

RCCI ADMINISTRATIVE REVIEW (AR) CHECKLIST & GUIDANCE

The following records/information must be available to the State Agency reviewer at the start of the on-site AR:

Eligibility Documentation

___ Completed RCCI/Group Home Intake Application (Form #118)

OR

___ A completed and current Eligibility Documentation Sheet (Form #119)

*Note:

If the RCCI has **100 or less students eligible for free/reduced price meals**, provide eligibility documentation for all students on the first day of the onsite review.

OR

If the RCCI has **100 or more students eligible for free/reduced price meals**, provide eligibility documentation only for the specific students selected on the Free and Reduced Priced Eligible Template ([Form 117](#)). Form 117 must be uploaded into the SOARS Documents tab. If applicable, have all denied applications available.

Household Applications (DAY PROGRAMS ONLY)

Reviewed applications are being selected sponsor-wide, so do not separate by the sites chosen for review.

___ Completed income applications.

___ Completed categorical applications: NJ Supplemental Nutrition Assistance Program (NJ SNAP) or Temporary Assistance for Needy Families (TANF).

___ Completed application or adequate documentation for foster children.

___ Documentation from Homeless Liaison for homeless, migrant and runaway.

___ Denied applications.

___ Copy of letters notifying households of benefit eligibility.

Direct Certification (DAY PROGRAMS ONLY)

___ Dated Direct Certification (DC) Reports for each of the four required matches.

___ Copy of Direct Certification notification letter (printed from SNEARS) sent to households.

Verification (All RCCIs)

___ Copy of the completed Verification Collection Report (FNS 742).

Verification (DAY PROGRAMS ONLY)

___ Verified applications with all support documentation and notification letters.

Claim for Reimbursement

For the most recently certified reimbursement claim:

- _____ Copy of the "Total Meals Claimed By Site" page of each site's "Site Voucher and Monthly Summary" from SNEARS.
- _____ Daily meal counts of breakfast and lunch on a site by site basis (by eligibility category for day students).
- _____ On a site by site basis, daily meal counts for breakfast and lunch (by eligibility category for day students).
- _____ Edit Check Worksheets (Form 10 for RCCIs or Form 40 for day programs) for each site for lunch and breakfast.

On-Site Reviews

- _____ Completed reviews on a site by site basis for both lunch and breakfast (Form 324)
- _____ Corrective Action Plan, if applicable.

Local Wellness Policy (LWP)

- _____ Copy of the current **updated** Local Wellness Policy. The LWP must be updated with input from stakeholders such as teachers, nurses, and any other interested parties.
- _____ Copy of the LEA's most recent assessment on the implementation of the LWP. The State agency "Wellness Policy Evaluation Tool" (Form 357) can be used.
- _____ Documentation must be provided to show that the LWP and completed evaluation tool were made available to any interested parties.

Meal Components/Quantities

- _____ Completed USDA Menu Worksheet for each site selected for review for the week assigned from the review period. A separate menu worksheet must be completed for breakfast and lunch. The State Agency must be able to access the completed USDA menu worksheet on a flash drive; therefore, it is not necessary to print the worksheet.

Required supporting documents for the menu worksheets for the assigned review week include:

- Daily dated menus for breakfast and lunch.
- Daily dated production records for breakfast and lunch. Separate production records for each grade group (K-5, 6-8, 9-12) are required unless the RCCI has an approved grade group exemption waiver. Can use Daily Menu Production Record (Form 51) or Daily HACCP Production Record (Form 83).
- Child Nutrition (CN) labels, Nutrition Facts labels, USDA Foods Fact Sheets and/or other crediting documentation such as manufacturers product formulation statements.
- Standardized recipes used in the preparation of meals.
- Documentation that all grains meet whole grain rich (WGR) requirements such as ingredient labels and/or ingredient list.

Meal Service

- _____ Each site must offer two milk choices (fat-free flavored or unflavored or low fat flavored or unflavored (1%) fluid milk) for breakfast and lunch.
- _____ Each site must have potable water available to residents during meal periods.
- _____ Signage must be posted on each serving line/serving area identifying the components of a reimbursable breakfast and lunch meal.

Offer Versus Serve

If RCCI has implemented Offer vs. Serve (OVS):

- _____ A copy of the "Offer versus Serve" Policy for breakfast and lunch (Can use State Agency sample policies: Form 204 and Form 205).
- _____ Signage must be posted on the serving line/serving area to assist residents in identifying a reimbursable meal under "offer versus serve".
- _____ Documentation of required OVS training for staff, including date, topics reviewed

Food Safety/Sanitation

- _____ Current sanitation certificates must be posted in a prominent location at each site. Two sanitation inspections per school year are required. If two inspections have not been conducted, a letter to the local health department requesting the second inspection must be on file.
- _____ A completed copy of a Hazard Analysis Critical Control Point (HACCP) Food Safety Plan based on Standard Operating Procedures (SOPs) must be available at each site serving meals.
- _____ Completed HACCP process charts and time/temperature logs for all potentially hazardous hot and cold foods OR state agency prototype daily production records that contain cooking processes and time/temperatures (Form 51 or Form 83).
- _____ Completed temperature logs for each refrigerator/freezer/milk cooler on site (Form 363)

Civil Rights

- _____ Completed Civil Rights Compliance Form (Form 86) for each site.
- _____ USDA approved "And Justice for All" poster must be predominately displayed in each cafeteria/classroom where meals are served.
- _____ Documentation of civil rights training for staff and supervisors. Documentation must include date of training, topics discussed and attendees.
- _____ Written procedures for receiving and processing civil rights complaints.

Vendor Documents (if applicable)

- _____ Daily delivery slips and monthly invoices for the review month.

After School Snack Program (if applicable)

- _____ Daily snack counts. Can use After School Snack Program (ASSP) Menu & Meal Count Record (Form 257) or can record counts on ASSP Production Record (Form 189)
- _____ Daily dated menu
- _____ Daily production record. Use After School Snack Program Production Record (Form 189).
- _____ After School Snack Program On-site Review (Form 365). A self- review must be conducted during the first four weeks of operation and a second self-review must be conducted prior to the end of the school year.

All forms referenced above are available on the Department of Agriculture website at:

<https://www.nj.gov/agriculture/applic/forms/>