



## Meal Counting and Claiming

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

### **Private Non-Profit**

- Over ¼ of the CEs had daily meal count records or consolidated counts that were incomplete or inaccurate

### **Educational Institutions**

- CEs did not maintain a monthly consolidated count totaling daily meals served at all sites and for all meal types.
- CEs did not accurately record the daily count on the meal count form.

### **Examples**

- Several forms were missing delivery time, meals received/prepared, total first meals, total meals served, signature, and date.
- The site consistently documented more meals served than were prepared by the central kitchen.
- Meal count records were missing for the days that meals were served.
- Duplicate daily meal records with different meal counts and signatures were provided.
- The CE provided meal count records that didn't match the counts observed on site.

### **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.
- 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.
- Assign a staff member to be another set of eyes to check records for accuracy.