

Fixed Percentage Claiming Method Monthly Reimbursement Calculation Worksheet

Use rates applicable to claim year. Month _____ Year _____

Reimbursement rates change annually. Please consult the USDA Website: <http://www.fns.usda.gov/cnd/> for current reimbursement rates.

To compute the fixed percentages, enter the number of participants reported in each eligibility category in item 7 of the claim form on the lines below:

Free
Reduced-Price
Base-Rate
Total Enrollment

Next, convert these numbers in each eligibility category to percentages by individually dividing the number of free, reduced-price, and base-rate participants by the total enrollment. Carry the percentages to **4 decimal places**.

(A) _____ % Free (B) _____ % Reduced-Price (C) _____ % Base-Rate

To compute the **Federal Reimbursement** for meals served by meal type and eligibility category, multiply the percentages computed above for each eligibility category by the total meals served for each meal type, rounding the computed meals to the nearest whole number. Then multiply these computed meals by the federal reimbursement rate using the table below:

(1) Breakfast Total _____ (Item 10 of the claim form)

Breakfast Total	Calculated Percentage	Calculated Meals	Breakfast Rate	Reimbursement
X	% Free (A)	Free Meals (1a)	\$ Free	\$
X	% Reduced (B)	Reduced Meals (1b)	\$ Reduced	\$
X	% Base (C)	Base Meals (1c)	\$ Base	\$

(2) Lunch Total _____ (Item 10 Of The Claim Form)

Lunch Total	Calculated Percentage	Calculated Meals	Lunch Rate	Reimbursement
X	% Free (A)	Free Meals (2a)	\$ Free	\$
X	% Reduced (B)	Reduced Meals (2b)	\$ Reduced	\$
X	% Base (C)	Base Meals (2c)	\$ Base	\$

(3) Supper Total _____ (Item 10 of the claim form)

Supper Total	Calculated Percentage	Calculated Meals	Supper Rate	Reimbursement
X	% Free (A)	Free Meals (3a)	\$ Free	\$
X	% Reduced (B)	Reduced Meals (3b)	\$ Reduced	\$
X	% Base (C)	Base Meals (3c)	\$ Base	\$

(4) Supplement Total _____ (Item 10 of the claim form)

Supplement Total	Calculated Percentage	Calculated Meals	Supplement Rate	Reimbursement
X	% Free (A)	Free Meals (4a)	\$ Free	\$
X	% Reduced (B)	Reduced Meals (4b)	\$ Reduced	\$
X	% Base (C)	Base Meals (4c)	\$ Base	\$

Total Federal Reimbursement for Meals: \$ _____

To compute the **federal reimbursement** for cash-in-lieu of commodities, multiply the total number of lunches (2) and suppers (3) served by the reimbursement rate:

Lunches (2) _____ + Suppers (3) _____ = _____ X \$ _____ = \$ _____

To compute the **state reimbursement**, multiply the number of free and reduced-price breakfasts and lunches served by the state reimbursement rate:

Free and reduced-price breakfasts and lunches (1a+1b+2a+2b) _____ X \$ _____ = \$ _____