

**Administrative Review
Other Meal Claim Errors – Fiscal Action Required**

() Special Provision Non-Base Year / Community Eligibility Provision

Date of Onsite Review: _____

1. Consolidation Errors			NA []	Number of Meals		
A	B	C	D	E	F	
SFA or School	Claim Period	Description of Error(s)	SFA or School Data	— Validated Meal Counts	= Difference + or -	
			F	—	=	
			R	—	=	
			P	—	=	
			F	—	=	
			R	—	=	
			P	—	=	
			F	—	=	
			R	—	=	
			P	—	=	
			F	—	=	
			R	—	=	
			P	—	=	
			F	—	=	
			R	—	=	
			P	—	=	
G. Totals By Category:			Total F	—	=	
			Total R	—	=	
			Total P	—	=	
H. Total Overclaim/Underclaim by Category (Meals X Rate =)			Total F	X	=	
			Total R	X	=	
			Total P	X	=	

**Administrative Review
Other Meal Claim Errors – Fiscal Action Required**

2. Non-Reimbursable meals			NA []	Number of Meals			
A	B	C	D				
SFA or School	Claim Period	Description of Error(s)	Non-Reimbursable Meals (Number of meals x Rate)				
			F		X	=	
			R		X	=	
			P		X	=	
			F		X	=	
			R		X	=	
			P		X	=	
			F		X	=	
			R		X	=	
			P		X	=	
			F		X	=	
			R		X	=	
			P		X	=	
			F		X	=	
			R		X	=	
			P		X	=	
			F		X	=	
			R		X	=	
			P		X	=	
E. Totals By Category:			Total F		X	=	
			Total R		X	=	
			Total P		X	=	

**Administrative Review
Other Meal Claim Errors – Fiscal Action Required**

3. Afterschool Snacks			NA []	Number of Meals			
A. SFA or School	B. Claim Period	C. Description of Error(s)	D. Non-Reimbursable Meals (Number of meals x Rate)				
			F		X	=	
			R		X	=	
			P		X	=	
			F		X	=	
			R		X	=	
			P		X	=	
			F		X	=	
			R		X	=	
			P		X	=	
			F		X	=	
			R		X	=	
			P		X	=	
			F		X	=	
			R		X	=	
			P		X	=	
			F		X	=	
			R		X	=	
			P		X	=	
E. Totals By Category:			Total F		X	=	
			Total R		X	=	
			Total P		X	=	

**Administrative Review
Other Meal Claim Errors – Fiscal Action Required**

4. Fresh Fruit and Vegetable Program				NA []
A SFA or School	B Claim Period	C Description of Error(s)	D Unsupported Costs (\$)	E Unallowable Costs (\$)
F. Totals:				

**Administrative Review
Other Meal Claim Errors – Fiscal Action Required**

5. Special Milk Program			NA []	Number of Milks			
A. SFA or School	B. Claim Period	C. Describe Type of Error	D. Non-Reimbursable Milks (Number of Milks x Rate)				
			Milks		X	=	
			Milks		X	=	
			Milks		X	=	
			Milks		X	=	
			Milks		X	=	
			Milks		X	=	
			Milks		X	=	
			Milks		X	=	
			Milks		X	=	
E. Totals:							

**INSTRUCTIONS for
Other Meal Claim Errors – Fiscal Action Required**

GENERAL INSTRUCTIONS

This form is used to record errors at either the SFA level or site level, and may be used to record errors from multiple sites following these guidelines:

- **Errors from all sites at the SFA operating standard counting and claiming procedures OR establishing a base year for any of the Special Provision Options (SPOs) should be recorded on one S-2 and consolidated on form SFA-1.**
- **A separate S-2 should be used for errors occurring at sites operating a Special Provision Option during a Non-Base Year or the Community Eligibility Provision. All Non-Base Year/ CEP site errors should be recorded on one S-2, and those errors are consolidated on form SFA-1A.**

Use the check box at the top of the form to indicate if the errors on the S-2 occurred in sites operating Special Provision Non-Base Year or Community Eligibility Provision.

1. Consolidation Errors - FISCAL ACTION REQUIRED

Check [] NA if no errors of this type were identified.

Use this form to record the following types of error:

- Consolidation or claiming errors at the Reviewed schools for periods other than the review period or day of review.
- Consolidation or claiming errors identified at Non-Reviewed schools and/ or the SFA for day of review, review period, and other claim periods.

COLUMN

- A. Identify where the error occurred. Enter SFA name (if error occurred at SFA level) or site name (if error occurred at site level).
- B. Record the claim period affected by the error.
- C. Indicate the program affected and the type of error, including the start date of error.
- D. Record the number of meals by category claimed for reimbursement by the SFA for the school. If the errors occurred at the SFA, enter the total number of meals claimed for reimbursement.
- E. Record the number of validated meal counts by category.
- F. Calculate the difference between column D and column E.
- G. Record the totals for all errors by category.
- H. Record the totals by category and multiply by the reimbursement rate received for each meal. Calculate the total overclaim/underclaim for the SFA. Transfer overclaim/underclaim totals (if applicable) to SFA-1, Block 9A for lunch and SFA-1, Block 9B for breakfast. For SPO Non-Base Year data, transfer overclaim/underclaim totals (if applicable) to SFA-1A, Block 8A for lunch and SFA-1A, Block 8B for breakfast.

**INSTRUCTIONS for
Other Meal Claim Errors – Fiscal Action Required**

2. Non-Reimbursable Meals - FISCAL ACTION REQUIRED

Check [✓] NA if no errors of this type were identified.

Use this form to record the following types of error:

- All meals counted and/or claimed for reimbursement for periods other than the review period or the day of review in the reviewed schools and for all claim periods in Non-Reviewed Schools which are identified as non-reimbursable by the SA.

COLUMN

- A. Identify where the error occurred. Enter SFA name (if error occurred at SFA level) or site name (if error occurred at site level).
- B. Record the claim period affected by the error.
- C. Indicate the type of error, including the start date of error.
- D. Record the total number of meals disallowed by category and multiply by the reimbursement rate received for each meal. *Use the FA-4 worksheet to calculate the number of meals by category if this information cannot be obtained from the SFA.*
- E. Total all the disallowances for the SFA and record totals by category. Transfer totals by category to SFA-1, Block 10A for lunch and SFA-1, Block 10B for breakfast. For SPO Non-Base Year data, transfer overclaim/underclaim totals (if applicable) to SFA-1A, Block 9A for lunch and SFA-1A, Block 9B for breakfast.

3. Afterschool Snacks - FISCAL ACTION REQUIRED

Check [✓] NA if the program is not operated at the reviewed site(s) or if no errors were identified.

Use this form to record the following types of error:

- All Afterschool Snack Program meal disallowances;

COLUMN

- A. Identify where the error occurred. Enter SFA name (if error occurred at SFA level) or site name (if error occurred at site level).
- B. Record the claim period affected by the error.
- C. Indicate the type of error, including the start date of error.
- D. Record the total number of meals disallowed by category and multiply by the reimbursement rate received for each meal. *Use the FA-4 worksheet to calculate the number of meals by category if this information cannot be obtained from the SFA.*
- E. Total all the disallowances for the SFA and record totals by category. Transfer totals by category to SFA-1, Block 11. For SPO Non-Base Year data, transfer totals by category to SFA-1A, Block 10.

**INSTRUCTIONS for
Other Meal Claim Errors – Fiscal Action Required**

4. Fresh Fruit and Vegetable Program - FISCAL ACTION REQUIRED

Check [✓] NA if program is not operated at the reviewed site(s) or if no errors were identified.

Use this form to record the following types of error:

- All unallowable and/or undocumented costs associated with the FFVP at the reviewed schools;

COLUMN

- A. Identify where the error occurred. Enter SFA name (if error occurred at SFA level) or site name (if error occurred at site level).
- B. Record the claim period affected by the error.
- C. Indicate the type of error, including the start date of error.
- D. Record all unsupported costs to the FFVP.
- E. Record all unallowable costs to the FFVP.
- F. Total all the amounts listed in columns D and E and record the total dollar amount. Transfer this total to SFA-1, Block 12. For SPO Non-Base Year data, transfer total to SFA-1A, Block 11.

5. Special Milk Program - FISCAL ACTION REQUIRED

Check [✓] NA if the program is not operated at the reviewed site or if no errors were identified.

Use this form to record the following types of error:

- All Special Milk Program Disallowances

COLUMN

- A. Identify where the error occurred. Enter SFA name (if error occurred at SFA level) or site name (if error occurred at site level).
- B. Record the claim period affected by the error.
- C. Indicate the type of error, including the date of error.
- D. Record the number of disallowed milks claimed for reimbursement by the SFA for the school and multiple by rate of reimbursement, and total for each occurrence.
- E. Total all the amounts listed in columns D and record the total dollar amount. Transfer this total to SFA-1, Block 13. For SPO Non-Base Year data, transfer total to SFA-1A, Block 12.