

# Daily Record of Lunches Served

This form is provided by Child Nutrition and Wellness, Kansas State Department of Education (KSDE). For assistance with completing this form, call 785-296-2276. Use of this form is required unless revisions or alternative forms have been pre-approved by KSDE. Proposed form revisions must be submitted to KSDE annually, preferably with program renewal documents. Complete this form daily. Give the completed form to the authorized representative for preparation of reports. The data is necessary for computing reimbursement.

## Column:

- a ..... Omit dates meals are not served.
- b ..... Enter number of Paid lunches for Elementary, Middle School and High School in each column and then total the number of reimbursable Paid lunches served to students and enter the total in column b.
- c ..... Enter number of reimbursable lunches served to students who are approved for Reduced Price benefits.
- d ..... Enter number of reimbursable lunches served to students who are approved for Free benefits.
- e ..... Total columns b, c and d.
- f ..... Enter number of non-reimbursable lunches served to students. Non-reimbursable lunches include second lunches served to students and lunches that do not include all required food items.
- g ..... Compare computed Edit Check Maximum for each meal category (paid, reduced price, free) to the number of meals served. If the Edit Check Maximum is exceeded, meaning the number of meals served is greater than the Edit Check Maximum, put a "Y" (to indicate "yes") in the respective column (P, R, F). If the Edit Check Maximum is not exceeded, meaning the number of meals served is less than or equal to the Edit Check Maximum, put a "N" (to indicate "no") in the respective column (P, R, F). All "Y" marks must be explained in column h (see instructions below).
- h ..... Record comments for any count that exceeds the Edit Check Maximum (i.e. those marked "Y"). Recheck the number of meals recorded to assure no errors were made. If no errors were made, note reason for exception. A code of exceptions can be established. Such as: 1 = High count because of high attendance, accountability rechecked, no errors noted; 2 = High count because of popular menu, accountability rechecked, no errors noted; 3 = Holiday or Special Meal.
- i ..... Enter number of lunches served to adults/guests for which payment is received. This column also includes lunches served to children not enrolled in the district/school, parents, grandparents, other guests, etc.
- j ..... Enter number of gratis lunches served to adults who work in the food service operation.
- k ..... Enter number of gratis lunches served to adults who do NOT work in the food service operation.
- l ..... Total the number of lunches served each day.
- Total** ..... Total the number of lunches served in each column.
- Total Days Lunches Served:** Enter the total number of days on which lunches were served this month.

## Edit Checks:

- A ..... Enter the school's Attendance Factor (AF). Use the statewide average attendance factor or compute the school's AF by dividing the average daily attendance by the enrollment.
- B ..... Enter the maximum number of students enrolled in the Paid category on any day of this month.
- C ..... Enter the maximum number of students approved for Reduced Price benefits on any day of this month.
- D ..... Enter the maximum number of students approved for Free benefits on any day of this month.
- E ..... Total items B, C and D.
- F ..... Multiply A (x) B to compute the Edit Check Maximum Paid Meals. Round up to the nearest whole number.
- G ..... Multiply A (x) C to compute the Edit Check Maximum Reduced Price Meals. Round up to the nearest whole number.
- H ..... Multiply A (x) D to compute the Edit Check Maximum Free Meals. Round up to the nearest whole number.