

## 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 as recorded by the LEA.

School 1

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**

<b>Breakfast:</b> Free: _____ Reduced: _____ Paid: _____ Total: _____	<b>Lunch:</b> Free: _____ Reduced: _____ Paid: _____ Total: _____
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**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: \_\_\_ / \_\_\_ / \_\_\_\_\_  
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**

<b>Breakfast:</b> Free: _____ Reduced: _____ Paid: _____ Total: _____	<b>Lunch:</b> Free: _____ Reduced: _____ Paid: _____ Total: _____
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**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: \_\_\_\_\_

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 number. The valid OMB control number for this information collection is 0584-XXXX. The time required to complete this information collection is estimated to average 60 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing

and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Food and Nutrition Service, Office of Research and Analysis, 3101 Park Center Drive, Alexandria, Virginia 22302.

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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**

<b>Breakfast:</b>	Free: _____	<b>Lunch:</b>	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**

<b>Breakfast:</b>	Free: _____	<b>Lunch:</b>	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**

<b>Breakfast:</b>	Free: _____	<b>Lunch:</b>	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**

<b>Breakfast:</b>	Free: _____	<b>Lunch:</b>	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: \_\_\_\_\_

**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 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 SCHOOL NAME	2 BREAKFASTS Reported to LEA by School	3 BREAKFASTS Claimed by LEA	4 LUNCHES Reported to LEA by School	5 LUNCHES Claimed by LEA	6 DISCREPANCY (Comment in section C)
<b>School #1</b> <hr/> <hr/> <hr/> <hr/>	<hr/> Free <hr/> Reduced <hr/> Paid <hr/> Total	<hr/> Free <hr/> Reduced <hr/> Paid <hr/> Total	<hr/> Free <hr/> Reduced <hr/> Paid <hr/> Total	<hr/> Free <hr/> Reduced <hr/> Paid <hr/> Total	<input type="checkbox"/>
<b>School #2</b> <hr/> <hr/> <hr/> <hr/>	<hr/> Free <hr/> Reduced <hr/> Paid <hr/> Total	<hr/> Free <hr/> Reduced <hr/> Paid <hr/> Total	<hr/> Free <hr/> Reduced <hr/> Paid <hr/> Total	<hr/> Free <hr/> Reduced <hr/> Paid <hr/> Total	<input type="checkbox"/>
<b>School #3</b> <hr/> <hr/> <hr/> <hr/>	<hr/> Free <hr/> Reduced <hr/> Paid <hr/> Total	<hr/> Free <hr/> Reduced <hr/> Paid <hr/> Total	<hr/> Free <hr/> Reduced <hr/> Paid <hr/> Total	<hr/> Free <hr/> Reduced <hr/> Paid <hr/> Total	<input type="checkbox"/>
<b>School #4</b> <hr/> <hr/> <hr/> <hr/>	<hr/> Free <hr/> Reduced <hr/> Paid <hr/> Total	<hr/> Free <hr/> Reduced <hr/> Paid <hr/> Total	<hr/> Free <hr/> Reduced <hr/> Paid <hr/> Total	<hr/> Free <hr/> Reduced <hr/> Paid <hr/> Total	<input type="checkbox"/>

1 SCHOOL NAME	2 BREAKFASTS Reported to LEA by School	3 BREAKFASTS Claimed by LEA	4 LUNCHES Reported to LEA by School	5 LUNCHES Claimed by LEA	6 DISCREPANCY (Comment in section C)
<b>School #5</b> <hr/> <hr/> <hr/> <hr/>	<hr/> Free <hr/> Reduced <hr/> Paid <hr/> Total	<hr/> Free <hr/> Reduced <hr/> Paid <hr/> Total	<hr/> Free <hr/> Reduced <hr/> Paid <hr/> Total	<hr/> Free <hr/> Reduced <hr/> Paid <hr/> Total	<input type="checkbox"/>
<b>School #6</b> <hr/> <hr/> <hr/> <hr/>	<hr/> Free <hr/> Reduced <hr/> Paid <hr/> Total	<hr/> Free <hr/> Reduced <hr/> Paid <hr/> Total	<hr/> Free <hr/> Reduced <hr/> Paid <hr/> Total	<hr/> Free <hr/> Reduced <hr/> Paid <hr/> Total	<input type="checkbox"/>
<b>School #7</b> <hr/> <hr/> <hr/> <hr/>	<hr/> Free <hr/> Reduced <hr/> Paid <hr/> Total	<hr/> Free <hr/> Reduced <hr/> Paid <hr/> Total	<hr/> Free <hr/> Reduced <hr/> Paid <hr/> Total	<hr/> Free <hr/> Reduced <hr/> Paid <hr/> Total	<input type="checkbox"/>
<b>School #8</b> <hr/> <hr/> <hr/> <hr/>	<hr/> Free <hr/> Reduced <hr/> Paid <hr/> Total	<hr/> Free <hr/> Reduced <hr/> Paid <hr/> Total	<hr/> Free <hr/> Reduced <hr/> Paid <hr/> Total	<hr/> Free <hr/> Reduced <hr/> Paid <hr/> Total	<input type="checkbox"/>

1 SCHOOL NAME	2 BREAKFASTS Reported to LEA by School	3 BREAKFASTS Claimed by LEA	4 LUNCHES Reported to LEA by School	5 LUNCHES Claimed by LEA	6 DISCREPANCY (Comment in section C)
<b>School #9</b> <hr/> <hr/> <hr/> <hr/>	<hr/> Free <hr/> Reduced <hr/> Paid <hr/> Total	<hr/> Free <hr/> Reduced <hr/> Paid <hr/> Total	<hr/> Free <hr/> Reduced <hr/> Paid <hr/> Total	<hr/> Free <hr/> Reduced <hr/> Paid <hr/> Total	<input type="checkbox"/>
<b>School #10</b> <hr/> <hr/> <hr/> <hr/>	<hr/> Free <hr/> Reduced <hr/> Paid <hr/> Total	<hr/> Free <hr/> Reduced <hr/> Paid <hr/> Total	<hr/> Free <hr/> Reduced <hr/> Paid <hr/> Total	<hr/> Free <hr/> Reduced <hr/> Paid <hr/> Total	<input type="checkbox"/>
<b>School #11</b> <hr/> <hr/> <hr/> <hr/>	<hr/> Free <hr/> Reduced <hr/> Paid <hr/> Total	<hr/> Free <hr/> Reduced <hr/> Paid <hr/> Total	<hr/> Free <hr/> Reduced <hr/> Paid <hr/> Total	<hr/> Free <hr/> Reduced <hr/> Paid <hr/> Total	<input type="checkbox"/>
<b>School #12</b> <hr/> <hr/> <hr/> <hr/>	<hr/> Free <hr/> Reduced <hr/> Paid <hr/> Total	<hr/> Free <hr/> Reduced <hr/> Paid <hr/> Total	<hr/> Free <hr/> Reduced <hr/> Paid <hr/> Total	<hr/> Free <hr/> Reduced <hr/> Paid <hr/> Total	<input type="checkbox"/>



1 SCHOOL NAME	2 BREAKFASTS Reported to LEA by School	3 BREAKFASTS Claimed by LEA	4 LUNCHES Reported to LEA by School	5 LUNCHES Claimed by LEA	6 DISCREPANCY (Comment in section C)
<b>School #13</b> <hr/> <hr/> <hr/> <hr/>	<hr/> Free <hr/> Reduced <hr/> Paid <hr/> Total	<hr/> Free <hr/> Reduced <hr/> Paid <hr/> Total	<hr/> Free <hr/> Reduced <hr/> Paid <hr/> Total	<hr/> Free <hr/> Reduced <hr/> Paid <hr/> Total	<input type="checkbox"/>
<b>School #14</b> <hr/> <hr/> <hr/> <hr/>	<hr/> Free <hr/> Reduced <hr/> Paid <hr/> Total	<hr/> Free <hr/> Reduced <hr/> Paid <hr/> Total	<hr/> Free <hr/> Reduced <hr/> Paid <hr/> Total	<hr/> Free <hr/> Reduced <hr/> Paid <hr/> Total	<input type="checkbox"/>
<b>School #15</b> <hr/> <hr/> <hr/> <hr/>	<hr/> Free <hr/> Reduced <hr/> Paid <hr/> Total	<hr/> Free <hr/> Reduced <hr/> Paid <hr/> Total	<hr/> Free <hr/> Reduced <hr/> Paid <hr/> Total	<hr/> Free <hr/> Reduced <hr/> Paid <hr/> Total	<input type="checkbox"/>
<b>School #16</b> <hr/> <hr/> <hr/> <hr/>	<hr/> Free <hr/> Reduced <hr/> Paid <hr/> Total	<hr/> Free <hr/> Reduced <hr/> Paid <hr/> Total	<hr/> Free <hr/> Reduced <hr/> Paid <hr/> Total	<hr/> Free <hr/> Reduced <hr/> Paid <hr/> Total	<input type="checkbox"/>

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	<input type="checkbox"/>
School #18	Free Reduced Paid Total	Free Reduced Paid Total	Free Reduced Paid Total	Free Reduced Paid Total	<input type="checkbox"/>
Record/calculate totals in rows below for LEAs with consolidated claims only					
<b>TOTALS</b>  (For LEAs with consolidated claims, 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	<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	