SCHOOL FOOD AUTHORITY ON-SITE REVIEW CHECKLIST ASSESSMENT OF THE MEAL COUNTING AND CLAIMING SYSTEM AND READILY OBSERVABLE GENERAL AREAS FOR THE SBP AND NSLP

According to 7 CFR 210.8(a)(1) and 7 CFR 220.11(d)(1), every school year, prior to February 1, each School Food Authority (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 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.

School Name: _____

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.

Review Date: _____

SFA Reviewer:									
SCHOOL BREAKFAST PROGRAM ON-SITE REVIEW									
The following questions are recommended at a minimum to complete the on-site review requirement:									
YES	NO				MEAL COUNTING AND CLAIMING SYSTEM				
		1. I	s the m	nethod u	sed for counting reimbursable meals in compliance with the approved				
					requirement? (Meal counts must be taken at the location(s) where				
					are served to children.)				
					ervice meal count used to determine the school's claim for				
				sement	•				
					sponsible for monitoring and counting meals correctly identifying				
				sable m					
			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, e				Lost, stolen, misused, forgotten or destroyed tickets, tokens, IDs, etc.?				
		□ □ Visiting student meals?							
		Adult and non-student meals (and identifying program vs non-							
	program)?								
	□ □ A la carte?								
	□ □ Student worker meals?								
□ □ Field Trips?				Field Trips?					
					Charged and/or prepaid meals?				
					Offer vs Serve?				
					Unpaid meal charges				
		5. I	s there	a metho	od of identifying non-reimbursable meals (i.e., not meeting meal pattern				
		r	equire	ments, s	econds, adult meals, etc.) and distinguishing them from reimbursable				
		meals?							

YES	NO	MEAL COUNTING AND CL	AIMING SYSTEM CONT								
		MEAL COUNTING AND CLAIMING SYSTEM CONT. 6. Is someone trained as a 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?									
		55 5	<u> </u>								
		10. Are internal controls (edits, monitoring, etc.) established to ensure that daily counts do									
			or in attendance and that an accurate claim is								
		made?									
		December 1 and 1 a									
		Record today's meal counts by category and cou	mpare 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	n of children receiving free or reduced price								
		meals?									
NOTI	E: The	following two questions are for all SFAs excep									
	l	years, CEP, or RCCIs with only re	esidential children								
YES	NO										
		12. Is a current eligibility list kept up-to-date an									
			able meals by category (free, reduced price,								
		paid)?									
		13. If applicable according to 7 CFR 220.11(d)									
			h will assist in the identification of breakfast								
		counts in excess of the number of free, redu									
		day to children eligible for such breakfasts	completed?								
~~~											
SBP C	ORKI	ECTIVE ACTION PLAN (for any "NO" answe	ers above):								
CDEC	SPECIFY DATE SBP CORRECTIVE ACTION(S) WILL BE IMPLEMENTED:										
SI EC	II I D	ALE SDI CORRECTIVE ACTION(S) WILL	DE HAIT PENAIEM LED.								
BY W	HOM:										

YES	NO			READILY OBSERVABLE GENERAL AREAS	
		1. W	ere an	y issues readily observed in relation to resource management	nt?
		YES	NO		
				Maintenance of the Nonprofit School Food Service Account	ant? (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))	
	☐ 2. Were any issues readily observed in other general areas?				
		YES	NO		
				Free and Reduced Price Process – including verification,	notification, and
				other procedures (7 CFR Part 245)	
				Civil Rights (7 CFR 210.23(b))	
				Reporting and Recordkeeping (7 CFR Parts 210, 220, and	1 245)
				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	
SPEC	IFY D	ATE SI	BP CO	RRECTIVE ACTION(S) WILL BE IMPLEMENTED:	
BY W	НОМ:				
SIGN	ATURI	Ε:			
,-			ool Repr	esentative Title	Date
	SFA	Reviewer		Title	Date

<b>SBP FOLLOW-UP VISIT</b> (must be conducted within 45 days if corrective action was required):							
Date(s) of Follow-Up:							
Observations of corrective action implementation:							
SIGNATUDE.							
SIGNATURE: School Representative	Title	Date					
SFA Reviewer	Title	Date					

	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								
		14. 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								
					are served to children.)					
			-		rvice meal count used to do	etermine the school's claim for				
				sement?		.1				
			s the pe neals?	rson res	ponsible for monitoring me	eals correctly identifying reimbursable				
				hool cor	rectly implementing policie	es for handling the following (as applicable):				
		Yes	No	N/A	lectry implementing poner	the following (as appreciate):				
					Incomplete meals?					
			П	П	Second meals?					
				П		gotten or destroyed tickets, tokens, IDs, etc.?				
					Visiting student meals?	<u> </u>				
					•	eals (and identifying program vs non-				
					program)?					
					A la carte?					
					Student worker meals?					
					Field Trips?					
						Charged and/or prepaid meals?				
					Offer vs Serve?					
					Unpaid meal charges?					
						ursable meals (i.e. not meeting meal pattern				
			requirements, seconds, adult meals, etc.) and distinguishing them from reimbursable							
VEC	NO	meals?								
YES	NO	MEAL COUNTING AND CLAIMING SYSTEM CONT.  19. Is someone trained as a backup for the monitor and the meal counter?								
		20. 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?								
		21. Are daily counts correctly totaled and recorded?								
		22. If claims are aggregated, are the meal counts correctly totaled and consolidated?								
		23. 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								
			er of S	students	S Approved by Category	Today's Meal Counts by Category				
		Free:	ed Prio	201		Free: Reduced Price:				
		Paid:	eu Pric	.e:		Paid				
			oes the	cyctam	prevent overt identification	n of children receiving free or reduced price				
			ieals?	system	prevent overt identification	n of children receiving free of reduced price				
	<u> </u>	11.	iouis:							

		following two questions are for all SFAs <u>except</u> for SFAs on Provision 2 or 3 in non-bas years, CEP, or RCCIs with only residential children
YES	NO	
		25. 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 <b>by category</b> (free, reduced price paid)?
		26. 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)?
1021	COM	RECTIVE ACTION PLAN (for any "NO" answers above):

YES	NO			READILY OBSERVABLE GENERAL AREAS		
		3. Were any issues readily observed in relation to resource management?				
		YES	NO			
				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))		
				y issues readily observed in other general areas?		
		YES	NO			
				Free and Reduced Price Process – including verification, notification, and other procedures (7 CFR Part 245)		
				Civil Rights (7 CFR 210.23(b))		
				Reporting and Recordkeeping (7 CFR Parts 210, 220, and 245)		
			1	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		
SPECIFY DATE NSLP CORRECTIVE ACTION(S) WILL BE IMPLEMENTED:  BY WHOM:						
SIGNA	ATURI	E:Sch	ool Repr	esentative Title Date		

SFA Reviewer

Title

Date

Date(s) of Follow-Up:								
Observations of corrective action implementation:								
SIGNATURE:								
School Representative	Title	Date						
SFA Reviewer	Title	Date						

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