

National School Lunch Program (NSLP) and School Breakfast Program (SBP) On-Site Review for all Sites

According to 7 CFR 210.8(a)(1) and 7 CFR 220.11(d)(1), every school year, **prior to February 1**, each School Food Authority (SFA) (as defined by 7 CFR Part 210.2 to include Residential Child Care Institutions (RCCIs)) 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 schools operating the School Breakfast Program (SBP) under its jurisdiction.

Each on-site review must ensure the school's claim is based on the counting and claiming system, as implemented, and yields the actual number of reimbursable free, reduced price, and paid meals, respectively, served for each day of operation. SFAs must maintain monitoring documentation on file for three years, plus the current year.

Name of School Food Authority (SFA):		Review Date:		Meal Patterned Applied: Pre-K K-5 K-8 6-8 9-12		
Name of Site Reviewed:		Offer vs. Serve* Yes No		Arrival Time:		Departure Time:
SFA Reviewer:		Reviewer Title:		Meal Service being Reviewed: Breakfast Lunch		
Number of Classroom Feeding Locations:		Number of Cashiers:		Attendance Factor Percentage:		
MEAL COUNTING AND CLAIMING:						
1. Is the method used for counting reimbursable meals by category (free, reduced- price, paid) in compliance with the approved point of service requirement as indicated in SNEARS at all service						
Meal counts must be taken at the location where complete meals are served to children. Check Method(s) of Accountability Used: Ticket/Token Roster Computerized POS Tally Sheet Clicker Count Tic sheet						
2. Are there back-up procedures for meal counting and claiming when the primary counting and claiming systems is NOT available?						
3. Is the point of service meal count used to determine the school's claim for reimbursement?						
4. If a school has more than one meal service line, is there a system in place to prevent duplicate meals from being counted?						
5. 13. Is there a way to ensure that the daily counts are accurate when entering and submitting the claim for reimbursement?						
6. Is there a procedure used as internal controls to ensure the meal counts do not exceed enrollment or attendance adjusted enrollment?						
7. Does the meal counting system as implemented prevent overt identification of students receiving free and reduced-price benefits?						
If no, please explain:						
8. Is the person responsible for monitoring meals correctly identifying reimbursable meals?						
How often are cashiers and substitute cashiers trained on the meal counting and claiming system (including the backup system)? _____ Name of Cashier(s): _____ Date Trained: _____ Name of Substitute Cashier (s): _____						
9. Is the school correctly implementing policies for handling the following:						
Offer vs. Serve*?						
Incomplete/Non-Reimbursable Meals?						

	Second Meals?			
	Visiting Student Meals?			
	Adult and Non-Student Meals?			
	Student Worker Meals?			
	A Is Carte?			
	Field Trips?			
	Lost, Stolen, Misused, Forgotten or Destroyed Tickets, Tokens, IDs, and Pins?			
	Charge and/ or Pre-Billed/Prepaid Meals?			
	New Students Without Approved Certification of Free or Reduced-Price Benefits?			
10. Are internal controls, such as edit checks, and monitoring used to ensure that the daily counts do not exceed the number of students eligible or in attendance?				
11. Are internal controls and monitoring used to ensure that accurate claim for reimbursement is made?				
Number of Students Approved by Category		Today's Meal Counts by Category		
Free:		Free:		
Reduced-Price:		Reduced-Price:		
Paid:		Paid:		
Food Safety and Sanitation:		Yes	No	N/A
12. Is the most recent Health Inspection Report posted in a location visible to the public?				
13. Does the school have a Food Safety Plan based on the Hazard Analysis and Critical Control Point (HACCP) procedures?				
	If yes, has the Food Safety Plan been reviewed/revised for the current school year?			
	If Yes to question 13, is the Food Safety plan implemented? (For example: temperature logs, standard operating procedures for hand washing, accepting food deliveries etc.)			
MEAL PATTERN:		Yes	No	N/A
14. Does today's menu meet the meal pattern requirements?				
15. If Offer vs. Serve* is implemented, does each meal contain a fruit or vegetable (at least ½ cup) and a minimum of two additional full serving components?				
16. Were all required food components available throughout the meal service in their correct portion sizes on all serving lines?				
17. Is there free portable water available to all students in any location where lunch is served?				
18. Is there free portable water available to all students in the cafeteria where breakfast is served?				
CIVIL RIGHTS:		Yes	No	N/A
19. Is the "And Justice for All" nondiscrimination poster displayed in a prominent location visible to the public?				
20. For meal modifications to accommodate disabilities that fall outside the meal pattern, are there medical statements on file?				
21. Were all meals served regardless of race, color, national origin, sex, age, disability, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA?				
22. Have all personnel involved in the program received all necessary training?				
	If yes, are the trainings documented?			

* High Schools must implement Offer vs. Serve

SFAs must maintain monitoring documentation on file for three years, plus the current year.

School Site Representative: _____

Title: _____ **Date:** _____

SFA Reviewer: _____

Title: _____ **Date:** _____

Corrective Action is required for each “No” answer above:

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If the review discloses problems with a school’s meal counting and claiming procedures or general review areas, the SFA must ensure that the school 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.

Date of Follow-Up Review: _____

Observations of corrective action implementation:

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