

## SCHOOL FOOD AUTHORITY ON-SITE REVIEW CHECKLIST

ASSESSMENT OF THE MEAL COUNTING AND CLAIMING SYSTEM AND READILY OBSERVABLE GENERAL AREAS FOR THE SBP AND NSLP

*According to 7 CFR 210.8(a)(1) and 7 CFR 220.11(d)(1), each School Food Authority (SFA) with two or more feeding sites must perform no less than one on-site review of the meal counting and claiming system and the readily observable general areas of review identified under 7 CFR 210.18(h) in each school operating the National School Lunch Program (NSLP) and 50% of schools operating the School Breakfast Program (SBP) under its jurisdiction prior to February 1, every school year.*

School Name: \_\_\_\_\_

Review Date: \_\_\_\_\_

First Review

Lunch (NSLP)

Date of last SBP review \_\_\_\_\_

Follow Up Review

Breakfast (SBP)

*SBP must be observed at least once every two years*

### READILY OBSERVABLE GENERAL AREAS

#### RESOURCE MANAGEMENT

<b>YES</b>	<b>NO</b>	Maintenance of the Nonprofit School Food Service Account (7 CFR 210.2, 210.14, 210.19(a), 210.21)
<input type="checkbox"/>	<input type="checkbox"/>	Is all revenue used only for the operation or improvement of school food service?
<input type="checkbox"/>	<input type="checkbox"/>	Are net cash resources less than the three months' average expenditure?
<b>YES</b>	<b>NO</b>	Paid Lunch Equity (7 CFR 210.14(e))
<input type="checkbox"/>	<input type="checkbox"/>	Is the paid lunch price equal to or greater than the reimbursement difference between the free and paid lunch reimbursement rates?
<b>YES</b>	<b>NO</b>	Revenue from Nonprogram Foods (7 CFR 210.14(f))
<input type="checkbox"/>	<input type="checkbox"/>	Is the revenue from Nonprogram Food sales equal to or greater than the purchasing cost?
<b>YES</b>	<b>NO</b>	Indirect Costs (2 CFR Part 200 and 7 CFR 210.14(g))
<input type="checkbox"/>	<input type="checkbox"/>	Are indirect costs applied consistently and equitably between all other programs?

#### GENERAL AREAS

<b>YES</b>	<b>NO</b>	Free and Reduced Price Process –verification, notification, and other procedures (7 CFR Part 245)
<input type="checkbox"/>	<input type="checkbox"/>	Is the application process and benefit issuance list distribution handled at the district office? If no, describe the current process in the Correction Action Plan area below.
<b>YES</b>	<b>NO</b>	Civil Rights (7 CFR 210.23(b))
<input type="checkbox"/>	<input type="checkbox"/>	Are all children receiving equal benefits without discrimination?
<input type="checkbox"/>	<input type="checkbox"/>	Is the current “And Justice for All” poster on display?
<input type="checkbox"/>	<input type="checkbox"/>	Did all applicable employees participate in the required annual Civil Rights training?
<input type="checkbox"/>	<input type="checkbox"/>	Does the non-discrimination statement appear on pertinent materials?
<input type="checkbox"/>	<input type="checkbox"/>	Are written procedures and forms for receiving and handling complaints readily available to staff?
<b>YES</b>	<b>NO</b>	Reporting and Recordkeeping (7 CFR Parts 210, 220, and 245)
<input type="checkbox"/>	<input type="checkbox"/>	Are all program records maintained for a period of three years after the submission of the final Claim for Reimbursement for the fiscal year (unless on a Provision program)?
<b>YES</b>	<b>NO</b>	Food Safety (7 CFR 210.13)
<input type="checkbox"/>	<input type="checkbox"/>	Does the school have a Food Safety Plan based on the Hazard Analysis and Critical Control Point (HACCP) procedures and is the plan readily available to all staff?
<input type="checkbox"/>	<input type="checkbox"/>	Has the Food Safety Plan been reviewed/revised for the current school year?
<input type="checkbox"/>	<input type="checkbox"/>	Does the HACCP plan contain SOPs for all areas where food is stored, prepared, or served?
<input type="checkbox"/>	<input type="checkbox"/>	Does the HACCP plan include a SOP for clean up of bodily fluids?
<input type="checkbox"/>	<input type="checkbox"/>	Are stored and handled foods properly safeguarded against theft, spoilage, and other loss?
<input type="checkbox"/>	<input type="checkbox"/>	Are proper food storage practices followed and the First In, First Out inventory method used?
<input type="checkbox"/>	<input type="checkbox"/>	Are daily temperature logs maintained and retained?
<input type="checkbox"/>	<input type="checkbox"/>	Is the most recent food safety inspection report visible to the public?
<input type="checkbox"/>	<input type="checkbox"/>	Do food and beverage products comply with the Buy American requirements?
<b>YES</b>	<b>NO</b>	Competitive Food Service (7 CFR 210.11 and 220.12)
<input type="checkbox"/>	<input type="checkbox"/>	Do all foods and beverages sold on campus during the school day meet Smart Snacks regulations?
<input type="checkbox"/>	<input type="checkbox"/>	Are fundraisers tracked and limited to no more than 10 non-compliant fundraisers per year?
<b>YES</b>	<b>NO</b>	Water (7 CFR 210.10(a)(1)(i) and 220.8(a)(1))
<input type="checkbox"/>	<input type="checkbox"/>	Is free potable water available during meal service?

<b>YES</b>	<b>NO</b>	Professional Standards (7 CFR 210.30)	
<input type="checkbox"/>	<input type="checkbox"/>	Is there a plan to ensure that all annual training requirements for all program personnel are met?	
<input type="checkbox"/>	<input type="checkbox"/>	Is a training tracking tool with appropriate supporting documentation kept for each program employee?	
<b>YES</b>	<b>NO</b>	SBP and SFSP Outreach (7 CFR 210.12(d)) , if applicable	
<input type="checkbox"/>	<input type="checkbox"/>	Are families notified of the availability of SBP prior to the start of the SY and multiple times throughout?	
<input type="checkbox"/>	<input type="checkbox"/>	Are families informed of the availability and location of SFSP meals prior to the end of the SY?	
<b>YES</b>	<b>NO</b>	Local School Wellness Policies (7 CFR 210.30)	
<input type="checkbox"/>	<input type="checkbox"/>	Is a copy of the school's wellness policy available to the public?	
<input type="checkbox"/>	<input type="checkbox"/>	Are the results of the triannual assessment of implementation available to the public?	
<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Other</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the Afterschool Snack Program self-monitored twice per year? (7 CFR 210.9(c)(7))
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the Fresh Fruit and Vegetable Program widely publicized and available to all enrolled children?

### MEAL COUNTING AND CLAIMING SYSTEM

<b>YES</b>	<b>NO</b>			
<input type="checkbox"/>	<input type="checkbox"/>	1. Is the method used for counting reimbursable meals in compliance with the approved point of service requirement? (Meal counts must be taken at the location(s) where complete meals are served to children.)		
<input type="checkbox"/>	<input type="checkbox"/>	2. Is the point of service meal count used to determine the school's claim for reimbursement?		
<input type="checkbox"/>	<input type="checkbox"/>	3. Is the person responsible for monitoring and counting meals correctly identifying reimbursable meals?		
<input type="checkbox"/>	<input type="checkbox"/>	4. Is the school correctly implementing policies for handling the following (as applicable):		
		<b>Yes</b>	<b>No</b>	<b>N/A</b>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	5. Is there a method of identifying non-reimbursable meals (i.e., not meeting meal pattern requirements, seconds, adult meals, etc.) and distinguishing them from reimbursable meals?		
<input type="checkbox"/>	<input type="checkbox"/>	6. Is someone trained as a backup for the monitor and the meal counter?		
<input type="checkbox"/>	<input type="checkbox"/>	7. Are there procedures for meal counting and claiming when the primary counting and claiming system is not available? Do staff know when and how to implement them?		
<input type="checkbox"/>	<input type="checkbox"/>	8. Are daily counts correctly totaled and recorded?		
<input type="checkbox"/>	<input type="checkbox"/>	9. If claims are aggregated, are the meal counts correctly totaled and consolidated?		
<input type="checkbox"/>	<input type="checkbox"/>	10. Are internal controls (edits, monitoring, etc.) established to ensure that daily counts do not exceed the number of students eligible or in attendance and that an accurate claim is made?		
		<i>Record today's meal counts by category and compare to the total number of students eligible by category</i>		
		<b>Number of Students Approved by Category</b>		<b>Today's Meal Counts by Category</b>
		Free:		Free:
		Reduced Price:		Reduced Price:
		Paid:		Paid:
<input type="checkbox"/>	<input type="checkbox"/>	11. Does the system prevent overt identification of children receiving free or reduced price meals?		

**NOTE: The following questions are for all except for sites on Provision 2 non-base years or CEP**

<b>YES</b>	<b>NO</b>	
<input type="checkbox"/>	<input type="checkbox"/>	12. Is a current eligibility list kept up-to-date and used by the meal counting system to provide an accurate daily count of reimbursable meals <b>by category</b> (free, reduced price, paid)?

YES	NO	Breakfast Review ONLY
<input type="checkbox"/>	<input type="checkbox"/>	13B. If applicable according to 7 CFR 220.11(d) are comparisons of daily free, reduced price and paid <b>breakfast</b> counts against data which will assist in the identification of <b>breakfast</b> counts in excess of the number of free, reduced price and paid <b>breakfasts</b> served each day to children eligible for such <b>breakfasts</b> completed?
YES	NO	Lunch Review ONLY
<input type="checkbox"/>	<input type="checkbox"/>	13L. If applicable according to 7 CFR 210.8(a)(3), are edit checks completed and documented which compare the daily counts of free, reduced price, and paid <b>lunch</b> meals against the product of the number of children currently eligible for free, reduced price, and paid <b>lunch</b> meals, respectively, times an attendance factor (and any discrepancies accounted for)?

**CORRECTIVE ACTION PLAN** (for any “NO” answers above):

DATE CORRECTIVE ACTION(S) WILL BE IMPLEMENTED: \_\_\_\_\_ BY WHOM: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_  
 School Representative Title Date

\_\_\_\_\_   
 SFA Reviewer Title Date

**FOLLOW-UP VISIT** (must be conducted within 45 days if corrective action was required):

Date(s) of Follow-Up: \_\_\_\_\_

Observations of corrective action implementation:

SIGNATURE: \_\_\_\_\_  
 School Representative Title Date

\_\_\_\_\_   
 SFA Reviewer Title Date