

# CLAIMS REVIEW PROCESS (EDIT CHECK)

NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION  
CHILD NUTRITION AND FOOD DISTRIBUTION PROGRAMS  
(Rev. 6/02) G/Tools/SNP/Claims Review Process (Edit Check)

*Retain in School Files*

Month
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The claims review process **MUST** be completed monthly before the submission of the claim for reimbursement. This form may be used or the school can design its own form. This is required to test "reasonableness" of meal counts and to spot potential errors. In multiple-site districts, EACH site must complete the claims review process.

## Attendance Factor Comparison

$$\text{Attendance Factor (AF)} = \frac{\text{Average Daily Attendance}}{\text{Enrollment}}$$

Attendance Factor (AF)	Free Eligibles	Estimated number of free eligibles attending daily
X	=	
Attendance Factor (AF)	Reduced-Price Eligibles	Estimated number of reduced price eligibles attending daily
X	=	
Attendance Factor (AF)	Student Claimed in Paid Category	Estimated number of paid students attending daily
X	=	

Compare the daily free, reduced-price and paid meals claimed for the current month to the estimated number of free, reduced-price and paid students attending daily (calculated above).

Potential Problem: Any daily meal count which exceeds the estimated number of eligibles attending daily.

Authorized Representative or Recordkeeper Initials	Date
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## Daily Record of Meals Served

School \_\_\_\_\_

Month of \_\_\_\_\_ 20\_\_\_\_

DATE	LUNCH					BREAKFAST					MILK		
	Paid	Free	Reduced Price	Total	Adults	Paid	Free	Reduced Price	Total	Adults	Paid	Free	Adults
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
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29													
30													
31													
Totals													

