Directions: Daily Record/Accuclaim Form | Afterschool

Purpose

This version of the *Daily Record/Accuclaim Form* is intended to be used by National School Lunch Program (NSLP) sites that operate an afterschool snack/supper program—Afterschool Care Program (ASCP) or Child and/or Adult Care Food Program At-Risk (CACFP At-Risk).

Sites that use this form may offer any of the following Child Nutrition Programs (CNPs):

- Sites that operate ASCP only
- Sites that operate CACFP At-Risk only
- Sites that operate both ASCP and CACFP At-Risk

If a section of the form does not apply to the program(s) the site operates, the user will skip that section.

This form is not intended to replace a CE's point of service system. Instead, it is intended to perform an Accuclaim/Edit Check to assist in ensuring the accuracy of submitted claims.

Use This Form	
Frequency	Daily Entry, Monthly Report
Required Form Format	Use this form or a similar reporting instrument.
Records Retention	Form kept onsite and made available on request.
	Public and charter schools must maintain records for a period of five years.
	Private schools, other nonprofit organizations, and RCCIs must maintain records for three years.

CEs that use this form will accomplish the following tasks:

1. Record daily and monthly total participation
2. Calculate daily and monthly percentages of total snack/supper participation
3. Check the accuracy of the number of snacks/suppers claimed by eligibility category for each day during a specific month of operation
4. Reduce the incidence of overclaims

CEs may use a similar reporting instrument to complete Accuclaim/Edit Checks as long as that form includes all of the elements contained in this form.

Ensuring Accuracy

To ensure that the CE submits accurate claims and reduces incidences of overclaims, this form incorporates an Accuclaim/Edit Check process that incorporates a Snack or Supper Attendance Factor that is different from the Attendance Factor used for NSLP or SBP. This method of calculating the Snack or Supper Attendance Factor will allow the CE to determine if the number of snacks or suppers claimed is accurate and reasonable based on the actual program participation and the number of possible program participants.

Applying Attendance Factor for Afterschool Programs

Total enrollment is a key number in calculating the Attendance Factor for the Accuclaim/Edit Check process.

For School Nutrition Programs (SNPs) total enrollment is the total number of students who are enrolled in school[1] and attend classes.

However, in most cases, the total enrollment for an afterschool program will be a much smaller subset of a school's total enrollment. Using the larger total school enrollment would significantly impact the accuracy of calculating the Attendance Factor for afterschool programs. Therefore, for afterschool programs, the <u>highest number of students that are eligible to participate</u> in the afterschool program will be used to calculate the Attendance Factor instead of the school's enrollment total.

Key Terms for This Form	
Student Participating in the Program	Student who receives a reimbursable snack/supper during an afterschool snack/supper service.
Total Number of Students Eligible to Participate in the Program	Total number of students who are allowed to participate in the afterschool program each day at the site.

Rather than use the term attending, which has a unique use for schools, this form uses the term participating in the program. <u>For this form, a student is participating in the program if the student receives a reimbursable snack/supper. However, students who receive non-reimbursable snacks/suppers are also captured in this form</u>.

> **Formulas Embedded in** *Daily Record/Accuclaim Form*
>
> If the Excel version of this form is used, the cells that are highlighted with yellow indicate cells where data may be recorded. The cells highlighted with green indicate cells have embedded formulas that will be applied when data is recorded in the yellow cells. Therefore, the green cells will populate automatically as data is entered in linked cells.
>
> In the directions that follow, cells that populate automatically are <u>marked with an *ap*</u>. Users will need to verify that cells did populate but will not need to record a number for the cell as described in the directions. CEs that use a printed version of this form will need to calculate and record entries as directed.

Data Entry

This form is designed to be used for both snack and supper. If a CE operates only one of the programs, the CE will complete only the applicable sections. If a CE operates both programs, the CE will complete both the snack and supper sections. There may also be subsections that do not apply to a specific site. For example, ASCP may have paid, reduced-price, and free eligible participants; however, for CACFP At-Risk all participants are claimed as free.

In completing this form, CEs will record data each day for each item with the exception of the cells which reflect cumulative monthly totals. Please note, for those cells that automatically populate, the data in those cells will change as new data is entered each day.

Directions for Completing Form

General Information

- **Contracting Entity (CE)**: Record the name of the CE in the designated space.

- **Site Name:** Record the name of the site in the designated space.

---

[1] As defined by the Texas Education Agency (TEA) in *Texas Education Code (TEC), Title 2, Subtitle E, Chapter 25, Subchapter A, Section 25.001.*

- **Date**: Record the month, date, and year for which snacks/suppers are being claimed in the designated space.

- **Number Snack Serving Days**: Record the number of days snacks are served for the month in the designated space.

- **Number Supper Serving Days**: Record the number of days suppers are served for the month in the designated space.

- **Snack Sum Daily Participation for Month**:[ap] Record the result of summing (adding numbers together) the daily participation for every day the program operated for the month in the designated space. For this number, a student who is participating receives a reimbursable snack/supper.

- **Supper Sum Daily Participation for Month**:[ap] Record the result of summing (adding numbers together) the daily participation for every day the program operated for the month in the designated space. For this number, a student who is participating receives a reimbursable snack/supper.

- **Snack, Daily Highest Number Students Eligible for Program Participation for Month:** Record the highest one-day number of students who are eligible to participate in the afterschool program from among the month's operational days in the designated space.

  Hint: Because the number of eligible students may vary from day to day, the CE will record the highest possible number of eligible participants on the first day and, then, increase the number on any day the number of eligible participants is higher. If the number on any day is lower, the number in this cell is not updated on that day.

- **Supper, Daily Highest Number of Students Eligible for Program Participation for Month:** Record the highest one-day number of students who are eligible to participate in the afterschool program from among the month's operational days in the designated space.

  Hint: Because the number of eligible students may vary from day to day, the CE will record the highest possible number of eligible participants on the first day and, then, increase the number on any day the number of eligible participants is higher. If the number on any day is lower, the number in this cell is not updated on that day.

- **Snack Attendance Factor:**[ap] Ensure that this cell is populated automatically. For the cell to populate automatically, the cells toward the bottom of this general section about daily participation and students eligible for participation must be completed.

  If this form is not completed in Excel, use the directions on the form's Attendance Factor worksheet (tab at bottom of page) to calculate the Snack Attendance Factor and record the amount in the designated space. The *Applying the Attendance Factor* directions at the end of this document also provide detailed information about calculating the Snack Attendance Factor.

- **Supper Attendance Factor:**[ap] Ensure that this cell is populated automatically. For the cell to populate automatically, the cells toward the bottom of this general section about daily participation and students eligible for participation must be completed.

  If this form is not completed in Excel, use the directions on the form's Attendance Factor worksheet (tab at bottom of page) to calculate the Supper Attendance Factor and record the amount in the designated space. The *Applying the Attendance Factor* directions at the end of this document also provide detailed information about calculating the Supper Attendance Factor.

Snack Reimbursable Counts, Served to Students

- **Column 1, Free:** Record the total number of free reimbursable snacks served to students for each serving day of the month in the designated spaces. **Highest Daily Row:ap** Record the highest number of students served a free reimbursable snack on a single day in *Column 1, Free* in the designated space.

    Total Row:ap Sum (add all together) the *Column 1, Free* number of free reimbursable snacks for each day for the entire month to get the monthly total of free reimbursable snacks served to students and record the monthly total in the designates space.

    ADP Row:ap Divide the *Total Row of Column 1, Free* by the number of serving days for the month to get the monthly Average Daily Participation (ADP) for free reimbursable snacks served to students and record the result in the designated space.

  If all students are served at no cost to the student, skip Columns 2 and 3.

- **Column 2, Reduced:** Record the total number of reduced-price reimbursable snacks served to students for each serving day of the month in the designated space.

  If all students are served at no cost to the student, skip Columns 2 and 3.

    Highest Daily Row:ap Record the highest number of students served a reduced-price reimbursable snack on a single day in *Column 2, Reduced* in the designated space.

    Total Row:ap Sum (add all together) the *Column 2, Reduced* by the number of reduced-price reimbursable snacks for each day of the month to get the monthly total of reduced-price reimbursable snacks served to students and record the monthly total in the designated space.

    ADP Row:ap Divide *Total Row of Column 2, Reduced* by the number of serving days for the month to get the monthly ADP for reduced-price reimbursable snacks served to students and record the result in the designated space.

- **Column 3, Paid:** Record the total number of paid-reimbursable snacks served to students for each day of the month in the designated spaces. If all students are served at no cost to the student, skip Columns 2 and 3.

    Highest Daily Row:ap Record the highest number of students served a paid-reimbursable snack on a single day in *Column 3, Paid* in the designated space.

    Total Row:ap Sum (add all together) the *Column 3, Paid* number of paid-reimbursable snacks for each day of the monthly total of paid reimbursable snacks served to students and record the monthly total in the designated space.

    ADP Row:ap Divide the *Total Row of Column 3, Paid* by the number of serving days for the month to get the monthly ADP for paid-reimbursable snacks served to students and record the result in the designated space.

- **Column 4, Total:ap** Sum (add all together) the numbers recorded for each day of the month in *Column 1, Free*; *Column 2, Reduced*; and *Column 3, Paid* to get the total number of reimbursable snacks for the free, reduced-price, and paid categories served by day of the month and record the result in the designated spaces.

    Highest Daily Row:ap Record the highest number of students served a reimbursable snack on a single day in *Column 4, Total* in the designated space.

Total Row:[ap] Sum (add all together) the *Column 4, Total* entries for each day of the month to get the monthly total of reimbursable snacks served to students and record the monthly total in the designated space.

ADP Row:[ap] Divide the *Total Row of Column 4, Total* by the number of serving days for the month to get the monthly ADP for reimbursable snacks served to students and record the result in the designated space.

Snack Reimbursable Counts, Participation Information

Column 5, Participation% Free				
Column 1 Free	÷	**Snack, Daily Highest Number of Students Eligible for Program Participation for Month**	=	**Column 5 Participation % Free**

- **Column 5, Participation % Free:**[ap] Divide the number of free reimbursable snacks recorded in *Column 1, Free* by the number recorded in *Snack, Daily Highest Number of Students Eligible for Program Participation for Month* cell in the general section for each day and record the result in the designated spaces.

  If all students are served at no cost to the student, skip Columns 6 and 7.

- **Column 6, Participation % Reduced:**[ap] Divide the number of reduced-price reimbursable snacks recorded in *Column 2, Reduced* by the number recorded in *Snack, Daily Highest Number of Students Eligible for Program Participation for Month* cell in the general section for each day and record the result in the designated spaces.

- **Column 7, Participation % Paid:**[ap] Divide the number of paid-reimbursable snacks recorded in *Column 3, Paid* by the number recorded in *Snack, Daily Highest Number of Students Eligible for Program Participation for Month* cell in the general section for each day and record the result in the designated spaces.

- **Column 8, Participation % All:**[ap] Divide the number of reimbursable snacks recorded in *Column 4, Total* by the number recorded in *Snack, Daily Highest Number of Students Eligible for Program Participation for Month* cell in the general section for each day and record the result in the designated spaces.

Snack Non-Reimbursable Counts

- **Column 9, Served to Students:** Record the total number of non-reimbursable snacks served to students for each day of the month in the designated space.

  Highest Daily Row:[ap] Record the highest number of students served a non-reimbursable snack on a single day in *Column 9, Served to Students* in the designated space.

  Total Row:[ap] Sum (add all together) the *Column 9, Served to Students* entries for each day of the month to get the monthly total of non-reimbursable snacks and record the monthly total in the designated space.

  ADP Row:[ap] Divide the *Total Row of Column 9, Served to Students* by the number of serving days for the month to get the monthly ADP for non-reimbursable snacks served to students and record the result in the designated space.

- **Column 10, Served to Adults, Staff:** Record the total number of non-reimbursable snacks served to staff for each day of the month in the designated space.

  Highest Daily Row:[ap] Record the highest number of non-reimbursable snacks served to staff on a single day in *Column 10, Served to Adults, Staff* in the designated space.

Total Row:[ap] Sum (add all together) the *Column 10, Served to Adults, Staff* entries for each day of the month to get the monthly total of non-reimbursable snacks served to staff and record the monthly total in the designated space.

- **Column 11, Served to Adults, Non-Staff:** Record the total number of non-reimbursable snacks served to staff for each day of the month in the designated space.

  Highest Daily Row:[ap] Record the highest number of non-reimbursable snacks served to non-staff adults on a single day in *Column 11, Served to Adults, Non-Staff* in the designated space.

  Total Row:[ap] Sum (add all together) the *Column 11, Served to Adults, Non-Staff* entries for each day of the month to get the monthly total of non-reimbursable snacks served to non-staff adults and record the monthly total in the designated space.

Supper Reimbursable Counts

- **Column 12, Served to Students:** Record the total number of reimbursable suppers served to students each day of the month in the designated spaces.

  Highest Daily Row:[ap] Record the highest number of students served a reimbursable supper on a single day in *Column 12, Served to Students* in the designated space.

  Total Row:[ap] Sum (add all together) the *Column 12, Served to Students* number of reimbursable suppers for each day for the entire month to get the monthly total of reimbursable suppers served to students and record the monthly total in the designates space.

  ADP Row:[ap] Divide the *Total Row of Column 12, Served to Students* by the number of serving days for the month to get the monthly Average Daily Participation (ADP) for reimbursable suppers served to students and record the result in the designated space.

- **Column 13, Participation % All:**[ap] Divide the number of reimbursable suppers recorded in *Column 12, Served to Students* by the number recorded in *Supper, Daily Highest Number of Students Eligible for Program Participation for Month* cell in the general section for each day and record the result in the designated spaces.

Supper Non-Reimbursable Counts

- **Column 14, Served to Students:** Record the total number of non-reimbursable suppers served to students for each day of the month in the designated space.

  Highest Daily Row:[ap] Record the highest number of students served a non-reimbursable supper on a single day in *Column 14, Served to Students* in the designated space.

  Total Row:[ap] Sum (add all together) the *Column 14, Served to Students* entries for each day of the month to get the monthly total of non-reimbursable suppers and record the monthly total in the designated space.

  ADP Row:[ap] Divide the *Total Row of Column 14, Served to Students* by the number of serving days for the month to get the monthly ADP for non-reimbursable suppers served to students and record the result in the designated space.

- **Column 15, Served to Adults, Staff:** Record the total number of non-reimbursable suppers served to staff for each day of the month in the designated space.

  Highest Daily Row:[ap] Record the highest number of non-reimbursable suppers served to staff on a single day in *Column 115, Served to Adults, Staff* in the designated space.

Total Row:[ap] Sum (add all together) the *Column 15, Served to Adults, Staff* entries for each day of the month to get the monthly total of non-reimbursable snacks served to staff and record the monthly total in the designated space.

- **Column 16, Served to Adults, Non-Staff:** Record the total number of non-reimbursable suppers served to staff for each day of the month in the designated space.

    Highest Daily Row:[ap] Record the highest number of non-reimbursable suppers served to non-staff adults on a single day in *Column 16, Served to Adults, Non-Staff* in the designated space.

    Total Row:[ap] Add (Sum) the *Column 16, Served to Adults, Non-Staff* entries for each day of the month to get the monthly total of non-reimbursable suppers served to non-staff adults and record the monthly total in the designated space.
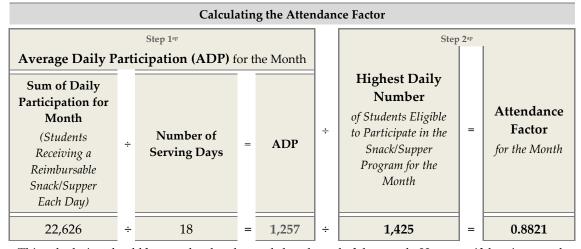
Applying the Attendance Factor

To calculate the Attendance Factor for a reimbursable snack or supper, use the Key Terms for this form listed above and follow the directions below.

Step 1[ap]

- Calculate the Average Daily Participation (ADP) for the month by summing the site's daily number of students receiving a reimbursable snack/supper for each day of the claim month and dividing that result by the number of serving days for the claim month/period as demonstrate in the formula below.
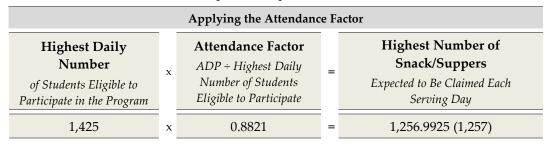
Step 2[ap]

- Divide the ADP by the highest daily number of students eligible to participate in the program for the month as demonstrated in the formula below.

Calculating the Attendance Factor							
Step 1[ap]				Step 2[ap]			
Average Daily Participation (ADP) for the Month							
Sum of Daily Participation for Month *(Students Receiving a Reimbursable Snack/Supper Each Day)*	÷	**Number of Serving Days**	=	**ADP**	÷	**Highest Daily Number** *of Students Eligible to Participate in the Snack/Supper Program for the Month*	=	**Attendance Factor** *for the Month*
22,626	÷	18	=	1,257	÷	1,425	=	0.8821

This calculation should be completed and recorded at the end of the month. However, if data is entered into the Excel sheet, these numbers will automatically populate.

Step 3ap

- Multiply the highest daily number of students eligible to participate in the program for the month by the Attendance Factor—free, reduced-price, and paid—as demonstrated in the formula below.

Applying the Attendance Factor				
Highest Daily Number *of Students Eligible to Participate in the Program*	x	**Attendance Factor** *ADP ÷ Highest Daily Number of Students Eligible to Participate*	=	**Highest Number of Snack/Suppers** *Expected to Be Claimed Each Serving Day*
1,425	x	0.8821	=	1,256.9925 (1,257)

Step 4

- Compare the results to the number of reimbursable snack/suppers to be claimed and determine if the number of snacks/suppers to be claimed for each eligibility status is reasonable.

  – If the number of snacks/suppers claimed for the month is in line with the *Highest Number of Snack/Suppers Expected to Be Claimed Each Serving Day*, no further action is needed. In this case, the number of snacks/suppers to be claimed falls within a reasonable range based on student participation and the number of students eligible to participate when compared to the daily and monthly totals recorded on the Daily Record worksheet (tab at the bottom of the page).

  – If the number of snacks/suppers claimed for the month is <u>higher than</u> the *Highest Number of Snacks/Suppers Expected to Be Claimed Each Serving Day*, the CE will need to determine (1) if there is a valid reason for the larger number or (2) if a mistake has been made.

  – If there is a justifiable reason for the difference, document the reason, CEs should contact their Education Service Center (ESC) for technical assistance.

  – If there is no justifiable reason for the difference, review data for the month to find the reason and correct the data as appropriate. CEs may also get assistance from their ESC for this purpose.