

### DAILY MEAL COUNT EDIT WORKSHEET BY SITE

**INSTRUCTIONS:** For each day, compare the free, reduced-price, and paid *actual meal counts*, (C), (F), and (I), with the *attendance-adjusted eligible* (B), (E), and (H). When daily free, reduced-price, or paid meal counts exceed the attendance-adjusted eligible figures, include a brief justification in the “comments” section for number of meals claimed.

<b>District/Agency Name</b> (insert name below ↓ before duplicating form)										
---	--	--	--	--	--	--	--	--	--	--

<b>SITE</b>						<b>CLAIM MONTH/YEAR (MM/YY)</b>				
-------------	--	--	--	--	--	---------------------------------	--	--	--	--

DATE	FREE			REDUCED-PRICE			PAID (ENROLLMENT MINUS FREE & REDUCED-PRICE)			COMMENTS
	(A) ELIGIBLE	(B) ELIG x AF*	(C) MEAL COUNT	(D) ELIGIBLE	(E) ELIG x AF*	(F) MEAL COUNT	(G) ELIGIBLE	(H) ELIG x AF*	(I) MEAL COUNT	

\* USE THE NATIONAL ATTENDANCE FACTOR (AF) FOR THE CURRENT SCHOOL YEAR. AS AN EFFECTIVE MANAGEMENT TOOL, THE ACTUAL SITE AF MAY BE USED.

EVALUATOR'S SIGNATURE	DATE
-----------------------	------