

# **Neighbors In Need Of Services, Inc.**

*"Creating a brighter future for our children and la Familia"*



## **Notice Regarding Attendance and Meal Counts**

*Addendum for 2020-2021 Policies and Procedures*

Revised: September 2, 2020

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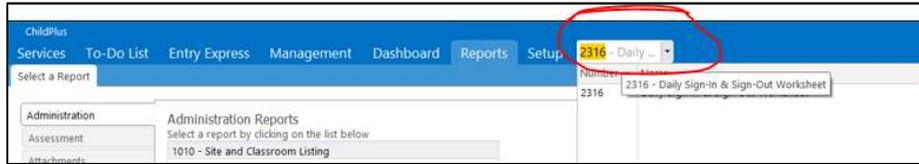
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These procedures apply to all NINOS Head Start and Early Head Start Centers.

### A. Printing the ChidPlus 2316 Report "Parent Sign-In Sheet"

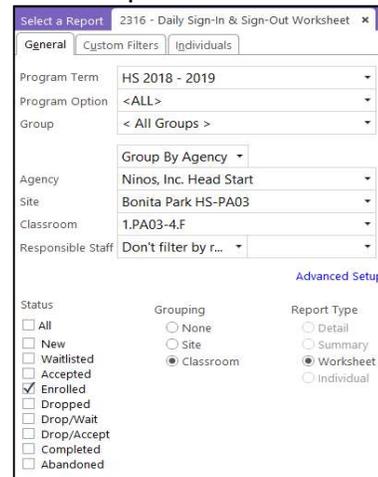
- Responsible: Area Manager
- Frequency: Weekly (print on Friday for the next school week)
- Number of Copies: 5 copies per class

1. Navigate to the "Enter Report #" => type in "2316" => press enter



2. From here, you will be prompted to ask to input the criteria for report 2316.

- Select the current school year under **Program Term**
- Select the desired center under **Site**
- Select the desired **Classroom**
- Check "Enrolled" under **Status**
- Select "Classroom" under **Grouping**
- Select "Worksheet" Under **Report Type**



3. From here you selected  on the top right corner of the report criteria

4. Print the Parent Sign-In Sheet (2316), handwrite the date for each calendar day for the week in the following format only **XX/XX/XXXX**, as shown below.

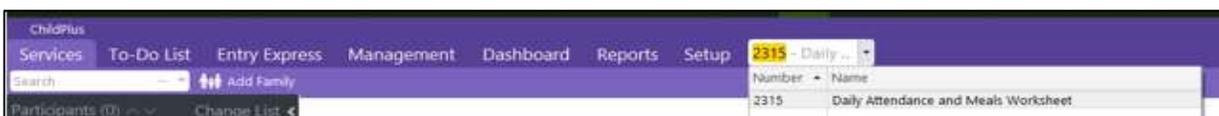
Parent Sign-In Sheet		Please sign below <u>each time</u> you drop off and pick up your child			Date <u>10/01/2018</u>
		Drop Off		Pick Up	
		Drop Off Signature	Time In	Pick Up Signature	Time Out
					Comments

5. Initial each page on the bottom left corner of the report.

### B. Printing the ChidPlus 2315 Report "Daily Attendance and Meal Worksheet"

- Responsible: Area Manager
- Frequency: Weekly (print on Friday for the next school week)
- Number of Copies: 1 copy per class (unless month ends during the week 2)

1. Navigate to the "Enter Report #" => type in "2315" => press enter.



2. You will be prompted to ask to input the criteria for report 2315.

- Select the current school year under **Program Term**
- Select the desired center "Site"
- Select the desired Classroom
- Check "Enrolled" under Status
- Check "Classroom" under Grouping
- Check following options:
  - Include space for recording attendance
  - Show attendance codes
  - Include space for follow-up
  - Include space for notes
  - Include space for recording meals
  - Include space for non-participant meals
  - Show meal codes
  - Show participant birthday

3. Print the report 2315 and handwrite the beginning date and ending date of the week in the following format only **XX/XX/XXXX** as shown below

### C. 2316 Parent Sign-In Sheet Procedures for Meal Distribution

- Responsible: Staff Distributing Meals (Curbside or Drop-Off)
- Frequency: Daily (between 10:00 AM – 1:00 PM ONLY)
- CP Report: 2316

1. Staff will place their name and time for each child who has their meals distributed for the day by either Curbside or Drop-Off services in the **Drop Off** column.

(Time can only be between 10:00 am to 1:00 PM)

2. Staff will write the name of the parent/guardian who pick up or received the meal for the child by Curbside or Drop-Off services in the **Pick Up** column.

(Time can only be between 10:00 AM to 1:00 PM)



2. A child will also have his meal categories as Congregate or Non-Congregate, which will be handwritten in the Follow Up and Note space that is provided for each child.
  - **Congregate:** For a meal (or meals) that is provided at the center to a child who is physically present at the center
  - **Non-Congregate:** For a meal (or meals) that is provided to a child who is not physically present at the center

**Please Note:** All meal at this time will be marked as **Non-Congregate** as no in-person instruction has been provided at this time unless otherwise advised by the Nutrition Department. At this time all meals should be record as shown in **Example 1**.

**Example 1:** Raul Bara did participate in the online classroom for the day and his meals were pick up by the parent/guardian for Monday. He was provide with Breakfast, Lunch and PM Snack.

		Mon		
Raul Bara	4/26/16 Follow Up Notes	HS	<del>✓</del> A E	
			<del>B</del> <del>L</del> <del>P</del>	
			<b>All Meals Non-Congregate</b>	

**Example 2:** Marco Hera, a Traditional child physically showed up to class today. He was served all his meal for the day including Breakfast, Lunch and PM Snack at the center.

		Mon		
Marco Hera	12/16/15 Follow Up Notes	HS	<del>✓</del> A E	
			<del>B</del> <del>L</del> <del>P</del>	
			<b>All Meals Congregate</b>	

**Example 3:** Jorge Sol, a Hybrid child physically showed up to class today. He was served Breakfast and Lunch at the center. A PM snack was provide to him to take home when he left for the day at 12:00 PM.

		Mon		
Jorge Sol	1/26/16 Follow Up Notes	HS	<del>✓</del> A E	
			<del>B</del> <del>L</del> <del>P</del>	
			<b>B &amp; L Congregate</b>	
			<b>Snack Non-Congregate</b>	

3. Only for in person instruction will meals be record for adults in the classroom daily. The number of meals served to adults will be record as a number in the row **Non-Part CACFP**.

Non-Part Non-CACFP	B L P
Non-Part CACFP	<u>2</u> <u>2</u> <u>2</u>
Bonita Park HS-PA03 - 1.PA03-4.F	
Mon	

**F. Documenting Drops, Transfers, New Enrollees and Pregnant Moms**

- Responsible: Area Manager
- Frequency: As needed
- CP Report: 2315

1. If any child should drop or transfer during the week, you should document it in form 2315 as **Dropped** or **Transferred** on the next following day of his last day in the classroom.

**Example 1:** Raul Bara, a virtual child, Dropped from the classroom, and his final day in the class was Tuesday. On Monday, he did not log into to classroom, nor were any meals picked up or dropped off. On Tuesday, the child attends the virtual class, and his meals were dropped off at his home.

Raul Bara	4/26/16 Follow Up Notes	HS	Mon	Tue	Wed
			P A <del>E</del>	<del>P</del> A E	P A E
			BLP	<del>BLP</del>	BLP
				All Meals Non-Congregate	Dropped

**Example 2:** Marco Hera a virtual child Transferred to DJ Lerma HS on Tuesday his final day in the classroom was Monday. He did not attend his virtual classroom on Monday but his meals were pick-up by his mom.

Marco Hera	12/16/15 Follow Up Notes	HS	Mon	Tue
			<del>P</del> A E	P A E
			<del>BLP</del>	BLP
			All Meals Non-Congregate	Transferred

2. If a child enrollees during the week the child name and DOB will be hand write in the space provided below as well as all the meal and attendance code. Then document the child attendance and meals daily.

**Example:** Today is Thursday and Nick Guajardo (DOB 1/15/16) enrolled today and was present and served all meal for the day at the center.

	Mon	Tue	Wed	Thu	Fri
Classroom Totals	P A E	P A E	P A E	P A E	P A E
	B L P	B L P	B L P	B L P	B L P

**Nick Guajardo**  
1/15/16

~~P~~ A E      P A E  
~~B~~ L ~~P~~      B L P  
All Meals Congregate

3. EHS enrolled pregnant moms – if a pregnant mom is currently enrolled in the classroom she will be listed on roster for 2315. Under notes for the mom you will write "Pregnant Mom" and count for the week the mom present and no meals served.

Annette Piña	10/10/15 Follow Up Notes	HS	Mon	Tue	Wed	Thu	Fri
			<del>P</del> A E				
			BLP	BLP	BLP	BLP	BLP
			Pregnant Mom				

## G. Tallying the Daily Attendance and Meals

- Responsible: Area Manager
- Frequency: Daily
- CP Reports: 2315

1. After all meals and attendance has been recorded for the day, the Area Manager will count and record how many children were Present or Excused and the of meals served for Breakfast, Lunch and PM Snack in Classroom Totals.

If you have 0 to report put the number 0 on the totals

Classroom Totals	P A E	P A E	P A E	P A E	P A E	P A E
	---	---	---	---	---	---
Classroom Totals	B L P	B L P	B L P	B L P	B L P	B L P
	---	---	---	---	---	---

## H. Completing the CACFP Certification

- Responsible: Area Manager
- Frequency: Weekly
- CP Reports: 2315, 2316 and CACFP Certification

1. The Area Manager will complete a CACFP Certification for each classroom weekly.
2. The Area Manager will ensure that each page is initialed for the 2315 and 2316

Month: August Year: 2021

I certify that the information on the **2315 – Daily Attendance and Meals Worksheet** form for:

Name of Contracting Entity (CE): Neighbors in Need of Services, Inc.

Name of Site: El Ranchito HS

CE ID: 02948

Classroom: 1.PA07-3.F

Attendance for: 08 / 24 / 2020 - 08 / 28 / 2020

is true and correct to the best of my knowledge and that I will claim reimbursement only for eligible meals served to eligible Program participants. I understand that misrepresentation may result in prosecution under applicable state or federal laws.

(for certification purposes the site representative will initial each page of the worksheet)

Nicholas Guajardo

Print Name – Site Representative

Nicholas Guajardo 08 / 28 / 2020

Signature – Site Representative

Date

9:37 AM

**2315 - Daily Attendance and Meals Worksheet**  
Site: Bonita Park HS-PA03, Classroom: 1.PA03-4.F, Enrollment Status: Enrolled  
Meal Codes: B = Breakfast, L = Lunch, P = PM Snack

Non-Part Non-CACFP	B L P	B L P	B L P	B L P	B L P	B L P	Totals
Non-Part CACFP	B L P	B L P	B L P	B L P	B L P	B L P	B L P
Bonita Park HS-PA03 - 1.PA03-4.F	Attendance for: _____						
CACFP Group 1	Mon	Tue	Wed	Thu	Fri	Totals	
HS	<input type="checkbox"/> A <input type="checkbox"/> E	P E A O E L	B L P				
11/6/23	BLP	BLP	BLP	BLP	BLP	B L P	B L P
Notes	Program Start						
HS	P A E	P A E	P A E	P A E	P A E	P A E	P A E
5/27/24	BLP	BLP	BLP	BLP	BLP	BLP	B L P
Notes	Program Start						
HS	P A E	P A E	P A E	P A E	P A E	P A E	P A E
11/20/23	BLP	BLP	BLP	BLP	BLP	BLP	B L P
Notes							
HS	P A E	P A E	P A E	P A E	P A E	P A E	P A E
8/7/24	BLP	BLP	BLP	BLP	BLP	BLP	B L P
Notes							
HS	P A E	P A E	P A E	P A E	P A E	P A E	P A E
8/16/24	BLP	BLP	BLP	BLP	BLP	BLP	B L P
Notes							
HS	P A E	P A E	P A E	P A E	P A E	P A E	P A E
11/21/23	BLP	BLP	BLP	BLP	BLP	BLP	B L P
Notes							
HS	P A E	P A E	P A E	P A E	P A E	P A E	P A E
4/28/24	BLP	BLP	BLP	BLP	BLP	BLP	B L P
Notes							
HS	P A E	P A E	P A E	P A E	P A E	P A E	P A E
4/28/24	BLP	BLP	BLP	BLP	BLP	BLP	B L P
Notes							
HS	P A E	P A E	P A E	P A E	P A E	P A E	P A E
6/3/24	BLP	BLP	BLP	BLP	BLP	BLP	B L P
Notes							

To record tardy and left early in the same day, check both the T and LE codes

N.G.

Parent Sign-In Sheet Please sign below each time you drop off and pick up your child Date \_\_\_\_\_

	Drop Off		Pick Up		Comments
	Drop Off Signature	Time In	Pick Up Signature	Time Out	
Escandon Hernandez, Erick					
Garcia, Edward					
Garcia, Sofia					
Moya, Victoria					
Moya, Victoria					
Pardo, Arieth					
Preza, Samara					
Reyna, Liam					
Rios, Arianna					
Sepulveda, Jaylynn					
Vasquez Jr, Fabian					
Velasquez, Aiden					

Use blank line above for a new child

N.G.

## I. Uploading Meal Counts and Attendance Reports to Dropbox

- Responsible: Area Manager
- Frequency: Weekly – Due Monday of the following week after the ChildPlus 2310 Report Audit (see section **D** of the *ChildPlus Manual*)
- Program: Dropbox

1. Scan all (in chronological order) the Daily Parent Sign-In Sheets (2316) saving it using the following naming convention:  
"Report Number\_Month-Day (end of the week date) \_Class ID"  
sample: **2316\_10-05\_1.PA03-4.F**
2. Scan the CACFP Certification and the Daily Attendance and Meals Worksheet (2315) saving it using the following naming convention:  
"Report Number\_Month-Day (end of the week date) \_Class ID"  
sample: **2315\_10-05\_1.PA03-4.F**
3. The 2315 and the 2316 pdf files must be uploaded to Dropbox in the pre-assigned folder for that month and year and classroom ID.  
For example, the pdf files **2315\_10-05\_1.PA03-4.F** and **2316\_10-05\_1.PA03-4.F** must be saved in the Dropbox folder: AM3\CHS\CACFP\2018\PA03\01-October\1.PA03-4.F
4. Daily Meal Production Record – Child Care (H1530) will be scanned and uploaded to Dropbox folder: 1530 Meal Productions saving it using the following naming convention:  
"Report Number\_Month-Day (end of the week date)\_PA ID"  
sample using Bonita Park: **H1530\_10-05\_PA03**  
  
Daily Meal Production Record – Infants (H1530-A) will be scanned and uploaded to Dropbox folder: 1530 Meal Productions saving it using the following naming conventions:  
"Report Number\_Month-Day (end of the week date)\_PA ID"  
sample using TSTC EHS: **H1530-A\_10-05\_PAE2**
5. Manager Self-Inspection Checklist will be scanned and uploaded to the Dropbox folder: Checklist saving it using the following naming convention:  
"ManagerChecklist\_Month-Day (end of the week date)\_PA ID"  
sample: **ManagerChecklist\_10-05\_PA03**  
  
The Nutrition Report Checklist will also be scanned and uploaded to this folder using the following naming convention:  
"NutritionChecklist\_Month-Day (end of the week)\_PA ID"  
sample: **NutritionChecklist\_10-05\_PA03**
6. Market Order Work Sheet will be scanned and uploaded to the Dropbox folder: Market Order saving it using the following naming convention:  
"MarketOrder\_Month-Day (end of the week)\_PA ID"  
sample: **MarketOrder\_10-05\_PA03**

7. Food Temperature Log will be scanned and uploaded to the Dropbox folder: Temperature Log saving it using the following naming convention:  
 "FoodTemp\_Month-Day (end of the week date)\_PA ID"  
 sample: **FoodTemp\_10-12\_PA03**

The Temperature Log will also be scanned and uploaded into this same folder saving it using the following naming convention:  
 "Temp\_Month-Day (end of the week date)\_PA ID"  
 sample: **Temp\_10-05\_PA03**

8. The Report of Menu Change(s) will be scanned and uploaded to the Dropbox folder: Menu Change saving it using the following naming convention:  
 "MenuChange\_Month-Day (end of the week date)\_PA ID"  
 Sample: **MenuChange\_10-05\_PA03**
9. These reports as mentions must be uploaded to Dropbox in the pre-assigned folder for that month and year  
 For example, the pdf file **H1530\_10-05\_PA03** for the meal production worksheet must be saved in the Dropbox folder: AM3\CHS\CACFP\2018\PA03\01-October\1530 Meal Production

## J. Entering Attendance and Meals on ChildPlus

- Responsible: Area Manager
- Frequency: Daily
- CP Module: Entry Express
- Cross-reference Report: 2315

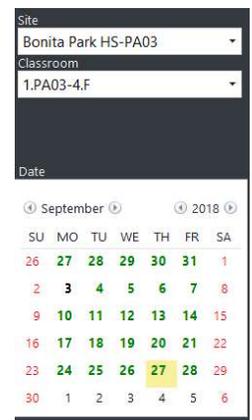
1. Navigate to **Entry Express** tab on the top. => On the submenu select **Attendance**

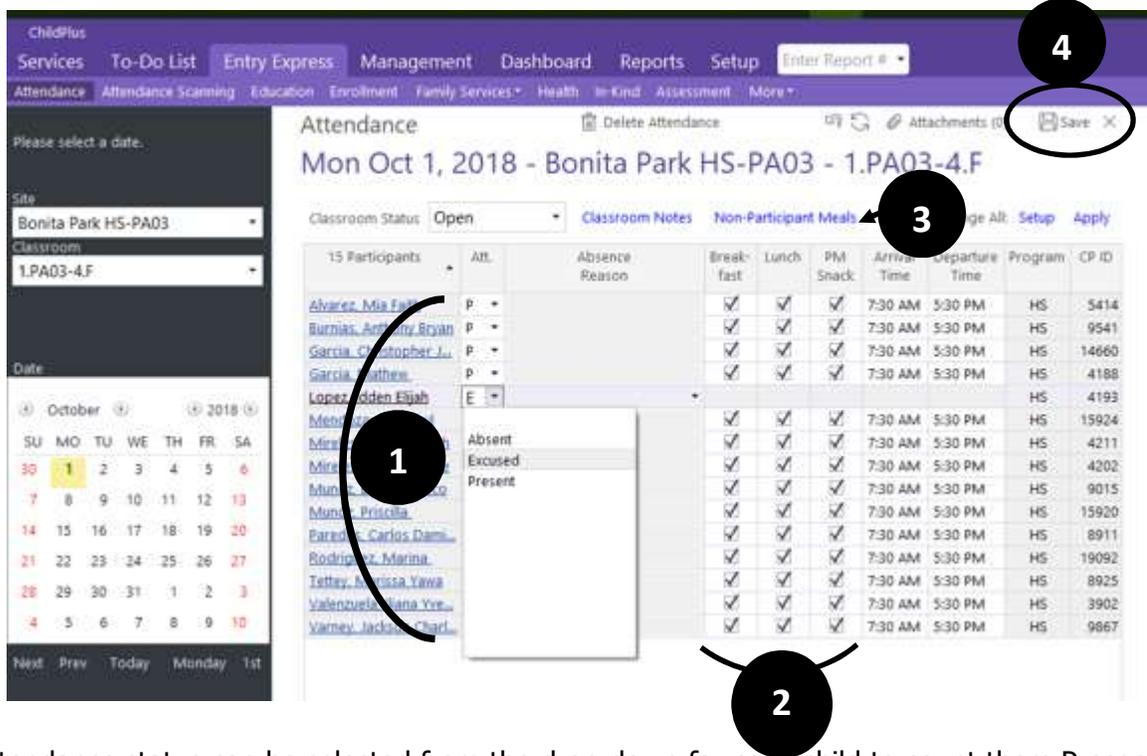


2. Here you will be prompted to select the **Site**, the **Classroom**, and the **Day** you are entering attendance and meals for according to the information shown on report 2315

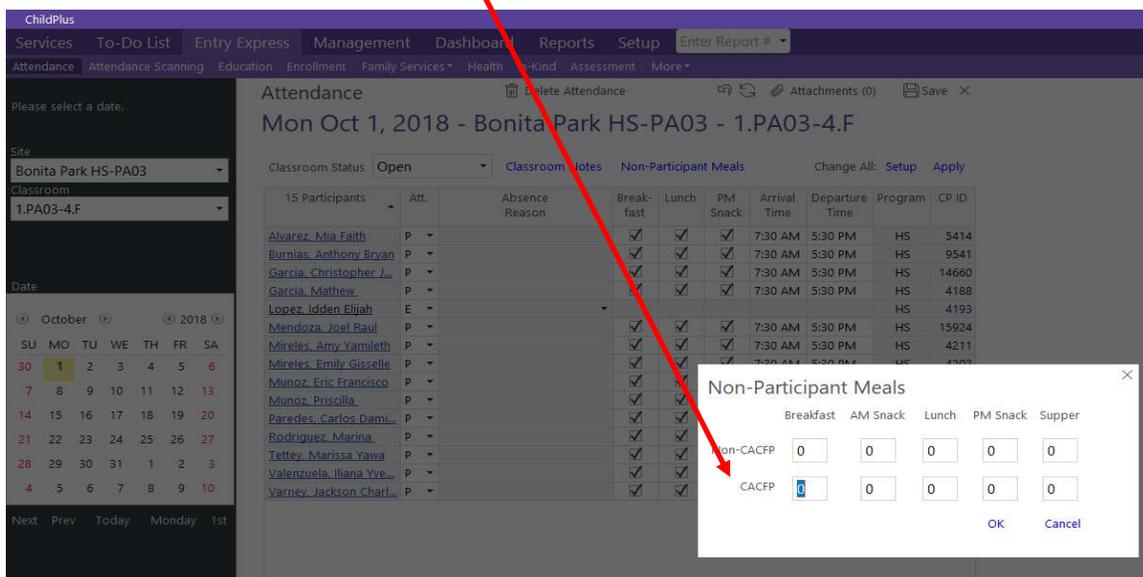
- The dates on the calendar are color-coded as follows:
  - **Green** – status of Open, Attendance has been recorded
  - **Black** – scheduled day, attendance has not been recorded
  - **Red – Weekend**
  - **Bold Black – class is not open**
  - **Gray – Locked**

- Select, Once a day has been selected on the calendar, a roster will be available for you to input attendance and meals for the children as shown:





1. Attendance status can be selected from the drop-down for each child to count them Present, Excused, or Absent. *Note that when you open the attendance automatically all children are counted present for the day. You will need to select the status on all children who were recorded absent or excused on Report 2315.*
2. Meals can be edited as necessary according to what was recorded for the day on Report 2315 in this section by unchecking the box corresponding to the meal the student was not served.
3. Finally, Select Non-Participant Meals on the top of the roster to enter the number of meals served to adults for the day recorded on Report 2315. You will enter the number for the meals served at your center for adults on the **CACFP row** and then select ok



4. Save attendance by click on the top then close the attendance for the day by clicking

## K. Auditing Report 2310 against Report 2315

- Responsible: Area Manager
  - Frequency: Daily
  - Cross-reference Report: 2310 and 2315
1. Run ChildPlus Report 2310 with the following criteria:

The screenshot shows the 'General' tab of a report configuration interface. It includes dropdown menus for Program Term, Program Option, Group, Agency, Site, Classroom, and Responsible Staff. A 'Group By Agency' dropdown is also present. The 'Advanced Setup' section contains three columns of radio buttons: Status (All, Enrolled, Dropped, Drop/Wait, Drop/Accept, Completed), Grouping (None, Site, Classroom), and Report Type (Detail, Summary, Worksheet, Individual). To the right, there are date pickers for Begin Date (10/1/18) and End Date (10/5/18), and a series of checkboxes for various report options: Show Non-Participant Meals, Show Participant Meals, Show Attendance Notes, Show Follow-up Dates, Show Follow-up Notes, Show Absence Reasons, Show Arrival/Departure times, Show Check in/Check out signatures, Include Weekends, Show Summaries (with sub-options Summary By Class and Summary By Week), and Group Meal Summaries by CACFP Status.

- Select the Program Term
- Select the Site
- Select the Classroom
- Status will be All
- Grouping will be Classroom
- Report Type will be Detail
- Enter the Begin Date and End date hand written on report 2315

2. The Following boxes must be checked on the report criteria:

- ✓ Show Non-Participant Meals
- ✓ Show Participant Meals
- ✓ Show Summaries
- ✓ Summary By Class

From here you will run the report by clicking  on the top right corner, and your report 2310 will be displayed for the classroom this shows you what was entered into ChildPlus:

10/8/2018  
1:55 PM

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N2238

**Ninos, Inc. Head Start**  
**2310 - Daily Attendance by Classroom**  
 Program Term: HS 2018 - 2019, Site: Bonita Park HS-PA03, Classroom: 2.PA03-3.F  
 Attendance Date: 10/1/2018 - 10/5/2018,

Bonita Park HS-PA03 - 2.PA03-3.F						
Week of 10/1/18	Prog	Mon 10/1	Tue 10/2	Wed 10/3	Thu 10/4	Fri 10/5
Alonzo, Omar III	HS19	P BLP				
Arrona, Madelyn	HS19	P BLP	P BL_	P BLP	P BLP	P BL_
Cardenas, Lily	HS19	P BLP	P BLP	P BLP	P B_	A
Castillo, Andria	HS19	P BLP				
Castillo, Ronin	HS19	P BLP	P B_	P BLP	P BLP	P BLP
Garcia Reyna, Alerig	HS19	A	A	P BL_	A	P BLP
Garza, D'Anthony	HS19	P _L_	P BLP	A	A	P BL_
Gonzalez, Aubrey	HS19	P BLP				
Gonzalez, Eliza	HS19	P BLP	P BLP	P BLP	P BL_	P BLP
Gonzalez, Erick	HS19	P BLP	P BLP	P BLP	P BLP	A
Gutierrez, Naydeen	HS19	A	P BL_	P BLP	P BL_	P BLP
Paredes, Angel	HS19	P BLP	P BLP	A	P BLP	P BL_
Plascencia, Michelle	HS19	P BLP	P BLP	P BLP	P BL_	A
Rodriguez, Jordan	HS19	P B_	A	P BL_	A	P BL_
Saenz, Julian	HS19	P _LP	P _LP	P BLP	P BLP	P BL_
Trevino, Efen	HS19	A	P BL_	P BL_	P BL_	P BL_
Ybarra, Gabriel	HS19	P BL_	P BL_	P BL_	A	P B_

Classroom Summary		Total	Mon	Tue	Wed	Thu	Fri
Attendance	Present	71	14	15	15	13	14
	Absent	14	3	2	2	4	3
	Excused	0	0	0	0	0	0
	Total Present	71	14	15	15	13	14
	Total Absent	14	3	2	2	4	3
Participant Meals	Breakfast	68	12	14	15	13	14
	AM Snack	0	0	0	0	0	0
	Lunch	67	13	14	15	12	13
	PM Snack	47	11	10	11	8	7
	Supper	0	0	0	0	0	0
Non-Participant CACFP Meals	Breakfast	10	2	2	2	2	2
	AM Snack	0	0	0	0	0	0
	Lunch	15	3	3	3	3	3
	PM Snack	15	3	3	3	3	3
	Supper	0	0	0	0	0	0

Statuses counted as Present: Present(P)  
 Statuses counted as Absent: Absent(A), Excused(E)  
 There are no attendance codes counting as Neither

3. Daily you will cross reference the report to ensure the Classrooms Total on Worksheet 2315 coincide with what was entered into ChildPlus for that day.

Report  
2310

Classroom Summary		Total	Mon	Tue	Wed	Thu	Fri
Attendance	Present	71	14	15	15	13	14
	Absent	14	3	2	2	4	3
	Excused	0	0	0	0	0	0
	Total Present	71	14	15	15	13	14
	Total Absent	14	3	2	2	4	3
Participant Meals	Breakfast	68	12	14	15	13	14
	AM Snack	0	0	0	0	0	0
	Lunch	67	13	14	15	12	13
	PM Snack	47	11	10	11	8	7
	Supper	0	0	0	0	0	0
Non-Participant CACFP Meals	Breakfast	10	2	2	2	2	2
	AM Snack	0	0	0	0	0	0
	Lunch	15	3	3	3	3	3
	PM Snack	15	3	3	3	3	3
	Supper	0	0	0	0	0	0

Statuses counted as Present: Present(P)  
 Statuses counted as Absent: Absent(A), Excused(E)  
 There are no attendance codes counting as Neither

Worksheet  
2315

Classroom Totals	Mon	Tue	Wed	Thu	Fri
Participants: 17	$\begin{matrix} P & A & E \\ 14 & 3 & 0 \end{matrix}$	$\begin{matrix} P & A & E \\ 15 & 2 & 0 \end{matrix}$	$\begin{matrix} P & A & E \\ 15 & 2 & 0 \end{matrix}$	$\begin{matrix} P & A & E \\ 13 & 4 & 0 \end{matrix}$	$\begin{matrix} P & A & E \\ 14 & 3 & 0 \end{matrix}$
	$\begin{matrix} B & L & P \\ 12 & 13 & 11 \end{matrix}$	$\begin{matrix} B & L & P \\ 14 & 14 & 10 \end{matrix}$	$\begin{matrix} B & L & P \\ 15 & 15 & 11 \end{matrix}$	$\begin{matrix} B & L & P \\ 13 & 12 & 8 \end{matrix}$	$\begin{matrix} B & L & P \\ 14 & 13 & 7 \end{matrix}$

4. At the end of the week you will cross-check 2310 to 2315 report for the final tallies for the week.

Report 2310

Classroom Summary		Total	Mon	Tue	Wed	Thu	Fri
Attendance	Present	71	14	15	15	13	14
	Absent	14	3	2	2	4	3
	Excused	0	0	0	0	0	0
	Total Present	71	14	15	15	13	14
	Total Absent	14	3	2	2	4	3
Participant Meals	Breakfast	68	12	14	15	13	14
	AM Snack	0	0	0	0	0	0
	Lunch	67	13	14	15	12	13
	PM Snack	47	11	10	11	8	7
	Supper	0	0	0	0	0	0
Non-Participant CACFP Meals	Breakfast	10	2	2	2	2	2
	AM Snack	0	0	0	0	0	0
	Lunch	15	3	3	3	3	3
	PM Snack	15	3	3	3	3	3
	Supper	0	0	0	0	0	0

Statuses counted as Present: Present(P)  
 Statuses counted as Absent: Absent(A), Excused(E)  
 There are no attendance codes counting as Neither

Worksheet 2315

Classroom Totals	Mon	Tue	Wed	Thu	Fri
Participants: 17	$\begin{matrix} P & A & E \\ 14 & 3 & 0 \end{matrix}$	$\begin{matrix} P & A & E \\ 15 & 2 & 0 \end{matrix}$	$\begin{matrix} P & A & E \\ 15 & 2 & 0 \end{matrix}$	$\begin{matrix} P & A & E \\ 13 & 4 & 0 \end{matrix}$	$\begin{matrix} P & A & E \\ 14 & 3 & 0 \end{matrix}$
	$\begin{matrix} B & L & P \\ 12 & 13 & 11 \end{matrix}$	$\begin{matrix} B & L & P \\ 14 & 14 & 10 \end{matrix}$	$\begin{matrix} B & L & P \\ 15 & 15 & 11 \end{matrix}$	$\begin{matrix} B & L & P \\ 13 & 12 & 8 \end{matrix}$	$\begin{matrix} B & L & P \\ 14 & 13 & 7 \end{matrix}$
					$\begin{matrix} B & L & P \\ 68 & 67 & 47 \end{matrix}$

5. The total tallies on worksheet 2315 should match up with what was entered into ChildPlus daily and at the end of the week. If any of these numbers do not coincide, then a data entry discrepancy may have occurred in ChildPlus and must be corrected.

6. When you find the discrepancies select the day it has occurred on report 2310, it will open up attendance for that day and allow you to fix the discrepancy.

Bonita Park HS-PA03 - 2.PA03-3.F

Week of 10/1/18	Prog	Mon 10/1	Tue 10/2	Wed 10/3	Thu 10/4	Fri 10/5
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7. If you find no discrepancies in attendance or meals on ChildPlus can be found then the mistake itself has occurred in calculating the totals on the worksheet and must be fixed.

8. Next you will cross-check the 2310 report with the 2316 report to ensure that all the children that were signed in on report 2316 were counted present and received their meals on that date.