

Administrative Review

Off-Site Checklist



Off-Site Questions and Documentation

Certification and Benefit Issuance documents

All certification and benefit issuance documents must be submitted via Syncplicity

- Electronic list (must be in Excel format) of all free and reduced-price eligible students that have access to the Child Nutrition Programs
 - List must be obtained from the Point of Service (POS)/Benefit Issuance Software
 - Do not include paid or withdrawn students.
 - List should include student name, school name, benefit status, method of certification (application, direct certification, homeless, etc.), date of certification, and if the student was selected for verification.
- School Nutrition will randomly select students for review from this list. For the **selected students**, the Sponsor must provide:
 - Application
 - Extended eligibility documentation/list
 - Homeless, migrant, runaway, foster and/or Head Start lists

Nutritional Quality and Meal Pattern documents

- Submit the following for **each menu and age/grade group**, served at each reviewed site during the week of review for breakfast and lunch.
 - Menu
 - Completed and/or planned menu production records
- Once the above is submitted, the reviewer will notify the Sponsor of additional documentation needed:
 - Meal Pattern Contribution Documentation: the amount of creditable meat/meat alternate, grain, fruit, vegetable, or milk per serving. This can be recorded on the production record, recipes and/or a separate document.
 - Standardized Recipes
 - Product documentation for M/MA and grains (i.e. Child Nutrition (CN) labels, food labels, product formulation statements, manufacturer's statements, and/or bid documentation)
 - If multiple menus use the same products, you do not have to make multiple copies of the documentation



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Off-Site Questions ([completed in the Portal](#))

- Certification and Benefit Issuance
- Verification
- Meal Counting & Claiming
- Civil Rights
- On-site Monitoring
- Local School Wellness Policy
- Smart Snacks
- Professional Standards
- School Breakfast and Summer Food Service Program Outreach
- Provision 2 (if applicable)
- Community Eligibility Provision (if applicable)

Meal Counting & Claiming

- The review month claim **MUST** be submitted into the online claim system prior to the on-site review
- Meal Charge policy (Q. 305)

Civil Rights

- Non-discrimination statement currently being used by the Sponsor on program materials (Q. 800)
- Civil Rights Complaint Procedure (Q. 803)
- Procedures for accommodating students with special dietary needs (Q. 804)
- Examples of medical statements
- Documentation of annual staff civil rights training (Q. 806)
 - Include topics covered and attendance record

Local School Wellness Policy

- Copy or website link to the current local school wellness policy (Q. 1000)
- Documentation of public notification of the local school wellness policy (Q. 1001)
- Documentation of the review and update of the wellness policy (Q. 1002 & 1003)
- Copy of the most recent assessment on the implementation of the wellness policy, if completed (Q. 1005)
- Documentation or website link to how the public is made aware of the results of the assessment (Q. 1006)



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Smart Snacks

- A list of all food and beverage items for sale during the **review period** at **each reviewed site** from each entity selling food and beverage items on the school campus during the school day.
 - List must include non-exempt food and beverages sold through a la carte during meal service (for the week of review during the review period/review month), fundraisers, school stores, vending machines, etc.
- Once the above is submitted, the reviewer will notify the Sponsor of additional menu documentation needed to include:
 - Standardized recipes, Child Nutrition (CN) labels, nutrition facts labels, product formulation statements, manufacturer's statements, and/or bid documentation.

Professional Standards

- Provide current list of all employees. List must include employee name, date hired, title/position (director, manager, staff), brief list of core duties, employment status (full time, part time, etc.)
- Documentation of food safety training for directors
- Training tracking tool/method which must include: employee name and title and training key areas, topics, subjects, completion date and length
- Sample of supporting documentation for completed trainings (agendas, sign-in sheets, certificates of completion, etc.)

Fresh Fruit and Vegetable Program (if applicable)

- Cost documentation to support the school's most recent FFVP claim for reimbursement
 - Menus, invoices, time & labor sheets, budget, and production records (if available)
- Documentation to show school is on track to spend no more than 10% of total grant on administrative costs
 - Budget, claim, administrative costs

