

NATIONAL SCHOOL LUNCH PROGRAM (NSLP) RESIDENTIAL CHILD CARE INSTITUTION (RCCI) ON-SITE REVIEW

According to 7 CFR 210.8(a)(1), every school year, **prior to February 1**, each Local Education Agency (LEA) with more than one site (as defined 7 CFR Part 210.2 to include RCCIs) must perform no less than one on-site review of the lunch counting and claiming system employed by each site under its jurisdiction.

Each on-site review must ensure the site's claim is based on the counting system, as implemented, and yields the actual number of reimbursable free, reduced price (if applicable), and paid (if applicable) lunches, respectively, served for each day of operation.

If the review discloses problems with a site's meal counting or claiming procedures, the LEA must ensure that the site implements corrective action, and within 45 days of the review conduct a follow-up on-site review to determine that the corrective action resolved the problems.

LEA Name: _____

Site Name: _____ Review Date: _____

Reviewer: _____

This form must be signed below by the the reviewer and site representative. If any of the questions are answered "No", explain the current situation and the action to correct the problem under the Corrective Action Plan heading.

YES NO

1. Is the method used for counting reimbursable meals in compliance with the approved *point of service* requirement as indicated in SNEARS? (Meal counts must be taken at the location where complete meals are served to residents/day students.)
2. Is the *point of service* meal count used to determine the site's claim for reimbursement?
3. Is the staff member taking meal counts correctly identifying reimbursable meals at the end of the serving line?
4. Is the site correctly implementing policies for handling the following (as applicable):
- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Incomplete meals? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Second meals? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Lost, stolen, misused, forgotten or destroyed tickets, tokens, IDs, PINs? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Visiting student meals? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Adult and non-student meals |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A la carte? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Student worker meals? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Field Trips? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Charged and/or prepaid meals? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Offer vs. Serve? |

This institution is an equal opportunity provider.

- 5. Is there a method of identifying non-reimbursable meals (i.e. not meeting meal pattern requirements, seconds, adult meals, etc.), distinguishing them from reimbursable meals?
- 6. Is someone trained as a backup for the staff member(s) taking meal counts?
- 7. Are there procedures for meal counting and claiming when the primary counting and claiming system is not available and do staff know when and how to implement it?
- 8. Are daily counts correctly totaled and recorded?
- 9. Are internal controls (edits, monitoring, etc.) established to ensure that daily counts do not exceed the number of residents/day students eligible or in attendance and that an accurate claim for reimbursement is made? Record below today's meal counts by category and compare to the number of residents/students eligible by category.

Today's Meal Counts

Free:
*Reduced price:
*Paid:

Number of Eligible Residents/Students

Free:
*Reduced price:
*Paid:

*Day students only

NOTE: THE FOLLOWING THREE QUESTIONS ARE ONLY FOR RCCIs WITH DAY STUDENTS:

- 10. Does the system prevent overt identification of children receiving free or reduced price meals?
- 11. Is a current eligibility list kept up-to-date and used by the meal count system to provide an accurate daily count of reimbursable meals by category (free, reduced price, paid)?
- 12. Are edit check worksheets completed which compare the daily counts of free, reduced price and paid lunches against the product of the number of children currently eligible for free, reduced price and paid lunches, respectively, times an attendance factor (and any discrepancies accounted for and explained)?

SIGNATURES:

Site Representative

Title

Date

Reviewer

Title

Date

COMPLETE NEXT PAGE IF CORRECTIVE ACTION REQUIRED (for any "NO" answers above)

CORRECTIVE ACTION PLAN

INDICATE DETAILED CORRECTIVE ACTION THAT WILL BE TAKEN FOR ANY “NO” ANSWERS:

DATE CORRECTIVE ACTION(S) WILL BE IMPLEMENTED: _____

PERSON RESPONSIBLE FOR CORRECTIVE ACTION: _____

FOLLOW-UP VISIT

(must be conducted within 45 days if corrective action was required):

INDICATE OBSERVATIONS OF CORRECTIVE ACTION IMPLEMENTATION:

SIGNATURE: _____

Site Representative	Title	Date
Reviewer	Title	Date