

EDIT CHECK

EDIT CHECK 2

ATTENDANCE FACTOR:

- * Place the highest number of students eligible for free meals (Column A, Daily Record Form) and for reduced price meals (Column B, Daily Record Form) for this month in Column I on Edit Check 2 Worksheet. Determine the highest number eligible for paid meals by subtracting the free eligibles and reduced price eligibles from the average daily membership for the most recent quarter. Place the number of students eligible for paid meals in Column I on Edit Check 2 Worksheet.
- * Calculate the attendance factor by dividing the average daily attendance (ADA) (for the most recent quarter) by the average daily membership (ADM) (for the most recent quarter). Enter attendance factor in Column II. Add pre-kindergarten students to ADA & ADM if their meals are claimed for reimbursement.
- * Multiply the highest number of eligibles for free, reduced price, and paid meals by the attendance factor and enter each in Column III (attendance adjusted eligibles).
- * Compare the attendance adjusted eligibles for free meals in Column III to the number of free meals claimed daily (Column D, Daily Record form). Repeat the same procedure for reduced price meals (Column E, Daily Record Form) and for paid meals (Column F & G, Daily Record Form). If the number of free, reduced price or paid meals claimed on any day exceeds the attendance adjusted eligibles in Column III, a **potential** problem exists. Document valid reasons for variances or take corrective action.

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