OMB Number: 0584-0530 Expiration Date: XX/XX/XXXX



Third Access, Participation, Eligibility and Certification Study Series



# Third Access, Participation, Eligibility and Certification Study Series (APEC III)

## SCHOOL MEAL COUNT VERIFICATION FORM

#### SUMMARY:

The data collector will obtain and abstract meal count and claims data from the cashier/school and the final meal counts and claims submitted to the SFA for the Target Month, which is the most recent calendar month in which meal count and claims data were submitted. In the rare instances in which the data for the Target Month is no longer available or accessible, the data collector will abstract data for the Target Week, which is the week prior to the data collection visit. In the even more rare instance in which the Target Week is not available, the data collector will collect the data for the Target Day, which is the day of the data collection visit.

These will be compared to identify discrepancies. School meal count data will be used to determine aggregation errors at the school level.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0530. The time required for the School staff and/or Cafeteria Manager to provide access to the school meal count records is estimated to average 30 minutes per response during each data collection round, including the time to review instructions,

REND	DIX C6. SCHOOL MEAL COUNT VERIFICATION FORM
SFA:	
School:	
	_  /     Select One (Target Month, Target Week, or Target Day):  IONTH DAY YEAR □ Target Month (Go to Section A) □ Target Week (Go to Section B)  □ Target Day (Go to Section C)
Suppleme	ental Reporting Form Required $\square$ NO $\square$ YES (Also complete Section G)
A. TA	ARGET MONTH
Specify	the Target Month   _ /   _  _  MONTH YEAR
	R PROVISION SCHOOLS OPERATING IN A NON-BASE YEAR OR A CEP SCHOOL, TOTAL COUNTS ONLY (LINE 4). FOR PROVISION SCHOOLS IN A BASE YEAR, ENTER DUNTS.
1.	BREAKFAST COUNT—MONTHLY TOTAL
	1. Free:   _ ,  ,
	2. Reduced-Price:   _ ,  _ ,
	3. Paid (Full Price):   <u>  ,   ,   </u>
	4. Total Breakfasts:   _ ,  _ ,   _
2.	LUNCH COUNT—MONTHLY TOTAL
	1. Free:   _ ,  _ ,
	1. Free:   _,  _,

IF SCHOOL ALSO KEEPS WEEKLY RECORDS, COMPLETE SECTION A2 – A6. OTHERWISE, CONTINUE TO SECTION D: STUDENT INFORMATION.

## A2. FIRST WEEK OF TARGET MONTH From |\_\_|\_\_| / |\_\_\_| to |\_\_\_| / |\_\_\_| YEARMONTH DAY DAY 1. **BREAKFAST COUNT—WEEKLY TOTAL** 1. Free: |\_\_|\_\_|,|\_\_|,|\_\_|,|\_\_| 2. Reduced-Price: \_|\_|,|\_\_|,|\_\_| 3. Paid (Full Price): 4. Total Breakfasts: **LUNCH COUNT—WEEKLY TOTAL** 2. 1. Free: |\_\_|\_\_|, 2. Reduced-Price: Paid (Full Price): 4. Total Lunches: \_|,|\_\_\_|,|\_\_\_|,|\_\_\_ A3. SECOND WEEK OF TARGET MONTH From \_\_| to |\_\_\_| / |\_\_\_| / |\_\_\_| \_\_| / |\_\_\_|\_\_| / |\_\_\_| MONTH DAY YEAR MONTH DAY **BREAKFAST COUNT—WEEKLY TOTAL** 1. 1. Free: \_\_|,|\_\_|\_\_| 2. Reduced-Price: Paid (Full Price): \_|\_\_|,|\_\_|\_ \_\_|,|\_\_\_|\_ 4. Total Breakfasts: \_|\_\_|,|\_\_|,|\_\_|,|\_\_|,

**LUNCH COUNT—WEEKLY TOTAL** 

|\_\_|,|\_\_|,|\_\_|,

\_|\_\_\_|,|\_\_\_|\_\_|,|\_\_\_|,

2.

1. Free:

2. Reduced-Price:

4. Total Lunches:

Paid (Full Price):

# A4. THIRD WEEK OF TARGET MONTH |\_\_|\_\_| / |\_\_\_| / |\_\_\_| to |\_\_| / |\_\_| / |\_\_| / |\_\_| DNTH DAY YEAR MONTH DAY YEAR From 1. **BREAKFAST COUNT—WEEKLY TOTAL** 1. Free: |\_\_|\_\_|,|\_\_|,|\_\_|,|\_\_| 2. Reduced-Price: \_|\_|, 3. Paid (Full Price): 4. Total Breakfasts: **LUNCH COUNT—WEEKLY TOTAL** 2. 1. Free: |\_\_|\_|, 2. Reduced-Price: 3. Paid (Full Price): \_\_|\_\_|,|\_\_|,|\_\_|,|\_\_| 4. Total Lunches: \_|\_\_|\_\_|, A5. FOURTH WEEK OF TARGET MONTH From \_\_|\_\_| / |\_\_\_| / |\_\_\_| to |\_\_\_| / |\_\_| / |\_\_| DAY DAY YEAR MONTH **BREAKFAST COUNT—WEEKLY TOTAL** 1. 1. Free: |\_\_|,|\_|,|\_\_| 2. Reduced-Price: 3. Paid (Full Price): \_|,|\_\_\_|\_\_|,|\_\_\_|, 4. Total Breakfasts: \_|\_\_|,|\_\_|, 2. **LUNCH COUNT—WEEKLY TOTAL** 1. Free: |\_\_|\_\_|,|\_\_|,|\_\_|,|\_\_|

\_\_|\_\_|,|\_\_|\_\_|,

\_|\_\_|,|\_\_|,|\_\_|,|\_\_|,

2. Reduced-Price:

3. Paid (Full Price):

4. Total Lunches:

A6.	FIFT	TH WEEK OF TARGET MONTH			
	From   _  /    /    to    /    /      MONTH DAY YEAR MONTH DAY YEAR				
	1.	BF	REAKFAST COUNT-	-WEEKLY TOTAL	
		1.	Free:	,  ,	
		2.	Reduced-Price:	,  ,	
		3.	Paid (Full Price):	,  ,	
		4.	Total Breakfasts:	_,  ,	
	2.	LU	NCH COUNT—WEI	EKLY TOTAL	
		1.	Free:	_,	
		2.	Reduced-Price:	_ ,	
		3.	Paid (Full Price):	_ ,  ,	
		4.	Total Lunches:	,  ,	
В.	TAR	GE	T WEEK (NOT INCL	UDED IN TARGET MONTH)	
Spe	cify t	he T	arget Week: From	/  _  to   _ /  / _  MONTH DAY YEAR MONTH DAY YEAR	
	1.	BF	REAKFAST COUNT-	-WEEKLY TOTAL	
		1.	Free:	_ ,  ,	
		2.	Reduced-Price:	,  ,	
		3.	Paid (Full Price):	,  ,	
		4.	Total Breakfasts:	_,  ,	
	2.	LU	NCH COUNT—WEI	EKLY TOTAL	
		1.	Free:	,  ,	
		2.	Reduced-Price:	,  ,	
		3.	Paid (Full Price):	,  ,	
		4.	Total Lunches:	_ ,	

C. TARGET DAY
Meal Counts for: Lunch    Breakfast    (REPEAT FOR EACH MEAL TYPE)
FOR PROVISION SCHOOLS OPERATING IN A BASE YEAR, ENTER ALL COUNTS. FOR PROVISION SCHOOLS IN A NON-BASE YEAR OR A CEP SCHOOL, ENTER TOTAL COUNTS ONLY.
☐ Check box if all data is electronic and leave the verified counts column blank.

DATE:   _ /  / _    MONTH DAY YEAR	SCHOOL RECORDED COUNTS	FIELD STAFF VERIFIED COUNTS
Register 1:	Free:         ,           Reduced:         ,           Paid (Full-Price):         ,           Total:         ,	Free:         ,           Reduced:         ,           Paid (Full-Price):         ,           Total:         ,
Register 2:	Free:         ,           Reduced:         ,           Paid (Full-Price):         ,           Total:         ,	Free:         ,           Reduced:         ,           Paid (Full-Price):         ,           Total:         ,
Register 3:	Free:         ,           Reduced:         ,           Paid (Full-Price):         ,           Total:         ,	Free:        ,           Reduced:        ,           Paid (Full-Price):        ,           Total:        ,
Register 4:	Free:         ,           Reduced:         ,           Paid (Full-Price):         ,           Total:         ,	Free:         ,           Reduced:         ,           Paid (Full-Price):         ,           Total:         ,
DAILY TOTAL FOR ALL REGISTERS	Free:         ,           Reduced:         ,           Paid (Full-Price):         ,           Total:         ,	Free:         ,           Reduced:         ,           Paid (Full-Price):         ,           Total:         ,
IF NO MEAL SERVED OR NO DATA AVAILABLE THAT DAY, RECORD REASON	School holiday	Other (SPECIFY):

 $<sup>\</sup>ensuremath{^{**}}\mbox{Additional rows will be added if there are more than four registers.}$ 

D.	STUDENT INFORMATION FOR SCHOOL				
	1.	Total number of enrolled students:			
	2.	Average daily attendance:	,		
			or   <u> </u>  _   %		
	3.	Number of serving days:			
,	•	mber of Serving Days in the Target Month or Target Weel	,		
		OOL IS PROVISION SCHOOL IN A NON-BASE YEAR, SKIP TOOL IS CEP SCHOOL, SKIP TO SECTION F.	TO SECTION E.		
	4.	Number of students approved for free meals:	_,		
	5.	Number of students approved for reduced-price meals:	,		
E.	PR	ROVISION SCHOOL CLAIMING PERCENTAGES			
	CO	OMPLETE ONLY FOR PROVISION SCHOOL IN NON-BA	ASE YEAR		
	CL	AIMING PERCENTAGES FOR BREAKFAST:			
	1.	Free Meals    %			
	2.	Reduced-Price Meals    %			
	3.	Paid Meals    %			
	4.	Base Year Period Used:			
		Yearly Percentages	1		
		Monthly Percentages	2		
		Specify Month:			
	CL	AIMING PERCENTAGES FOR LUNCH:			
	5.	Free Meals    %			
	6.	Reduced-Price Meals  _  %			
	7.	Paid Meals  _  %			
	8.	Base Year Period Used:			
		Yearly Percentages	1		
		Monthly Percentages	2		
		Specify Month:			

F.	CEP SCHOOL CLAIMING PERCENTAGES COMPLETE ONLY FOR CEP SCHOOL		
	CLAIM	ING PERCENTAGES FOR BREAKFAST:	
	1.	Free Meals  _  %	
	2.	Paid Meals  _  %	
	CLAIM	ING PERCENTAGES FOR LUNCH:	
	3.	Free Meals  _  %	
	4.	Paid Meals  _  %	

### G. SUPPLEMENTAL REPORTING FORM

COMPLETE THIS SECTION IF THE SCHOOL RECORDS MEAL COUNTS ONTO AN INTERMEDIARY 'SUPPLEMENTAL' FORM AND THEN TRANSFERS THE MEAL COUNTS FROM THE SUPPLEMENTAL FORM ONTO ANOTHER FORM THAT IS SUBMITTED TO THE SFA.

RECORD THE INFORMATION FROM THE INTERMEDIARY "SUPPLEMENTAL REPORTING FORM" IN THIS SECTION CORRESPONDING TO THE SAME PERIOD (TARGET MONTH, TARGET WEEK, OR TARGET DAY)

#### **G1. TOTAL MEALS REPORTED**

## IF CEP SCHOOL:

- ENTER REPORTED MEALS FOR FREE, PAID, AND TOTAL ONLY
- ENTER CLAIMING PERCENTAGES FOR FREE AND PAID ONLY
- DON'T INDICATE BASE PERIOD USED.

TOTAL E	BREAKFASTS REPOR	TED TO SFA	IF PROVISION SCHOOL IN NON-BASE YEAR OR CEP SCHOOL, ENTER THE BASE YEAR CLAIMING PERCENTAGES
1.	Free:	_,  ,	%
2.	Reduced-Price:	,  ,	%
3.	Paid (Full Price):	,  ,	%
4.	Total Breakfasts:	_ ,	
			PROVISION SCHOOL BASE YEAR PERIOD USED:
			YEARLY PERCENTAGES1
			MONTHLY PERCENTAGES2
			SPECIFY MONTH:
TOTAL	LUNCHES REPORTED	TO SFA	IF PROVISION SCHOOL IN NON-BASE YEAR OR CEP SCHOOL, ENTER THE BASE YEAR CLAIMING PERCENTAGES
5.	Free:		%
6.	Reduced-Price:		%
٠.			111
7.	Paid (Full Price):	_ ,  ,	%
8.	Total Lunches:	,  ,	PROVISION SCHOOL BASE YEAR PERIOD USED:
			YEARLY PERCENTAGES1
			MONTHLY PERCENTAGES2
			SPECIFY MONTH:

# IF DATA IS FOR TARGET MONTH AND SCHOOL ALSO KEEPS WEEKLY RECORDS, ALSO **COMPLETE PARTS "G2-G6" G2. FIRST WEEK OF TARGET MONTH** IF PROVISION SCHOOL IN **NON-BASE YEAR OR CEP** SCHOOL, ENTER THE BASE YEAR CLAIMING TOTAL BREAKFASTS REPORTED TO SFA **PERCENTAGES** 1. Free: \_|,|\_\_\_| 1 % 2. Reduced-Price: % 3. Paid (Full Price): 4. Total Breakfasts: PROVISION SCHOOL BASE YEAR PERIOD USED: YEARLY PERCENTAGES......1 MONTHLY PERCENTAGES......2 SPECIFY MONTH: IF PROVISION SCHOOL IN **NON-BASE YEAR OR CEP** SCHOOL, ENTER THE BASE YEAR CLAIMING **TOTAL LUNCHES REPORTED TO SFA PERCENTAGES** 5. % Free: \_|,| 6. Reduced-Price: 7. Paid (Full Price): 1 % 8. Total Lunches: PROVISION SCHOOL BASE YEAR PERIOD USED: YEARLY PERCENTAGES......1 MONTHLY PERCENTAGES......2 SPECIFY MONTH:

# **G3. SECOND WEEK OF TARGET MONTH**

TOTAL E	BREAKFASTS REPOR	TED TO SFA	NON-BASE YEAR OR CEP SCHOOL, ENTER THE BASE YEAR CLAIMING PERCENTAGES
1.	Free:	_ ,  ,	%
2.	Reduced-Price:	_ ,  ,	%
3.	Paid (Full Price):	_ ,  ,	%
4.	Total Breakfasts:	,  ,	PROVISION SCHOOL BASE YEAR PERIOD USED:
			YEARLY PERCENTAGES1
			MONTHLY PERCENTAGES2
			SPECIFY MONTH:
TOTAL L	UNCHES REPORTED	TO SFA	IF PROVISION SCHOOL IN NON-BASE YEAR OR CEP SCHOOL, ENTER THE BASE YEAR CLAIMING PERCENTAGES
5.	Free:	_,  ,	%
6.	Reduced-Price:	_ ,  ,	%
7.	Paid (Full Price):	,  ,	%
8.	Total Lunches:	_,  ,	PROVISION SCHOOL BASE YEAR PERIOD USED: YEARLY PERCENTAGES1
			MONTHLY PERCENTAGES2

IF PROVISION SCHOOL IN

# **G4.** THIRD WEEK OF TARGET MONTH

TOTAL E	BREAKFASTS REPO	ORTED TO SFA	BASE YEAR OR CEP SCHOOL ENTER THE BASE YEAR CLAIMING PERCENTAGES
1.	Free:	,  ,	%
2.	Reduced-Price:	_ ,  ,	%
3.	Paid (Full Price):	_ ,  ,	%
4.	Total Breakfasts:	,  ,	PROVISION SCHOOL BASE YEAR PERIOD USED:
			YEARLY PERCENTAGES1
			MONTHLY PERCENTAGES2
			SPECIFY MONTH:
TOTAL I	LUNCHES REPORTE	ED TO SFA	BASE YEAR OR CEP SCHOOL ENTER THE BASE YEAR CLAIMING PERCENTAGES
5.	Free:	_ ,  ,  ,	%
6.	Reduced-Price:	9  9	%
7.	Paid (Full Price):	_ ,  ,  ,	%
8.	Total Lunches:	_ ,  ,	PROVISION SCHOOL BASE YEAR PERIOD USED:
			YEARLY PERCENTAGES1
			MONTHLY PERCENTAGES2
			SPECIFY MONTH:

IF PROVISION SCHOOL IN NON-

# **G5. FOURTH WEEK OF TARGET MONTH**

то	TAL BREAKFASTS RE	EPORTED TO SFA	NON-BASE YEAR OR CEP SCHOOL, ENTER THE BASE YEAR CLAIMING PERCENTAGES
1.	Free:	_,  ,	%
2.	Reduced-Price:	_,  ,	%
3.	Paid (Full Price):	_,  ,	%
4.	Total Breakfasts:	_,  ,	PROVISION SCHOOL BASE YEAR PERIOD USED:
			YEARLY PERCENTAGES1
			MONTHLY PERCENTAGES2
			SPECIFY MONTH:
TOTAL I	LUNCHES REPORTED	TO SFA	IF PROVISION SCHOOL IN NON-BASE YEAR OR CEP SCHOOL, ENTER THE BASE YEAR CLAIMING PERCENTAGES
5.	Free:	_,  ,	%
6.	Reduced-Price:	_,  ,	%
7.	Paid (Full Price):	_,  ,	%
8.	Total Lunches:	,  _ ,	PROVISION SCHOOL BASE YEAR PERIOD USED: YEARLY PERCENTAGES

IF PROVISION SCHOOL IN

# **G6. FIFTH WEEK OF PREVIOUS MONTH**

то	TAL BREAKFASTS RE	EPORTED TO SFA	SCHOOL, ENTER THE BASE YEAR CLAIMING PERCENTAGES
1.	Free:	,  ,	%
2.	Reduced-Price:	_,  ,  ,	%
3.	Paid (Full Price):	_,  ,  ,	%
4.	Total Breakfasts:	,  ,	PROVISION SCHOOL BASE YEAR PERIOD USED:
			YEARLY PERCENTAGES1
			MONTHLY PERCENTAGES2
			SPECIFY MONTH:
TOTAL I	LUNCHES REPORTED	TO SFA	IF PROVISION SCHOOL IN NON-BASE YEAR OR CEP SCHOOL, ENTER THE BASE YEAR CLAIMING PERCENTAGES
5.	Free:	,  ,	%
6.	Reduced-Price:	,  ,	%
7.	Paid (Full Price):	,  ,	%
8.	Total Lunches:	_ ,  ,	PROVISION SCHOOL BASE YEAR PERIOD USED: YEARLY PERCENTAGES

IF PROVISION SCHOOL IN NON-BASE YEAR OR CEP