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Subject: **MANUAL EDIT CHECKS FOR SPECIAL CENTERS**

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**PURPOSE**

The purpose of this procedure is to ensure compliance with the National School Lunch Program and School Breakfast Program edit check requirements for all serving sites.

**POLICY**

Edit checks are required daily for every site that claims reimbursement under the National School Lunch Program and School Breakfast Program to ensure the meals served do not exceed the number of students authorized. Manual edit checks must be performed daily for feeding sites that do not have an automated POS system, or for satellite sites with a POS system that is combined with the base school.

**PROCEDURE**

The Manual Edit Check for Non-Residents form ([Attachment](#)) must be completed daily after input of non-resident breakfast and lunch meals (refer to [F&N Procedure B-10](#)) as follows:

**A. Total Approved**

- **CEP Sites:** The total number of students enrolled. Multiply each total by .945 (attendance factor) to calculate the adjusted attendance figure.
- **Non-CEP Sites:** The number of students approved as free, reduced, or paid. Multiply each total by .945 (attendance factor) to calculate the adjusted attendance figure.

**B. Absentees** include regular students, pre-K (if applicable) and outdoor suspensions.

**C. Actual Authorizations** = Total Approved minus Absentees.

**D. Actual Served** is obtained from Financial Report – Meal Counts and/or from the rosters.

If a base has more than one special center, the actual served for each site can be obtained by viewing the Meal Report in Daily Activity for each specific homeroom and eligibility. The same can be done on subsequent days using the Historical Meal Report.

**E. Difference** = Actual Authorized minus Actual Served

1. If the difference is positive (+), the authorized number is greater than the number served, then no further action is necessary.

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2. If the difference is negative (-), the authorized number is less than the number served, then further research is required:
  - a. Make sure that the attendance bulletin is the “final” bulletin.
  - b. If it is still a problem, check to see if the students that are showing as absent are also showing as having received a meal.
  - c. If absent student(s) shows as having received a meal, check with the teacher’s roster to verify if a student was tardy instead of absent.
  - d. If absent and received a meal, complete a Cash Register Correction Report to remove the meal and state “account used in error”.

**NOTE**

Attendance bulletin, roster and Manual Edit Check for Special Centers form must be kept with daily documents and maintained on file for audit purposes.

*For Action By: Principals, Region Food Service Supervisors, Food Service Managers and Satellite Assistants*

*Refer Questions to: Department of Food and Nutrition*

*Revised: August 2004, July 2009, August 2010, June 2013, July 2022, July 2023*  
*Reviewed: July 2023*