SCHOOL FOOD AUTHORITY (SFA) *LUNCH* ON-SITE REVIEW CHECKLIST

According to 7 CFR 210.8(a)(1) and 7 CFR 220.11(d)(1), every school year prior to February 1, each SFA with more than one school (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 NSLP and 50 percent of schools operating the 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.

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.

The completed review must be maintained at the SFA level.

School Name: _____   Review Date: _____

SFA Reviewer: _____

NATIONAL SCHOOL LUNCH PROGRAM ON-SITE REVIEW (Review Date: _____)
The following questions are recommended, at a minimum, to complete the on-site review requirement:

YES	NO	MEAL-COUNTING AND -CLAIMING SYSTEM			
		1. Is the method used for counting reimbursable meals in compliance with the approved point of service requirement? (Meal counts must be taken at the location[s] where complete meals are served to children.)			
		2. Is the point of service meal count used to determine the school's claim for reimbursement?			
		3. Is the person responsible for monitoring meals correctly identifying reimbursable meals?			
		4. Is the school correctly implementing policies for handling the following (as applicable):			
		YES	**NO**	**N/A**	
					Incomplete meals?
					Second meals?
					Lost, stolen, misused, forgotten, or destroyed tickets, tokens, IDs, etc?
					Visiting student meals?
					Adult and nonstudent meals (and identifying program vs nonprogram)?
					À la carte?
					Student worker meals?
					Field trips?
					Charged and/or prepaid meals?
					Offer versus Serve
					Unpaid meal charges?
		5. Is there a method of identifying nonreimbursable meals (i.e., not meeting meal pattern requirements, seconds, adult meals) and distinguishing them from reimbursable meals?			

YES	NO	MEAL-COUNTING AND -CLAIMING SYSTEM CONTINUED
		6. Is someone trained as backup for the monitor and the meal counter?
		7. Are there procedures for meal counting and claiming when the primary counting and claiming system is not available? Do staff know when and how to implement them?
		8. Are daily counts correctly totaled and recorded?
		9. If claims are aggregated, are the meal counts correctly totaled and consolidated?
		NOTE: The following two questions are for all SFAs EXCEPT for SFAs on Provision 2 or 3 in nonbase years, CEP, or RCCIs with only residential children. 10. Are internal controls (edits, monitoring, etc.) established to ensure that daily counts do not exceed the number of students eligible or in attendance and that an accurate claim is made? *Record today's meal counts by category, and compare to the total number of students eligible by category.* **Number of Students Approved by Category** **Today's Meal Counts by Category**
		Free: Free:
		Reduced-Price: Reduced-Price:
		Paid: Paid:
		11. Does the system prevent overt identification of children receiving free or reduced-price meals?
YES	**NO**	
		12. Is a current eligibility list kept up-to-date and used by the meal-counting system to provide an accurate daily count of reimbursable meals **by category** (free, reduced-price, paid)?
		13. If applicable according to 7 CFR 210.8(a)(3), are edit checks completed and documented which compare the daily counts of free, reduced-price, and paid meals against the product of the number of children currently eligible for free, reduced-price, and paid meals, respectively, times an attendance factor (and any discrepancies accounted for)?

NSLP CORRECTIVE ACTION PLAN (for any *NO* answers):

SPECIFY DATE NSLP CORRECTIVE ACTION(S) WILL BE IMPLEMENTED: _____

BY WHOM: _____

YES	NO	READILY OBSERVABLE GENERAL AREAS			
		14. Were any issues readily observed in relation to resource management?			
		YES	**NO**	**N/A**	
					Maintenance of the Nonprofit School Food Service Account? (7 CFR 210.2, 210.14, 210.19[a], 210.21)
					Paid Lunch Equity? (7 CFR 210.14[e])
					Revenue from Nonprogram Foods? (7 CFR 210.14[f])
					Indirect Costs? (2 CFR Part 200 and 7 CFR 210.14[g])
		15. Were any issues readily observed in other general areas?			
		YES	**NO**	**N/A**	
					Free and Reduced-Price Process—including verification, notification, and other procedures (7 CFR Part 245)
					Civil Rights (7 CFR 210.23[b])
					Reporting and Record Keeping (7 CFR Parts 210, 220, and 245)
					Food Safety (7 CFR 210.13)
					Competitive Food Service (7 CFR 210.11 and 220.12)
					Water (7 CFR 210.10[a][1][i] and 220.8[a][1])
					Professional Standards (7 CFR 210.30)
					SBP and SFSP Outreach (7 CFR 210.12[d])
					Local School Wellness Policies (7 CFR 210.30)
					Other

NSLP CORRECTIVE ACTION PLAN (for any *YES* answers above):

SPECIFY DATE NSLP CORRECTIVE ACTION(S) WILL BE IMPLEMENTED: _____

BY WHOM: _____

SIGNATURE:

_____   _____   _____
School Representative   Title   Date

_____   _____   _____
SFA Reviewer   Title   Date

NSLP FOLLOW-UP VISIT (must be conducted within 45 days if corrective action was required):

Date(s) of Follow-Up: _____

Observations of corrective action implementation:

SIGNATURE:

_____   _____   _____
School Representative   Title   Date

_____   _____   _____
SFA Reviewer   Title   Date

SCHOOL FOOD AUTHORITY (SFA) *BREAKFAST* ON-SITE REVIEW CHECKLIST

According to 7 CFR 210.8(a)(1) and 7 CFR 220.11(d)(1), every school year prior to February 1, each SFA with more than one school (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 NSLP and 50 percent of schools operating the SBP under its jurisdiction, ==with every school within the SFA's jurisdiction being reviewed at least once every other year.==.

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.

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.

The completed review must be maintained at the SFA level.

School Name: _____ Review Date: _____

SFA Reviewer: _____

NATIONAL SCHOOL BREAKFAST PROGRAM ON-SITE REVIEW (Review Date: _____)
The following questions are recommended, at a minimum, to complete the on-site review requirement:

YES	NO	MEAL-COUNTING AND -CLAIMING SYSTEM		
		1. Is the method used for counting reimbursable meals in compliance with the approved point of service requirement? (Meal counts must be taken at the location[s] where complete meals are served to children.)		
		2. Is the point of service meal count used to determine the school's claim for reimbursement?		
		3. Is the person responsible for monitoring meals correctly identifying reimbursable meals?		
		4. Is the school correctly implementing policies for handling the following (as applicable):		
		YES	**NO**	**N/A**	
					Incomplete meals?
					Second meals?
					Lost, stolen, misused, forgotten, or destroyed tickets, tokens, IDs, etc?
					Visiting student meals?
					Adult and nonstudent meals (and identifying program vs nonprogram)?
					À la carte?
					Student worker meals?
					Field trips?
					Charged and/or prepaid meals?
					Offer versus Serve
					Unpaid meal charges?
		5. Is there a method of identifying nonreimbursable meals (i.e., not meeting meal pattern requirements, seconds, adult meals) and distinguishing them from reimbursable meals?		

YES	NO	MEAL-COUNTING AND -CLAIMING SYSTEM CONTINUED
		6. Is someone trained as backup for the monitor and the meal counter?
		7. Are there procedures for meal counting and claiming when the primary counting and claiming system is not available? Do staff know when and how to implement them?
		8. Are daily counts correctly totaled and recorded?
		9. If claims are aggregated, are the meal counts correctly totaled and consolidated?
		NOTE: The following two questions are for all SFAs EXCEPT for SFAs on Provision 2 or 3 in nonbase years, CEP, or RCCIs with only residential children. 10. Are internal controls (edits, monitoring, etc.) established to ensure that daily counts do not exceed the number of students eligible or in attendance and that an accurate claim is made? *Record today's meal counts by category, and compare to the total number of students eligible by category.* **Number of Students Approved by Category**　　　　**Today's Meal Counts by Category**
		Free:　　　　　　　　　　　　　　　　　　Free:
		Reduced-Price:　　　　　　　　　　　　　Reduced-Price:
		Paid:　　　　　　　　　　　　　　　　　　Paid:
		11. Does the system prevent overt identification of children receiving free or reduced-price meals?

YES	NO	
		12. Is a current eligibility list kept up-to-date and used by the meal-counting system to provide an accurate daily count of reimbursable meals **by category** (free, reduced-price, paid)?
		13. If applicable according to 7 CFR 210.8(a)(3), are edit checks completed and documented which compare the daily counts of free, reduced-price, and paid meals against the product of the number of children currently eligible for free, reduced-price, and paid meals, respectively, times an attendance factor (and any discrepancies accounted for)?

SBP CORRECTIVE ACTION PLAN (for any *NO* answers):

SPECIFY DATE SBP CORRECTIVE ACTION(S) WILL BE IMPLEMENTED: _____

BY WHOM: _____

YES	NO	READILY OBSERVABLE GENERAL AREAS		
		14. Were any issues readily observed in relation to resource management?		
		YES	**NO**	**N/A**
					Maintenance of the Nonprofit School Food Service Account? (7 CFR 210.2, 210.14, 210.19[a], 210.21)
					Paid Lunch Equity? (7 CFR 210.14[e])
					Revenue from Nonprogram Foods? (7 CFR 210.14[f])
					Indirect Costs? (2 CFR Part 200 and 7 CFR 210.14[g])
		15. Were any issues readily observed in other general areas?		
		YES	**NO**	**N/A**
					Free and Reduced-Price Process—including verification, notification, and other procedures (7 CFR Part 245)
					Civil Rights (7 CFR 210.23[b])
					Reporting and Record Keeping (7 CFR Parts 210, 220, and 245)
					Food Safety (7 CFR 210.13)
					Competitive Food Service (7 CFR 210.11 and 220.12)
					Water (7 CFR 210.10[a][1][i] and 220.8[a][1])
					Professional Standards (7 CFR 210.30)
					SBP and SFSP Outreach (7 CFR 210.12[d])
					Local School Wellness Policies (7 CFR 210.30)
					Other

SBP CORRECTIVE ACTION PLAN (for any *YES* answers above):

SPECIFY DATE SBP CORRECTIVE ACTION(S) WILL BE IMPLEMENTED: _____

BY WHOM: _____

SIGNATURE:

_____   _____   _____
School Representative   Title   Date

_____   _____   _____
SFA Reviewer   Title   Date

SBP FOLLOW-UP VISIT (must be conducted within 45 days if corrective action was required):

Date(s) of Follow-Up: _____

Observations of corrective action implementation:

SIGNATURE:

_____   _____   _____
School Representative   Title   Date

_____   _____   _____
SFA Reviewer   Title   Date