Community Eligibility Option Evaluation

LEA Meal Counting and Claiming Form—Non-CEO Schools

Section I. LEA Meal Count Verification—Target Day for Sampled School(s)

LEA Name: _____LEA ID: _____

Date Data Collected: ___ / ___ / _____   Data Collector: _____
                MM DD YYYY

INTERVIEWER NOTE: Introduce yourself to the respondent. Remind them of the reason for your visit (refer to advance letter if needed). Review informed consent paragraph from the advance letter; and give them a copy of this letter.

Instructions: For each school sampled in the LEA, complete the information below. Fill in the school reported total meal counts <u>as recorded by the LEA</u>.

School 1

School Name: _____School ID: _____

Target Day: ___ / ___ / _____   *Target Day is the same day that the interviewer collected meal*
          MM   DD   YYYY   *count verification data in the school.*

Meal Count Totals: *Reported to LEA by school*

Breakfast: Free:_____   **Lunch:**   Free:_____
                 Reduced:_____   Reduced:_____
                 Paid:_____   Paid:_____
                 Total:_____   Total:_____

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:_____

Students approved for Free meals:_____ Reference Month/Week/Day:_____

Students approved for reduced price meals:_____ Reference Month/Week/Day:_____

School 2

School Name: _____School ID: _____

Target Day: ___ / ___ / _____   *Target Day is the same day that the interviewer collected meal*
          MM   DD   YYYY   *count verification data in the school.*

Meal Count Totals: *Reported to LEA by school*

Breakfast: Free:_____   **Lunch:**   Free:_____
                 Reduced:_____   Reduced:_____
                 Paid:_____   Paid:_____
                 Total:_____   Total:_____

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:_____

Students approved for Free meals:_____ Reference Month/Week/Day:_____

Students approved for reduced price meals:_____ Reference Month/Week/Day:_____

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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 Count Totals: *Reported to LEA by school*

Breakfast:	Free:_____	**Lunch:**	Free:_____
	Reduced:_____		Reduced:_____
	Paid:_____		Paid:_____
	Total:_____		Total:_____

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:_____

Students approved for Free meals:_____ Reference Month/Week/Day:_____

Students approved for reduced price meals:_____ 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 Count Totals: *Reported to LEA by school*

Breakfast:	Free:_____	**Lunch:**	Free:_____
	Reduced:_____		Reduced:_____
	Paid:_____		Paid:_____
	Total:_____		Total:_____

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:_____

Students approved for Free meals:_____ Reference Month/Week/Day:_____

Students approved for reduced price meals:_____ 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 Count Totals: *Reported to LEA by school*

Breakfast: Free:_____   **Lunch:**   Free:_____
               Reduced:_____   Reduced:_____
               Paid:_____   Paid:_____
               Total:_____   Total:_____

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:_____

Students approved for Free meals:_____ Reference Month/Week/Day:_____

Students approved for reduced price meals:_____ 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 Count Totals: *Reported to LEA by school*

Breakfast: Free:_____   **Lunch:**   Free:_____
               Reduced:_____   Reduced:_____
               Paid:_____   Paid:_____
               Total:_____   Total:_____

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:_____

Students approved for Free meals:_____ Reference Month/Week/Day:_____

Students approved for reduced price meals:_____ Reference Month/Week/Day:_____

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Section II. LEA Reimbursement Claim Verification

A. Target Week or Month: ___ / ___ / _____ to   ___ / ___ / _____
                          MM   DD   YYYY   MM   DD   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 4 as reported to the LEA by the school.
- If the LEA submits claims to the State per individual schools, record what the LEA claimed in columns 3 and 5 for each individual school.
- If the LEA submits consolidated claims to the states, record this consolidated claim in columns 3 and 5 in the last row of the table.

Comparing counts/claims:
- For LEAs that submit claims for individual schools: Compare column 2 to column 3 and column 4 to column 5 for each school.
- For LEAs that submit consolidated claims, compare columns 2 to column 3 and column 4 to column 5 for the totals only (last row of table).

If you find any discrepancies, check the box in column 6, and include any explanations or comments from the LEA in section C.

1	2	3	4	5	6
SCHOOL NAME	**BREAKFASTS Reported to LEA by School**	**BREAKFASTS Claimed by LEA**	**LUNCHES Reported to LEA by School**	**LUNCHES Claimed by LEA**	**DISCREPANCY (Comment in section C)**
School #1 _____ _____ _____ _____	_____ Free _____ Reduced _____ Paid _____ Total	_____ Free _____ Reduced _____ Paid _____ Total	_____ Free _____ Reduced _____ Paid _____ Total	_____ Free _____ Reduced _____ Paid _____ Total	☐
School #2 _____ _____ _____ _____	_____ Free _____ Reduced _____ Paid _____ Total	_____ Free _____ Reduced _____ Paid _____ Total	_____ Free _____ Reduced _____ Paid _____ Total	_____ Free _____ Reduced _____ Paid _____ Total	☐
School #3 _____ _____ _____ _____	_____ Free _____ Reduced _____ Paid _____ Total	_____ Free _____ Reduced _____ Paid _____ Total	_____ Free _____ Reduced _____ Paid _____ Total	_____ Free _____ Reduced _____ Paid _____ Total	☐
School #4 _____ _____ _____ _____	_____ Free _____ Reduced _____ Paid _____ Total	_____ Free _____ Reduced _____ Paid _____ Total	_____ Free _____ Reduced _____ Paid _____ Total	_____ Free _____ Reduced _____ Paid _____ Total	☐

1	2	3	4	5	6
SCHOOL NAME	**BREAKFASTS Reported to LEA by School**	**BREAKFASTS Claimed by LEA**	**LUNCHES Reported to LEA by School**	**LUNCHES Claimed by LEA**	**DISCREPANCY (Comment in section C)**
School #5 _____ _____ _____ _____ _____ –	_____ Free _____ Reduced _____ Paid _____ Total	_____ Free _____ Reduced _____ Paid _____ Total	_____ Free _____ Reduced _____ Paid _____ Total	_____ Free _____ Reduced _____ Paid _____ Total	☐
School #6 _____ _____ _____ _____ _____	_____ Free _____ Reduced _____ Paid _____ Total	_____ Free _____ Reduced _____ Paid _____ Total	_____ Free _____ Reduced _____ Paid _____ Total	_____ Free _____ Reduced _____ Paid _____ Total	☐
School #7 _____ _____ _____ _____ _____	_____ Free _____ Reduced _____ Paid _____ Total	_____ Free _____ Reduced _____ Paid _____ Total	_____ Free _____ Reduced _____ Paid _____ Total	_____ Free _____ Reduced _____ Paid _____ Total	☐
School #8 _____ _____ _____ _____ _____	_____ Free _____ Reduced _____ Paid _____ Total	_____ Free _____ Reduced _____ Paid _____ Total	_____ Free _____ Reduced _____ Paid _____ Total	_____ Free _____ Reduced _____ Paid _____ Total	☐

1	2	3	4	5	6
SCHOOL NAME	**BREAKFASTS Reported to LEA by School**	**BREAKFASTS Claimed by LEA**	**LUNCHES Reported to LEA by School**	**LUNCHES Claimed by LEA**	**DISCREPANCY (Comment in section C)**
School #9 _____ _____ _____ _____	_____ Free _____ Reduced _____ Paid _____ Total	_____ Free _____ Reduced _____ Paid _____ Total	_____ Free _____ Reduced _____ Paid _____ Total	_____ Free _____ Reduced _____ Paid _____ Total	☐
School #10 _____ _____ _____ _____	_____ Free _____ Reduced _____ Paid _____ Total	_____ Free _____ Reduced _____ Paid _____ Total	_____ Free _____ Reduced _____ Paid _____ Total	_____ Free _____ Reduced _____ Paid _____ Total	☐
School #11 _____ _____ _____ _____	_____ Free _____ Reduced _____ Paid _____ Total	_____ Free _____ Reduced _____ Paid _____ Total	_____ Free _____ Reduced _____ Paid _____ Total	_____ Free _____ Reduced _____ Paid _____ Total	☐
School #12 _____ _____ _____ _____	_____ Free _____ Reduced _____ Paid _____ Total	_____ Free _____ Reduced _____ Paid _____ Total	_____ Free _____ Reduced _____ Paid _____ Total	_____ Free _____ Reduced _____ Paid _____ Total	☐

SCHOOL NAME	BREAKFASTS Reported to LEA by School	BREAKFASTS Claimed by LEA	LUNCHES Reported to LEA by School	LUNCHES Claimed by LEA	DISCREPANCY (Comment in section C)
1	2	3	4	5	6
School #13 _____ _____ _____ _____	_____ Free _____ Reduced _____ Paid _____ Total	_____ Free _____ Reduced _____ Paid _____ Total	_____ Free _____ Reduced _____ Paid _____ Total	_____ Free _____ Reduced _____ Paid _____ Total	☐
School #14 _____ _____ _____ _____	_____ Free _____ Reduced _____ Paid _____ Total	_____ Free _____ Reduced _____ Paid _____ Total	_____ Free _____ Reduced _____ Paid _____ Total	_____ Free _____ Reduced _____ Paid _____ Total	☐
School #15 _____ _____ _____ _____	_____ Free _____ Reduced _____ Paid _____ Total	_____ Free _____ Reduced _____ Paid _____ Total	_____ Free _____ Reduced _____ Paid _____ Total	_____ Free _____ Reduced _____ Paid _____ Total	☐
School #16 _____ _____ _____ _____	_____ Free _____ Reduced _____ Paid _____ Total	_____ Free _____ Reduced _____ Paid _____ Total	_____ Free _____ Reduced _____ Paid _____ Total	_____ Free _____ Reduced _____ Paid _____ Total	☐

1	2	3	4	5	6
SCHOOL NAME	**BREAKFASTS Reported to LEA by School**	**BREAKFASTS Claimed by LEA**	**LUNCHES Reported to LEA by School**	**LUNCHES Claimed by LEA**	**DISCREPANCY (Comment in section C)**
School #17 _____ _____ _____ _____	_____ Free _____ Reduced _____ Paid _____ Total	_____ Free _____ Reduced _____ Paid _____ Total	_____ Free _____ Reduced _____ Paid _____ Total	_____ Free _____ Reduced _____ Paid _____ Total	☐
School #18 _____ _____ _____ _____	_____ Free _____ Reduced _____ Paid _____ Total	_____ Free _____ Reduced _____ Paid _____ Total	_____ Free _____ Reduced _____ Paid _____ Total	_____ Free _____ Reduced _____ Paid _____ Total	☐
Record/calculate totals in rows below for LEAs with consolidated claims only					
TOTALS (For <u>LEAs with consolidated claims</u>, add meal counts for all schools in column 2 and record meals claimed by the LEA in column 3)	_____ Free _____ Reduced _____ Paid _____ Total	_____ Free _____ Reduced _____ Paid _____ Total	_____ Free _____ Reduced _____ Paid _____ Total	_____ Free _____ Reduced _____ Paid _____ Total	☐

C. Discrepancies

Record <u>any</u> 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 #_____	☐ breakfast ☐ lunch	
School #_____	☐ breakfast ☐ lunch	
School #_____	☐ breakfast ☐ lunch	
School #_____	☐ breakfast ☐ lunch	

SCHOOL	Describe the discrepancy	LEA notes, comments, or explanation
School #_____	☐ breakfast ☐ lunch	
School #_____	☐ breakfast ☐ lunch	
School #_____	☐ breakfast ☐ lunch	
School #_____	☐ breakfast ☐ lunch	
School #_____	☐ breakfast ☐ lunch	