OMB Clearance # 0584-XXXX Expiration Date: XX/XX/20XX

Community Eligibility Option Evaluation LEA Meal Counting and Claiming Form—CEO Schools

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

LEA Name:	LEA ID:				
Date Data Collected:///	Collected:/ / / Data Collector:				
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 count verification data in the school.				
Meal Count	s: Reported to LEA by school				
Breakfast totals: Lunch t	otals:				
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:				

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this collection is 0584-0530. The time required to complete this information collection is estimated to average 60 minutes per response, including the time to review instructions, searching existing data resources, gather the data needed, and complete and review the information collected.

School Name:	School ID:				
Target Day://///	Target Day is the same day that the interviewer collected meal count verification data in the school.				
Meal Co	ounts: Reported to LEA by school				
Breakfast totals: Lur	nch totals:				
	dent Information for School rage 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://////	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: Lur	ich totals:				
	dent Information for School rage 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:///////	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: Lur	nch 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 Name:	School ID:			
Target Day://////	Target Day is the same day that the interviewer collected meal count verification data in the school.			
Meal Count	s: Reported to LEA by school			
Breakfast totals: Lunch to	otals:			
	t Information for School 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://///	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 to	otals:			
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:			

CEO C_12 LEA Meal Counting and Claiming Form_CEO

Section II. LEA Reimbursement Claim Verification

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	2	3	4	5	6	7	8
SCHOOL NAME	BREAKFASTS Reported to LEA by School	Claiming percentage & expected claim (calculated by data collector)	BREAKFASTS Claimed by LEA	LUNCHES Reported to LEA by School	Claiming percentage & expected claim (calculated by data collector)	LUNCHES Claimed by LEA	DISCREPANCY (Comment in section C)
School #1		Free claiming			Free claiming		
Scrioor n'i		percentage:			percentage:		
		Calculate:			Calculate:		
		Free	Free		Free	Free	
							
		Paid	Paid		Paid	Paid	
	Total	Total	Total	Total	Total	Total	
School #2		Free claiming			Free claiming		
SC11001 #2		percentage:			percentage:		
		Calculate:			Calculate:		
		Free	Free		Free	Free	_
		Paid	Paid		Paid	Paid	
	Total	Total	Total	Total	Total	Total	
School #3		Free claiming			Free claiming		
		percentage:			percentage:		
		Calculate:			Calculate:		
		Free	Free		Free	Free	
		Paid	Paid		Paid	Paid	
	Total	Total	Total	Total	Total	Total	

1	2	3	4	5	6	. 7	8
SCHOOL NAME	BREAKFASTS Reported to LEA by School	Claiming percentage & expected claim (calculated by data collector)	BREAKFASTS Claimed by LEA	LUNCHES Reported to LEA by School	Claiming percentage & expected claim (calculated by data collector)	LUNCHES Claimed by LEA	DISCREPANCY (Comment in section C)
School #4		Free claiming			Free claiming		
		percentage:			percentage:		
		Calculate:			Calculate:		
		Free	Free		Free	Free	
		Paid	Paid		Paid	Paid	
	Total	Total	Total	Total	Total	Total	
0.1.1.1/15	Total	Free claiming	Total	Total	Free claiming	Total	
School #5		percentage:			percentage:		
		Calculate:			Calculate:		
		Free	Free		Free	Free	
		Paid	Paid		Paid	Paid	
	Total	Total	Total	Total	Total	Total	
School #6		Free claiming			Free claiming		
School #0		percentage:			percentage:		
		Calculate:			Calculate:		
		Free	Free		Free	Free	
		Paid	Paid		Paid	Paid	
	Total	Total	Total	Total	Total	Total	

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

1	2	3	4	5	6	7	8
SCHOOL NAME	BREAKFASTS Reported to LEA by School	Claiming percentage & expected claim (calculated by data collector)	BREAKFASTS Claimed by LEA	LUNCHES Reported to LEA by School	Claiming percentage & expected claim (calculated by data collector)	LUNCHES Claimed by LEA	DISCREPANCY (Comment in section C)
School #10		Free claiming			Free claiming		
3011001 1120		percentage:			percentage:		
		Calculate:			Calculate:		
		Free	Free		Free	Free	
		Paid	Paid		Paid	Paid	
	Total	Total	Total	Total	Total	Total	
School #11		Free claiming			Free claiming		
SC11001 #11		percentage:			percentage:		
		Calculate:			Calculate:		
		Free	Free		Free	Free	
		Paid	Paid		Paid	Paid	
	Total	Total	Total	Total	Total	Total	
School #12		Free claiming			Free claiming		
301001 #12		percentage:			percentage:		
		Calculate:			Calculate:		
		Free	Free		Free	Free	
		Paid	Paid		Paid	Paid	
	Total	Total	Total	Total	Total	Total	

1	2	3	4	5	6	7	8
SCHOOL NAME	BREAKFASTS Reported to LEA by School	Claiming percentage & expected claim (calculated by data collector)	BREAKFASTS Claimed by LEA	LUNCHES Reported to LEA by School	Claiming percentage & expected claim (calculated by data collector)	LUNCHES Claimed by LEA	DISCREPANCY (Comment in section C)
School #13	•	Free claiming			Free claiming		
SCHOOL #13		percentage: Calculate:			percentage: Calculate:		
		Calculate.			Calculate.		
		Free	Free		Free	Free	
		Paid	Paid		Paid	Paid	
	Total	Total	Total	Total	Total	Total	
School #14		Free claiming			Free claiming		
School #14		percentage:			percentage:		
		Calculate:			Calculate:		
		Free	Free		Free	Free	
		Paid	Paid		Paid	Paid	
	Total	Total	Total	Total	Total	Total	
School #15		Free claiming			Free claiming		
3011001 #13		percentage:			percentage:		
		Calculate:			Calculate:		
		Free	Free		Free	Free	
		Paid	Paid		Paid	Paid	
	Total	Total	Total	Total	Total	Total	

1	2	3	4	5	6	7	8
SCHOOL NAME	BREAKFASTS Reported to LEA by School	Claiming percentage & expected claim (calculated by data collector)	BREAKFASTS Claimed by LEA	LUNCHES Reported to LEA by School	Claiming percentage & expected claim (calculated by data collector)	LUNCHES Claimed by LEA	DISCREPANCY (Comment in section C)
School #16		Free claiming percentage: Calculate: Free	Free		Free claiming percentage: Calculate: Free	Free	
	Total	Paid Total	Paid Total	 Total	Paid Total	Paid Total	
School #17	Total	Free claiming percentage: Calculate: Free Paid Total	Free Paid Total		Free claiming percentage: Calculate: Free Paid Total	Free Paid Total	
	Record/ca	lculate totals in rov	vs below for LEAs	with consolidated c	laims only		
TOTALS (For LEAs with consolidated claims, add meal counts for all schools in column 3 and record meals claimed by the LEA in column 4)	 Total	Free Paid Total	Free Paid Total	 Total	Free Paid Total	Free 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	
3011001 #			
	☐ breakfast	□lunch	
School #	Dieakiasi		
Calagal //	☐ breakfast	□ lunch	
School #			
School #	□ breakfast	□ lunch	
	☐ breakfast	□ lunch	
School #			