Meal counts can be edited in the past for months for which meal counts have been submitted to sponsor by users with the following permissions:

1. Sponsor Administrators
2. Site Manager/Director (if allowed by sponsor)

No users of any permission level can edit a meal count in a month for which meal counts have been submitted to sponsor. In order to edit meal counts if a claim has been processed, the claim must be rolled back.

To edit a meal count:
- Click on "Meal Count", "Attendance & Meal Count Entry" or "Attendance & Meal Count from Paper" on the main dashboard. The name of the button will depend on your site configuration.
- Click on the date and meal for which you need to edit a meal count.
- Click in additional participants or "uncheck" participants entered in error.
- Click "Save".