



New Jersey Department of Agriculture
National School Lunch Program (NSLP) and School Breakfast Program (SBP)
On-Site Accountability Monitoring Residential Child Care Institutions (RCCIs) and Juvenile Detention Centers

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. 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: _____	Offer vs Serve**:	Yes	No
	Meal Pattern Applied:		
Name of Site Reviewed: _____	Preschool	K-5	K-8
	6-8	9-12	N/A Exemption
Program(s) This Site Participates In:	School Breakfast Program (SBP)	National School Lunch Program (NSLP)	Both

Breakfast	Lunch
SFA Reviewer & Title: _____	SFA Reviewer & Title: _____
Individual Interviewed & Title: _____	Individual Interviewed & Title: _____
Individual Interviewed & Title: _____	Individual Interviewed & Title: _____
Review Date: _____	Review Date: _____
Arrival Time: _____	Arrival Time: _____
Departure Time: _____	Departure Time: _____

Meal Counting and Claiming	Breakfast		Lunch	
	Yes	No	Yes	No
1. Does this site follow the POS method approved in SNEARS at all service areas?				
a. Select Method(s) of Accountability Used:				
* Tally/Head Count Sheets are only acceptable for residential programs without an educational component.				
2. 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?				
3. Are reimbursable meals being correctly identified?				
4. Are point of service meal counts accurate and used to determine the site's reimbursement claim?				
5. 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?				

**High Schools must implement Offer vs. Serve

Meal Counting and Claiming Continued		Breakfast			Lunch		
		Yes	No	N/A	Yes	No	N/A
6. If the site has more than one meal service line, is there a system in place to prevent duplicate meals from being counted?							
7. Is the site correctly implementing policies for handling the following:							
a. Offer vs. Serve**?							
b. Incomplete/Non-Reimbursable Meals?							
c. Second Meals?							
d. Visiting Student/Resident Meals?							
e. Adult and Non-Student/Resident Meals?							
f. Field Trips?							
g. Lost, Stolen, Misused, Forgotten or Destroyed Tickets, IDs, and Pins?							
h. New Students Without Approved Certification of Free or Reduced-Price Benefits?							
Programs with <u>DAY STUDENTS ONLY</u> : please answer questions 8 & 9		Breakfast			Lunch		
		Yes	No		Yes	No	
8. Does the meal counting system as implemented prevent overt identification of students receiving free and reduced-price benefits?							
9. 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, paid)							
Breakfast		Lunch					
Number of Residents Approved by Category	Today's Meal Counts by Category	Number of Residents Approved by Category		Today's Meal Counts by Category			
Free: _____	_____	Free: _____		_____			
Reduced: _____	_____	Reduced: _____		_____			
Paid: _____	_____	Paid: _____		_____			
Food Safety and Sanitation		Breakfast			Lunch		
		Yes	No		Yes	No	
1. 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.)							
Meal Pattern		Breakfast			Lunch		
		Yes	No		Yes	No	
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?							

**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.

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.

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.