

# SNP Administrative Review Off-Site Assessment (OAT)

# CHECKLIST



## Benefit Issuance

- Blank Meal Application
- Approval & Denial Letter for Free and Reduced-Price Meals
- Direct Certification Notification Letters for Free and Reduced-Price Meals
- Meal Count & Collection Procedures

## Meal Counting

- Procedures for Meals Served Outside of the Cafeteria
- Meal Charge Policy
- Copy of Notice Sent to Families or Posted Online about the Meal Charge Policy

## Resource Management

- Unaudited Actuals for SY 19-20
- Net Cash Resources Calculator
- Copy of Budget Agreement (if Applicable)
- List of Equipment Purchased > \$5,000 during SY 19-20
- Internal Control Procedures for Fund 13
- Paid Lunch Equity Tool for SY 19-20 & 20-21
- Non-Program Food Revenue Tool
- Indirect Cost Rate Worksheet Form ICR

## Verification

- Verification Policy & Procedure
- FNS-742 Verification Collection Report

**For more Administrative Review Resources, join LunchAssist PRO and the AR Boot Camp**



## Civil Rights

- Public Media Release for SY 20-21
- Civil Rights Complaint Policy & Procedure
- Special Dietary Needs Policy & Procedure
- Agenda & Sign-in Sheet for Civil Rights Training during SY 20-21
- Form Used to Collect Racial & Ethnic Data

## School Wellness

- Local School Wellness Policy (LSWP)
- Agenda & Sign-in Sheet for Most Recent LSWP Committee Meeting
- Copy of Invitation Sent to Families or Posted Online for to the LSWP Meeting
- Triennial Assessment of the LSWP

## Smart Snacks

- Smart Snacks Policy & Procedure
- A List of all Competitive Foods & Beverages Sold at the School (Fundraisers, Snacks, Water bottles, etc.)

## Professional Standards

- Copy of ServSafe Certificate and Diploma or Resume for the Nutrition Director
- Completed Professional Standards Tracking Tool for SY 19-20 & 20-21

## Outreach

- Copy of Notices Sent to Families or Posted Online for the:  
1) School Breakfast Program, and  
2) Summer Meal Program (SFSP)

## Provisions

- Policy and Procedures for Special Provision Options (CEP or P2)

# Anatomy of a Production Record

If you're not clear about how to complete a production record, start by reviewing these details for each numbered item on the sample record:

## BASIC INFORMATION

- 1 Name of school/site
- 2 Grade group
- 3 Date
- 4 Menu
- 5 Menu type (lunch or breakfast) and OVS or Pre-plated (served)

## REIMBURSABLE MEALS

- 6 Planned (projected) number of student meals; provides an estimate of planned (projected) student meals for the specified grade group
- 7 Actual number of student meals offered (prepared); provides the total number of student meals offered (prepared) for the specified grade group
- 8 Actual number of student meals selected (served); provides the total number of student meals selected (served) for the specified grade group

## NONREIMBURSABLE MEALS

- 9 Planned (projected) number of nonreimbursable meals – the number of staff and guests
- 10 Offered (prepared) number of nonreimbursable meals – the number of staff and guests
- 11 Actual number of nonreimbursable meals selected (served); provides the total number of nonreimbursable meals selected (served) for the specified school/site

## ALL MENU ITEMS LISTED

- 12 Menu/food items – all food item choices offered on the specified grade group's menu, such as main entrees, vegetable subgroups, fruit, milk, dessert, condiments, and substitutions. For each food item, include product information such as manufacturer item name and code number, USDA Foods information, or specific information to guide preparation
- 13 Planned (projected), offered (prepared), and selected (served) number of milk by type – fat-free unflavored, fat-free chocolate or other flavors, 1% low-fat unflavored, 1% low-fat chocolate or other flavors

## RECIPE/PRODUCT NUMBER

- 14 Recipe ID/product ID number – standardized recipe number (USDA or your local recipe number) or product ID number

## PORTION SIZE

- 15 Portion size for the specified grade group – specific unit of measure: scoop number, measuring cup amount, each, ladle or spoodle size, etc.

## REIMBURSABLE MEAL COMPONENTS PROVIDED BY PORTION SIZE

- 16 Meats/meat alternates in ounce equivalent (oz eq)
- 17 Grains in oz eq (WG indicates whole grain-rich)
- 18 Fruits – portion offered in volume, (½ cup in sample)
- 19 Vegetables – portion offered in volume (¼ cup in sample), note that subgroup is identified in column #14
- 20 Milk - portion offered in volume (1 cup in sample)

## MEALS PLANNED (PROJECTED), OFFERED (PREPARED), SELECTED (SERVED) AND LEFTOVER

- 21 Planned (projected) number of servings to prepare – provided by menu planner using forecasting tools (reimbursable and nonreimbursable combined)
- 22 Planned (projected) quantity of food to use in purchase units – forecasted from past production, standardized recipes and Food Buying Guide. Adjust on day-of-service, if needed
- 23 Actual number of servings offered (prepared) – provides total number of servings prepared with any changes from planned (projected) amounts noted, as needed
- 24 Actual number of servings selected (served) – provides total number of servings selected (served) for each food item on the menu; provides information for forecasting future meal preparation
- 25 Substitutions and leftovers – any substitutions for the planned menu must be recorded. Record the amount of leftovers of each item and planned use (*examples: chilled and refrigerated for use in future meal, freeze for future use in cycle menu, or discard*)

## VERIFIER SIGNATURE AND DATE

- 26 Person in charge of site reviews, verifies, signs and dates the production record, and files for future reference. Your State agency may require signed production records.

## OTHER DETAILS YOU MAY NEED OR WANT TO RECORD ARE:

- Food preparation and holding temperatures
- Specific information of value for preparation, service, and future forecasting, such as weather-related school closures, field trips, etc.
- Food Buying Guide details – source of calculations for purchase units required for total servings planned
- Additional required information by your State agency or school program

*The sample is one example of a production record. Use the format that best fits your program.*



**SAMPLE**

**Daily Menu Production Record – Food-Based Menu Planning**

1 Name of school/site Harvey Elementary School  
 2 Grade Group K- 5  
 3 Date January 14, 2016  
 4 Menu Grilled cheese sandwich or Chicken nuggets & Rice pilaf, Broccoli, Cherry tomatoes, Celery sticks, Fruit cocktail, Orange wedges, Milk: assorted fat-free & 1%

5  Breakfast  
 Lunch  
 OVS  
 Pre-plated (served)

**Reimbursable meals**

6 Number of student meals planned (projected): 50  
 7 Number of student meals offered (prepared): 45  
 8 Number of student meals selected (served): 45

**Nonreimbursable Meals**

9 Number of meals planned (projected): 5  
 10 Number of meals offered (prepared): 5  
 11 Number of meals selected (served): 4

R = Reimbursable NR = Nonreimbursable T = Total

12 Menu/food items	14 Recipe ID/product ID	15 Portion Size	Component contributions per portion size					21 Planned (projected) Servings			22 Planned (projected) quantity of food (in purchase units)	23 Actual number servings offered (prepared)			24 Actual number servings selected (served)			25 Substitutions, leftovers, and notes			
			16 Meats/meat alternates	17 Grains	18 Fruits	19 Vegetables	20 Milk	R	NR	T		R	NR	T	R	NR	T				
			Grilled cheese sandwich	R# 32	1 ea	2 oz eq	2 oz eq WGR							24		24	48 sl WG bread 3 lbs cheese		20		20
XYZ Chicken Nuggets w/ WG, 3.97 oz = 2 oz M/MA, 1 oz WG CN #123456	R# 4203	#6 scoop (6 ea)	2 oz eq	1 oz eq WGR						30	5	35	5.6 lbs	30	5	35	28	4	32	3 servings leftover, discarded	
Brown rice pilaf, USDA recipe	R# B22	#8 scoop		1 oz eq WGR						32	5	37	1 gallon	32	5	37	31	3	34	1 1/2 cups leftover, discarded	
Steamed broccoli florets (RTU), dark green vegetable	R# 15	2 fl oz spoodle					1/4 c			50	5	55	1.75 lbs	50	5	55	49	4	53	0.5 cup leftover; chilled and refrigerated for use in soup tomorrow	
Cherry tomato (3 ea), red/orange vegetable, Celery sticks (3 ea, RTU), other vegetable	R# 18	1/4 c					1/4 c			30		30	2.5 lbs	30		30	24		24	1 1/2 cups cherry tomatoes & 1 cup celery leftover; bagged & refrigerated for use in soup tomorrow	
Fruit cocktail in light syrup, drained, USDA Foods	R# 3	4 fl oz spoodle					1/2 c			35	3	38	2 #10 cans	35	3	38	25	3	28	Substituted peaches, 5 cups leftover; refrigerated for use in breakfast tomorrow	
Orange wedges (138 count)	R# 5	4 fl oz spoodle					1/2 c			15	3	18	4.5 lbs	25	2	27	35	2	37	No leftovers; made 10 more servings, 3 more lbs used	
Extra: Ranch dressing 1/2 oz packets	P# 1514	1 ea								54		54	54 ea	50		50	45		45	5 leftover, returned to inventory	
13 Milk by type and flavor:	Item#																				
fat-free (unflavored):	501	1 cup								5		5	5	5		5	5		5	No leftovers	
fat-free (chocolate):	502	1 cup								30		30	30	28		28	28		28		
1% unflavored:	503	1 cup								10		10	10	10		10	10		10		

26 Ms. Manager 1/14/16  
 verifier signature date

[Insert School/District Name]

## Child Nutrition Department

### Procedures for Allowing Parents and Guardians to Pick Up Meals for Children Program Integrity Plan for Preventing Duplicate Meals COVID-19 Emergency Feeding Protocol Waivers #5 & #35

*Instructions: Please edit these procedures to fit your individual school/district needs. Update the highlighted areas to include your individual information and edit/modify/add/delete as needed. When parents pick up meals for children, programs must have a plan to protect accountability and integrity - but that doesn't mean the policies below are going to work perfectly for everyone. These are just examples. Please feel free to share more best practices for complying with these requirements with us at [jennifer@lunchassist.org](mailto:jennifer@lunchassist.org).*

#### Purpose

To promote and maintain the accountability and integrity of the child nutrition programs, [insert school district] shall institute procedures to ensure that meals are responsibly distributed to parents/guardians of eligible children, and that duplicate meals are not distributed during the COVID-19 outbreak.

If meals are provided for children who are present, then the following procedures do not need to be followed. These are only necessary to ensure program accountability and integrity for meals that are provided directly to parents/guardians when children are not present.

#### Policy Reference

COVID-19: Child Nutrition Response #5 & #35

Nationwide Waiver to Allow Parents and Guardians to Pick Up Meals for Children

#### Procedures for Parent/Guardian Meal Pick Up

In order to ensure meals are provided to the parents/guardians of children 18 and under, [insert school/district] shall implement at least one of the following procedures (select one or both options; customize to your school/district):

##### ❖ Option One: Verbal Confirmation

- When a parent/guardian arrives to pick up meals, the school/district will request the parents say the first and last name of the child(ren) for whom meals are being picked up.
- The program staff shall verbally confirm that children are ages 18 and under.
- Meal counts will continue to be recorded using the daily meal count forms, tally sheets, and/or clicker meal count forms.
- **Optional:** If parents/guardians request meals for more than five children at one time, they may be asked to provide evidence that they have these children, such as showing a student ID or other type of documentation. This maintains program integrity by placing a limit on the number of meals served to parents/guardians who do not have a child present.
- **Other, please specify:**

[Insert School/District Name]

## Child Nutrition Department

❖ **Option Two:** Paper Log for meals provided to parents/guardians

- When a parent/guardian arrives to pick up meals, the school/district will request the first and last name of the child(ren) for whom meals are being picked up.
- The program staff shall record the first and last names of children for whom meals are provided directly to parents on a daily log. (see sample on page 3).
- The daily log of meals served directly to parents/guardians will be saved as part of the meal count record. This record may be periodically cross-referenced between schools to ensure parents/guardians are not picking up meals at multiple sites in order to support program integrity.
- Meal counts will continue to be recorded using the daily meal count forms, tally sheets, and/or clicker meal count forms.
- **Optional:** If parents/guardians request meals for more than five children at one time, they may be asked to provide evidence that they have these children, such as showing a student ID or other type of documentation. This maintains program integrity by placing a limit on the number of meals served to parents/guardians who do not have a child present.
- **Other, please specify:**

❖ **Option Three:** Electronic POS System for Parents/Guardians with at Least One Child Enrolled

- The school/district will utilize a point of sale system to provide meals to parents/guardians with at least one child enrolled in the school/district.
- Parents/guardians who are able to provide the first and last name of at least one child enrolled in the school/district may pick up meals to take home to each of their children ages 18 and under. Program staff shall use the electronic POS to search for at least one of the student names and verify that they are enrolled.
- If the children are not enrolled in the school/district, then program staff shall follow the procedures outlined in “option two” by recording the first and last names of children for whom meals are provided directly to parents on a daily log. The daily log of meals served directly to parents/guardians will be saved as part of the meal count record. This record may be periodically cross-referenced between schools to ensure parents/guardians are not picking up meals at multiple sites in order to support program integrity.
- Meal counts will continue to be recorded using the daily meal count forms, tally sheets, and/or clicker meal count forms (**unless the district chooses to record meal counts through the POS**).
- **Optional:** If parents/guardians request meals for more than five children at one time, they may be asked to provide evidence that the children are either enrolled in the school or otherwise eligible to receive meals. This maintains program integrity by placing a limit on the number of meals served to parents/guardians who do not have a child present.
- **Other, please specify:**

[Insert School/District Name]

## Child Nutrition Department

### **Procedures to Support Program Integrity: Preventing the Distribution of Duplicate Meals**

In order to prevent duplicate meals served to students, [insert school/district] shall implement at least one of the following procedures (add/delete/customize to your school/district):

- In order to minimize the potential that parents and families visit multiple sites per day, the school/district will offer meal services at all locations at the same date(s)/time(s).
- If multiple meal service times are offered, program staff may use the POS system to record meals and prevent duplicate meal services.
- If individuals or community members attempt to go through the line multiple times, staff will provide a verbal reminder that duplicate meals are not allowed.
- Signage will be posted at each feeding site as a reminder to parents/guardians that meals may be picked up only once per day.
- Staff shall receive ongoing training on program integrity procedures.
- **Optional:** The daily log of meals served directly to parents/guardians will be saved as part of the meal count record. This record may be periodically cross-referenced between schools to ensure parents/guardians are not picking up duplicate meals at multiple sites.
- **Other, please specify:**

### **Miscellaneous Notes/Comments:**

See next page for sample log.



