



Meal Counting and Claiming

These errors resulted in the CEs claiming either more or fewer than the eligible number of participants.

Child & Adult Care Centers

- Almost $\frac{1}{2}$ of the CEs reviewed had findings for attendance or meal counts reported on a claim that did not agree with the validated count.

Day Care Homes

- $\frac{1}{3}$ of the CEs reviewed did not submit correct meal counts for each provider on the claim for reimbursement.

Examples

- Meal count was not taken at the point of service.
- CE does not correctly make changes to the Attendance and Meal Count form by initialing the change. Using correction tape or fluid is not permitted.
- Meal count and attendance numbers on the claim were not consistent.
- Math errors and data transfer errors on forms and to TX-UNPS.
- Meal count records were missing and/or not maintained.
- CE claimed over licensed capacity.

Effects on the Claim

- TDA will disallow meals if a CE claims more meals than are supported by the documentation submitted.
- On the other hand, if an eligible participant is not claimed then reimbursement cannot be received for that participant unless the error is discovered and an amended claim is submitted.

Suggested Steps to Take

- Always take the meal count at the point of service when the meal is served.
- If you make a mistake on the Attendance and Meal Count Form, write your initials by it and record the correct information. Don't white it out!
- Double-check the numbers on the claim before you submit it. Ask another staff member to check.
- Check your math! Use a calculator.
- Establish a specific place to keep all forms when they are completed. Set a reminder on your phone to update the count records daily.
- Know the maximum number of participants that you are allowed to serve.