

OSPI CNS School Meal Programs Reference Sheet

Attendance Factor Calculations

The attendance factor accounts for the difference between enrollment and attendance. It is the average percentage of enrolled students typically attending school on any given day. The factor is calculated annually using prior school year data. Child Nutrition Services allows local education agencies to develop a local attendance factor. When calculating a local attendance factor, assume that all children eligible for free and reduced price lunches attend school at the same rate as the general school population.

In the absence of a local or State attendance factor, Local Education Agencies (LEAs) must use the National Average Daily attendance factor developed by USDA's Food and Nutrition Services (FNS).

Requirements

- ✓ Sponsors of the National School Lunch Program and School Breakfast Program must designate an attendance factor on the sponsor application in WINS.
- ✓ The designated attendance factor is used by WINS to perform an edit check on the monthly claim for reimbursement.
- ✓ Local education agencies have the following are options:
 - Use the last calculated National Average Daily Attendance Factor of 93.8% or,
 - Calculate a sponsor specific attendance factor
 - Calculate the average number of students that attend school each month in the prior school year. **Then,**
 - Divide by the average number of students enrolled in school each month in the prior school year.
- ✓ Residential Child Care Institutions may use an attendance factor of 100%.
- ✓ Keep a copy of the calculated attendance factor and source documents on file.

Other details:

- WINS Edit Check Calculation =
 - # students eligible for free meals **multiplied by** operating days **multiplied by** LEA designated attendance factor
 - # students eligible for reduced price meals **multiplied by** operating days **multiplied by** LEA designated attendance factor
 - # students eligible for paid meals **multiplied by** operating days **multiplied by** LEA designated attendance factor
- Claims that do not pass edit checks are in error status and are not paid until the error is corrected.

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Reference:

- [7 CFR 210.8 \(B\)](#)

Acronym Reference

-CNS	Child Nutrition Services
-FNS	Food and Nutrition Services
-LEA	Local Education Agency
-OSPI	Office of Superintendent of Public Instruction
-USDA	United States Department of Agriculture