ _____	_____     Total	Free claiming percentage: _____ Calculate: _____ Free _____ Paid _____ Total	_____     Total	_____     Total	Free claiming percentage: _____ Calculate: _____ Free _____ Paid _____ Total	_____     Total	□
School #3 _____ _____ _____ _____	_____     Total	Free claiming percentage: _____ Calculate: _____ Free _____ Paid _____ Total	_____     Total	_____     Total	Free claiming percentage: _____ Calculate: _____ Free _____ Paid _____ Total	_____     Total	□

1 SCHOOL NAME	2 BREAKFASTS Reported to LEA by School	3 Claiming percentage & expected claim <i>(calculated by data collector)</i>	4 BREAKFASTS Claimed by LEA	5 LUNCHES Reported to LEA by School	6 Claiming percentage & expected claim <i>(calculated by data collector)</i>	7 LUNCHES Claimed by LEA	8 DISCREPANCY <i>(Comment in section C)</i>
School #4 _____ _____ _____ _____	_____    Total	Free claiming percentage: _____ Calculate: _____ Free _____ Paid _____ Total	_____    Total	_____    Total	Free claiming percentage: _____ Calculate: _____ Free _____ Paid _____ Total	_____    Total	□
School #5 _____ _____ _____ _____	_____    Total	Free claiming percentage: _____ Calculate: _____ Free _____ Paid _____ Total	_____    Total	_____    Total	Free claiming percentage: _____ Calculate: _____ Free _____ Paid _____ Total	_____    Total	□
School #6 _____ _____ _____ _____	_____    Total	Free claiming percentage: _____ Calculate: _____ Free _____ Paid _____ Total	_____    Total	_____    Total	Free claiming percentage: _____ Calculate: _____ Free _____ Paid _____ Total	_____    Total	□

1 SCHOOL NAME	2 BREAKFASTS Reported to LEA by School	3 Claiming percentage & expected claim <i>(calculated by data collector)</i>	4 BREAKFASTS Claimed by LEA	5 LUNCHES Reported to LEA by School	6 Claiming percentage & expected claim <i>(calculated by data collector)</i>	7 LUNCHES Claimed by LEA	8 DISCREPANCY <i>(Comment in section C)</i>
School #7 _____ _____ _____ _____	_____    Total	Free claiming percentage: _____ Calculate: _____ Free _____ Paid _____ Total	_____    Total	_____    Total	Free claiming percentage: _____ Calculate: _____ Free _____ Paid _____ Total	_____    Total	□
School #8 _____ _____ _____ _____	_____    Total	Free claiming percentage: _____ Calculate: _____ Free _____ Paid _____ Total	_____    Total	_____    Total	Free claiming percentage: _____ Calculate: _____ Free _____ Paid _____ Total	_____    Total	□
School #9 _____ _____ _____ _____	_____    Total	Free claiming percentage: _____ Calculate: _____ Free _____ Paid _____ Total	_____    Total	_____    Total	Free claiming percentage: _____ Calculate: _____ Free _____ Paid _____ Total	_____    Total	□

1	2	3	4	5	6	7	8
SCHOOL NAME	BREAKFASTS Reported to LEA by School	Claiming percentage & expected claim <i>(calculated by data collector)</i>	BREAKFASTS Claimed by LEA	LUNCHES Reported to LEA by School	Claiming percentage & expected claim <i>(calculated by data collector)</i>	LUNCHES Claimed by LEA	DISCREPANCY <i>(Comment in section C)</i>
School #10 _____ _____ _____ _____	_____     Total	Free claiming percentage: _____ Calculate: _____ Free _____ Paid _____ Total	_____     Total	_____     Total	Free claiming percentage: _____ Calculate: _____ Free _____ Paid _____ Total	_____     Total	<input type="checkbox"/>
School #11 _____ _____ _____ _____	_____     Total	Free claiming percentage: _____ Calculate: _____ Free _____ Paid _____ Total	_____     Total	_____     Total	Free claiming percentage: _____ Calculate: _____ Free _____ Paid _____ Total	_____     Total	<input type="checkbox"/>
School #12 _____ _____ _____ _____	_____     Total	Free claiming percentage: _____ Calculate: _____ Free _____ Paid _____ Total	_____     Total	_____     Total	Free claiming percentage: _____ Calculate: _____ Free _____ Paid _____ Total	_____     Total	<input type="checkbox"/>



1	2	3	4	5	6	7	8
SCHOOL NAME	BREAKFASTS Reported to LEA by School	Claiming percentage & expected claim <i>(calculated by data collector)</i>	BREAKFASTS Claimed by LEA	LUNCHES Reported to LEA by School	Claiming percentage & expected claim <i>(calculated by data collector)</i>	LUNCHES Claimed by LEA	DISCREPANCY <i>(Comment in section C)</i>
School #13 _____ _____ _____ _____	_____     Total	Free claiming percentage: _____ Calculate: _____ Free _____ Paid _____ Total	_____     Total	_____     Total	Free claiming percentage: _____ Calculate: _____ Free _____ Paid _____ Total	_____     Total	<input type="checkbox"/>
School #14 _____ _____ _____ _____	_____     Total	Free claiming percentage: _____ Calculate: _____ Free _____ Paid _____ Total	_____     Total	_____     Total	Free claiming percentage: _____ Calculate: _____ Free _____ Paid _____ Total	_____     Total	<input type="checkbox"/>
School #15 _____ _____ _____ _____	_____     Total	Free claiming percentage: _____ Calculate: _____ Free _____ Paid _____ Total	_____     Total	_____     Total	Free claiming percentage: _____ Calculate: _____ Free _____ Paid _____ Total	_____     Total	<input type="checkbox"/>

1	2	3	4	5	6	7	8
SCHOOL NAME	BREAKFASTS Reported to LEA by School	Claiming percentage & expected claim <i>(calculated by data collector)</i>	BREAKFASTS Claimed by LEA	LUNCHES Reported to LEA by School	Claiming percentage & expected claim <i>(calculated by data collector)</i>	LUNCHES Claimed by LEA	DISCREPANCY <i>(Comment in section C)</i>
School #16 _____ _____ _____ _____	_____    Total	Free claiming percentage: _____ Calculate: _____ Free _____ Paid _____ Total	_____   Free _____ Paid _____ Total	_____    Total	Free claiming percentage: _____ Calculate: _____ Free _____ Paid _____ Total	_____   Free _____ Paid _____ Total	<input type="checkbox"/>
School #17 _____ _____ _____ _____	_____    Total	Free claiming percentage: _____ Calculate: _____ Free _____ Paid _____ Total	_____   Free _____ Paid _____ Total	_____    Total	Free claiming percentage: _____ Calculate: _____ Free _____ Paid _____ Total	_____   Free _____ Paid _____ Total	<input type="checkbox"/>
Record/calculate totals in rows below for LEAs with consolidated claims only							
TOTALS  <i>(For LEAs with consolidated claims, add meal counts for all schools in column 3 and record meals claimed by the LEA in column 4)</i>	_____   Total	_____ Free _____ Paid _____ Total	_____ Free _____ Paid _____ Total	_____   Total	_____ Free _____ Paid _____ Total	_____ Free _____ Paid _____ Total	<input type="checkbox"/>

C. Discrepancies

Record any discrepancies between counts provided by the school vs. claimed by the LEA. Ask LEA about the discrepancy and record any explanations. There may be differences because of an LEA error, or because the LEA is correcting an error made by the school. Ask to see the LEA's records/notes regarding the correction or claim. Record notes or comments below.

SCHOOL	Describe the discrepancy	LEA notes, comments, or explanation
School # _____	<input type="checkbox"/> breakfast <input type="checkbox"/> lunch	
School # _____	<input type="checkbox"/> breakfast <input type="checkbox"/> lunch	
School # _____	<input type="checkbox"/> breakfast <input type="checkbox"/> lunch	
School # _____	<input type="checkbox"/> breakfast <input type="checkbox"/> lunch	

SCHOOL	Describe the discrepancy	LEA notes, comments, or explanation
School # _____	<input type="checkbox"/> breakfast <input type="checkbox"/> lunch	
School # _____	<input type="checkbox"/> breakfast <input type="checkbox"/> lunch	
School # _____	<input type="checkbox"/> breakfast <input type="checkbox"/> lunch	
School # _____	<input type="checkbox"/> breakfast <input type="checkbox"/> lunch	
School # _____	<input type="checkbox"/> breakfast <input type="checkbox"/> lunch	