**To complete the monthly claim for reimbursement using Provision II.**

The base year is completed in the normal fashion. Each student by approved category is claimed.

At the end of the base year a yearly claiming percentage is determined for free, reduced and paid for each meal type. This is validated by the Child Nutrition Program staff.

For years 2-4 the meal count is completed each day for each meal type. At the end of each month these counts are total and multiplied by the annual claiming percentage determined. These numbers are then used on the monthly claim for reimbursement for the next 3 years.

When calculating meals claimed in years 2-4 use standard rounding, making sure the total meals claimed is correct.