## On-Site Review Checklist

School:

policies for handling:

Lost, stolen, forgotten, or





According to 7 CFR 210.8(a)(1) and 7 CFR 220.11(d)(1), every school year, prior to February 1, each Sponsor 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 National School Lunch Program (NSLP) and 50% of 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.

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:

Required Review Areas	Breakfast			Lunch			Comments
	Yes	No	N/A	Yes	No	N/A	
Meal Counting and Claiming							
1. Is the method used for counting reimbursable meals in compliance with the approved point of service requirement?							
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 for the menu planning option selected by the SFA?							
4. Does this person know the school's							



destroye PINs?	d tickets, tokens, ID's,			
<ul> <li>Visiting s</li> </ul>	tudent meals?			
• Adult me	als?			
Second n	neals?			
• Adult/no	n-student meals?			
<ul> <li>Incomple</li> </ul>	te meals?			
<ul> <li>Field trip</li> </ul>	s?			
• A la cart	e meals?			
• Student	worker meals			
<ul> <li>Charged</li> </ul>	and/or prepaid meals?			
• Offer vs.	Serve?			
reimbursable me				
6. Is someone tr	ained as back up for ng? Who?			
	cedures in place for hen the primary ailable?			
	f know how to nt this procedure?			
	f service meal count ne the claims for			
9. Are daily cour and recorded?	nts correctly totaled			
•	aggregated the meal counts d and consolidated?			
established to e do not exceed the eligible or in att	controls (edit checks) nsure that daily counts ne number of student endance and that an or reimbursement is			



	Number of students approved by cate Free - Reduced - Paid -	egory:			Free	e - uced	y category:			
	Required Review Areas	E	Breakt	fast			Lunc	ch	Comments	
		Yes	No	N	/A	Yes	No	N/A		
id	. Does the system prevent overt entification of children receiving free d reduced-price meals?									
ca	. For systems with cash intake is the sh reconciled daily and are ferences recorded?									
	. Are there procedures in place to date student eligibility at the POS?									
Pr	ovision 2 (non-base year) and CEP									
to	Is the meal count person checking be sure that each student has lected a reimbursable meal?									
	Is the program a non-pricing ogram?									
th	Does the meal count process ensure at only one meal is served per udent?									
	General Areas of Review	Ві	reakfa	ast	Lunch				Comments	
		Yes	No	N/A	. }	⁄es	No	N/A		
Ci	vil Rights									
Ju pr	Is the most current USDA "And stice for All" poster displayed in a ominent location and visible to cipients of benefits?					]				
in	Did meal service observations dicate that program benefits were ade available to all children without				Ε	]				

13. Record today's meal counts by category and compare to the number of students eligible by

category.

discrimination?



4. Are students with special dietary needs accommodated according to requirements?				
Offer vs. Serve				
1. Is offer vs. serve signage posted at the beginning of the serving line				
2. Is the meal pattern followed?				
Food Safety				
1. Is the most recent food safety inspection posted in a publicly visible location?				
2. Were required temperature logs available and up to date?				
3. Was the written food safety plan implemented?				
4. In compliance with food safety storage requirements?				
Water Availability				
1. Is free potable water available to all students for lunch in each location where lunches are served and for breakfast served in the cafeteria?				
CO Competitive Foods				
1. Are vending machines (in which the proceeds do not go to the food service account) turned off ½ hour prior to, and remain closed until ½ hour after, each meal service?				
Corrective Action Plan: (for all "no" a	nswer	rs)		



Date Corrective Action(s) will be implemented and by whom:
Signature of SFA Reviewer:
Signature of School Representative:
Follow Up Visits (must be conducted within 45 days if corrective
Follow-Up Visit: (must be conducted within 45 days if corrective action was required)
action was required)
Observations of corrective action implementation:
Signature of SFA Reviewer:
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Signature of School Representative: