DIVISION OF FOOD AND NUTRITION

New Jersey Department of Agriculture
National School Lunch Program (NSLP) and School Breakfast Program (SBP)
On-Site Accountability Review CEP ONLY

Every school year, **prior to February 1**, each School Food Authority (SFA) must complete at least one on-site review in every school that operates the National School Lunch Program (NSLP) **and** in schools that operate the School Breakfast Program (SBP). This review must cover the lunch and breakfast meal services, the meal counting and claiming systems, and the general review areas listed in 7 CFR 210.18(h).

On the day of the review, complete all required questions in this form. Select N/A for any program the site **does not operate**. If the review identifies issues with meal counting and claiming procedures or any general review areas, the SFA must ensure corrective action is implemented. A follow-up on-site review must be conducted **within 45 days** to confirm that all issues have been resolved.

Name of School Food Service Authority: ______________________

Name of Site Reviewed: ______________________

Offer vs Serve*: ☐ Yes ☐ No

Meal Pattern Applied:

☐ Preschool ☐ K-5 ☐ K-8 ☐ 6-8 ☐ 9-12

Programs This Site Participates In: ☐ School Breakfast Program (SBP) ☐ National School Lunch Program (NSLP) ☐ Both

Breakfast	Lunch
SFA Reviewer & Title: ______________	**SFA Reviewer & Title:** ______________
Review Date: ______________	**Review Date:** ______________
Arrival Time: ______________	**Arrival Time:** ______________
Departure Time: ______________	**Departure Time:** ______________

Meal Counting and Claiming *Review each point of service including in-classroom feedings, if applicable.*	Breakfast			Lunch		
	Yes	No	N/A	Yes	No	N/A
1. Does this site follow the POS method approved in SNEARS at all service areas?	☐	☐	☐	☐	☐	☐
a. Select Method(s) of Accountability Used:	☐ Coded Tickets ☐ Coded Roster ☐ Computerized Point of Sale ☐ Tally/Tic Sheet ☐ Clicker Counter			☐ Coded Tickets ☐ Coded Roster ☐ Computerized Point of Sale ☐ Tally/Tic Sheet ☐ Clicker Counter		
2. If meals are served in the classroom, has applicable staff been trained on the requirements for in-classroom meal service?	☐	☐	☐	☐	☐	☐
3. Are there back-up procedures for meal counting and claiming when the primary system is unavailable, and do staff know when and how to implement them?	☐	☐	☐	☐	☐	☐
4. How often are cashiers trained on the meal counting and claiming system (including the backup system)?	______________			______________		
5. Are reimbursable meals being correctly identified?	☐	☐	☐	☐	☐	☐
6. If a school has more than one meal service line, is there a system in place to prevent duplicate meals from being counted?	☐	☐	☐	☐	☐	☐

*High Schools must implement Offer vs. Serve

This institution is an equal opportunity provider.

Meal Counting and Claiming Continued *Review each point of service including in-classroom feedings, if applicable.*	**Breakfast** Yes	No	N/A	**Lunch** Yes	No	N/A
7. Are point of service meal counts accurate and used to determine the school's reimbursement claim?	☐	☐	☐	☐	☐	☐
8. Are internal controls (edit checks, monitoring, and attendance/enrollment checks) used to ensure meal counts do not exceed enrollment or attendance and that reimbursement claims are accurate?	☐	☐	☐	☐	☐	☐
9. Is the school correctly implementing policies for handling the following:						
a. Offer vs. Serve*?	☐	☐	☐	☐	☐	☐
b. Incomplete/Non-Reimbursable Meals?	☐	☐	☐	☐	☐	☐
c. Second Meals?	☐	☐	☐	☐	☐	☐
d. Visiting Student Meals?	☐	☐	☐	☐	☐	☐
e. Adult and Non-Student Meals?	☐	☐	☐	☐	☐	☐
f. Student Worker Meals?	☐	☐	☐	☐	☐	☐
g. A la Carte?	☐	☐	☐	☐	☐	☐
h. Field Trips?	☐	☐	☐	☐	☐	☐
i. Lost, Stolen, Misused, Forgotten or Destroyed Tickets, IDs, and Pins?	☐	☐	☐	☐	☐	☐
j. Charge and/ or Pre-Billed/Prepaid Meals?	☐	☐	☐	☐	☐	☐
k. New Students Without Approved Certification of Free or Reduced-Price Benefits?	☐	☐	☐	☐	☐	☐

Breakfast	**Lunch**
Number of Students Enrolled: ____________________________	**Number of Students Enrolled:** ____________________________
Today's Total Meals Served: ______________________________	**Today's Total Meals Served:** ______________________________

Food Safety and Sanitation	**Breakfast** Yes	No	N/A	**Lunch** Yes	No	N/A
1. Is the most recent Health Inspection Report posted in a location visible to the public?	☐	☐	☐	☐	☐	☐
2. Does the school have a Food Safety Plan based on the Hazard Analysis and Critical Control Point (HACCP) procedures?	☐	☐	☐	☐	☐	☐
a. If Yes, has the Food Safety Plan been reviewed/revised for the current school year?	☐	☐	☐	☐	☐	☐
b. If Yes, is the Food Safety plan implemented? (For example: temperature logs, standard operating procedures for hand washing, accepting food deliveries etc.)	☐	☐	☐	☐	☐	☐

*High Schools must implement Offer vs. Serve

Meal Pattern	Breakfast Yes	Breakfast No	Breakfast N/A	Lunch Yes	Lunch No	Lunch N/A
1. Does today's menu meet the meal pattern requirements?	☐	☐	☐	☐	☐	☐
2. If Offer vs Serve*, does each meal contain at least 1/2 cup of fruit or vegetable and a minimum of two additional full serving components?	☐	☐	☐	☐	☐	☐
3. Are all required meal components available on every reimbursable meal service line to all participating students?	☐	☐	☐	☐	☐	☐
4. If serve only, are all five components in their required quantities being served to students?	☐	☐	☐	☐	☐	☐
5. Is fluid milk available in at least two required varieties on all serving lines?	☐	☐	☐	☐	☐	☐
6. Is there free potable water available to all students in any location where the meal is served?	☐	☐	☐	☐	☐	☐

Civil Rights	Breakfast Yes	Breakfast No	Breakfast N/A	Lunch Yes	Lunch No	Lunch N/A
1. Is the "And Justice for All" poster prominently displayed and visible for all program participants?	☐	☐	☐	☐	☐	☐
2. Are procedures in place for accommodating students with disabilities that require meal modifications that fall outside the meal pattern?	☐	☐	☐	☐	☐	☐
3. Are program benefits made available to all students without discrimination?	☐	☐	☐	☐	☐	☐
4. Have all personnel involved in the program received all necessary training?	☐	☐	☐	☐	☐	☐
a. Is your Civil Rights training completed by September 30, as required?	☐	☐	☐	☐	☐	☐

*High Schools must implement Offer vs. Serve

A school administrator or school employee must, at minimum, be present and responsible for the On-Site Accountability Review and must sign the review form. If a consultant wishes to conduct a more in-depth on-site review, they may do so—additional oversight is always encouraged.

Breakfast

School Site Representative		SFA Reviewer	
Signature	Date	Signature	Date
Name		Name	
Title		Title	

Corrective Action is required for each "No" answer

Observations of corrective action implementation Date of Follow-Up Review:

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

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Lunch

School Site Representative		SFA Reviewer	
Signature	Date	Signature	Date
Name		Name	
Title		Title	

Corrective Action is required for each "No" answer

Observations of corrective action implementation Date of Follow-Up Review:

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