

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.

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.

School Name: _____ **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			
Δ	Δ	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.)			
Δ	Δ	2. Is the point of service meal count used to determine the school’s claim for reimbursement?			
Δ	Δ	3. Is the person responsible for monitoring and counting meals correctly identifying reimbursable meals?			
Δ	Δ	4. Is the school correctly implementing policies for handling the following (as applicable):			
		Yes	No	N/A	
		Δ	Δ	Δ	Incomplete meals?
		Δ	Δ	Δ	Second meals?
		Δ	Δ	Δ	Lost, stolen, misused, forgotten or destroyed tickets, tokens, IDs, etc.?
		Δ	Δ	Δ	Visiting student meals?
		Δ	Δ	Δ	Adult and non-student meals (and identifying program vs non-program)?
		Δ	Δ	Δ	A la carte?
		Δ	Δ	Δ	Student worker meals?
		Δ	Δ	Δ	Field Trips?
		Δ	Δ	Δ	Charged and/or prepaid meals?
		Δ	Δ	Δ	Offer vs Serve?
		Δ	Δ	Δ	Unpaid meal charges
Δ	Δ	5. Is there a method of identifying non-reimbursable meals (i.e., not meeting meal pattern requirements, seconds, adult meals, etc.) and distinguishing them from reimbursable meals?			

YES	NO	MEAL COUNTING AND CLAIMING SYSTEM CONT.	
Δ	Δ	6. Is someone trained as a backup for the monitor and the meal counter?	
Δ	Δ	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?	
Δ	Δ	8. Are daily counts correctly totaled and recorded?	
Δ	Δ	9. If claims are aggregated, are the meal counts correctly totaled and consolidated?	
Δ	Δ	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?	
		<i>Record today's meal counts by category and compare to the total number of students eligible by category</i>	
		Number of Students Approved by Category	Today's Meal Counts by Category
		Free:	Free:
		Reduced Price:	Reduced Price:
		Paid:	Paid
Δ	Δ	11. Does the system prevent overt identification of children receiving free or reduced price meals?	
NOTE: The following two questions are for all SFAs <u>except</u> for SFAs on Provision 2 or 3 in non-base years, CEP, or RCCIs with only residential children			
YES	NO		
Δ	Δ	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)?	
Δ	Δ	13. If applicable according to 7 CFR 220.11(d) are comparisons of daily free, reduced price and paid breakfast counts against data which will assist in the identification of breakfast counts in excess of the number of free, reduced price and paid breakfasts served each day to children eligible for such breakfasts completed?	

SBP CORRECTIVE ACTION PLAN (for any "NO" answers above):

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

BY WHOM: _____

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

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			
Δ	Δ	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 complete meals are served to children.)			
Δ	Δ	15. Is the point of service meal count used to determine the school's claim for reimbursement?			
Δ	Δ	16. Is the person responsible for monitoring meals correctly identifying reimbursable meals?			
Δ	Δ	17. Is the school correctly implementing policies for handling the following (as applicable):			
		Yes	No	N/A	
		Δ	Δ	Δ	Incomplete meals?
		Δ	Δ	Δ	Second meals?
		Δ	Δ	Δ	Lost, stolen, misused, forgotten or destroyed tickets, tokens, IDs, etc.?
		Δ	Δ	Δ	Visiting student meals?
		Δ	Δ	Δ	Adult and non-student meals (and identifying program vs non-program)?
		Δ	Δ	Δ	A la carte?
		Δ	Δ	Δ	Student worker meals?
		Δ	Δ	Δ	Field Trips?
		Δ	Δ	Δ	Charged and/or prepaid meals?
		Δ	Δ	Δ	Offer vs Serve?
		Δ	Δ	Δ	Unpaid meal charges?
Δ	Δ	18. Is there a method of identifying non-reimbursable meals (i.e. not meeting meal pattern requirements, seconds, adult meals, etc.) and distinguishing them from reimbursable meals?			
YES	NO	MEAL COUNTING AND CLAIMING SYSTEM CONT.			
Δ	Δ	19. Is someone trained as a backup for the monitor and the meal counter?			
Δ	Δ	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?			
Δ	Δ	21. Are daily counts correctly totaled and recorded?			
Δ	Δ	22. If claims are aggregated, are the meal counts correctly totaled and consolidated?			
Δ	Δ	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?			
		<i>Record today's meal counts by category and compare to the total number of students eligible by category</i>			
		Number of Students Approved by Category		Today's Meal Counts by Category	
		Free:		Free:	
		Reduced Price:		Reduced Price:	
		Paid:		Paid	
Δ	Δ	24. Does the system prevent overt identification of children receiving free or reduced price meals?			

NOTE: The following two questions are for all SFAs <u>except</u> for SFAs on Provision 2 or 3 in non-base years, CEP, or RCCIs with only residential children		
YES	NO	
Δ	Δ	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 by category (free, reduced price, paid)?
Δ	Δ	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)?

NSLP CORRECTIVE ACTION PLAN (for any “NO” answers above):

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

BY WHOM: _____

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