

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), each School Food Authority (SFA) with two or more feeding sites 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 **prior to February 1, every school year.**

School Name: Immanuel Lutheran School

Review Date: 2-1-19

First Review

Lunch (NSLP)

Date of last SBP review _____

Follow Up Review

Breakfast (SBP)

SBP must be observed at least once every two years

READILY OBSERVABLE GENERAL AREAS

RESOURCE MANAGEMENT

YES	NO	Maintenance of the Nonprofit School Food Service Account (7 CFR 210.2, 210.14, 210.19(a), 210.21)
X	<input type="checkbox"/>	Is all revenue used only for the operation or improvement of school food service?
<input type="checkbox"/>	X	Are net cash resources less than the three months' average expenditure? (PD THRU SUMMER)
YES	NO	Paid Lunch Equity (7 CFR 210.14(e))
X	<input type="checkbox"/>	Is the paid lunch price equal to or greater than the reimbursement difference between the free and paid lunch reimbursement rates?
YES	NO	Revenue from Nonprogram Foods (7 CFR 210.14(f))
X	<input type="checkbox"/>	Is the revenue from Nonprogram Food sales equal to or greater than the purchasing cost?
YES	NO	Indirect Costs (2 CFR Part 200 and 7 CFR 210.14(g))
<input type="checkbox"/>	NA	Are indirect costs applied consistently and equitably between all other programs?

GENERAL AREAS

YES	NO	Free and Reduced Price Process –verification, notification, and other procedures (7 CFR Part 245)
X	<input type="checkbox"/>	Is the application process and benefit issuance list distribution handled at the district office? If no, describe the current process in the Correction Action Plan area below.
	NO	Civil Rights (7 CFR 210.23(b))
X	<input type="checkbox"/>	Are all children receiving equal benefits without discrimination?
X	<input type="checkbox"/>	Is the current “And Justice for All” poster on display?
X	<input type="checkbox"/>	Did all applicable employees participate in the required annual Civil Rights training?
X	<input type="checkbox"/>	Does the non-discrimination statement appear on pertinent materials?
X	<input type="checkbox"/>	Are written procedures and forms for receiving and handling complaints readily available to staff?
YES	NO	Reporting and Recordkeeping (7 CFR Parts 210, 220, and 245)
X	<input type="checkbox"/>	Are all program records maintained for a period of three years after the submission of the final Claim for Reimbursement for the fiscal year (unless on a Provision program)?
YES	NO	Food Safety (7 CFR 210.13)
X	<input type="checkbox"/>	Does the school have a Food Safety Plan based on the Hazard Analysis and Critical Control Point (HACCP) procedures and is the plan readily available to all staff?
		Has the Food Safety Plan been reviewed/revised for the current school year?
X	<input type="checkbox"/>	Does the HACCP plan contain SOPs for all areas where food is stored, prepared, or served?
X	<input type="checkbox"/>	Does the HACCP plan include a SOP for clean up of bodily fluids?
X	<input type="checkbox"/>	Are stored and handled foods properly safeguarded against theft, spoilage, and other loss?
X	<input type="checkbox"/>	Are proper food storage practices followed and the First In, First Out inventory method used?
X	<input type="checkbox"/>	Are daily temperature logs maintained and retained?
X	<input type="checkbox"/>	Is the most recent food safety inspection report visible to the public?
X	<input type="checkbox"/>	Do food and beverage products comply with the Buy American requirements?
YES	NO	Competitive Food Service (7 CFR 210.11 and 220.12)
X	<input type="checkbox"/>	Do all foods and beverages sold on campus during the school day meet Smart Snacks regulations?
X	<input type="checkbox"/>	Are fundraisers tracked and limited to no more than 10 non-compliant fundraisers per year?
YES	NO	Water (7 CFR 210.10(a)(1)(i) and 220.8(a)(1))
X	<input type="checkbox"/>	Is free potable water available during meal service?

YES	NO	Professional Standards (7 CFR 210.30)	
X	<input type="checkbox"/>	Is there a plan to ensure that all annual training requirements for all program personnel are met?	
X	<input type="checkbox"/>	Is a training tracking tool with appropriate supporting documentation kept for each program employee?	
YES	NO	SBP and SFSP Outreach (7 CFR 210.12(d)) , if applicable	
X	<input type="checkbox"/>	Are families notified of the availability of SBP prior to the start of the SY and multiple times throughout?	
X	<input type="checkbox"/>	Are families informed of the availability and location of SFSP meals prior to the end of the SY?	
YES	NO	Local School Wellness Policies (7 CFR 210.30)	
X	<input type="checkbox"/>	Is a copy of the school's wellness policy available to the public?	
	X	Are the results of the triannual assessment of implementation available to the public?	
YES	NO	N/A	Other
<input type="checkbox"/>	<input type="checkbox"/>	X	Is the Afterschool Snack Program self-monitored twice per year? (7 CFR 210.9(c)(7))
<input type="checkbox"/>	<input type="checkbox"/>	X	Is the Fresh Fruit and Vegetable Program widely publicized and available to all enrolled children?

MEAL COUNTING AND CLAIMING SYSTEM

YES	NO			
X	<input type="checkbox"/>	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.)		
X	<input type="checkbox"/>	2. Is the point of service meal count used to determine the school's claim for reimbursement?		
X	<input type="checkbox"/>	3. Is the person responsible for monitoring and counting meals correctly identifying reimbursable meals?		
X	<input type="checkbox"/>	4. Is the school correctly implementing policies for handling the following (as applicable):		
		Yes	No	N/A
		X	<input type="checkbox"/>	<input type="checkbox"/>
		X	<input type="checkbox"/>	<input type="checkbox"/>
		X	<input type="checkbox"/>	<input type="checkbox"/>
		X	<input type="checkbox"/>	<input type="checkbox"/>
		X	<input type="checkbox"/>	<input type="checkbox"/>
		X	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	X
		<input type="checkbox"/>	<input type="checkbox"/>	X
		X	<input type="checkbox"/>	<input type="checkbox"/>
		X	<input type="checkbox"/>	<input type="checkbox"/>
		X	<input type="checkbox"/>	<input type="checkbox"/>
X	<input type="checkbox"/>	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?		
X	<input type="checkbox"/>	6. Is someone trained as a backup for the monitor and the meal counter?		
X	<input type="checkbox"/>	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?		
X	<input type="checkbox"/>	8. Are daily counts correctly totaled and recorded?		
X	<input type="checkbox"/>	9. If claims are aggregated, are the meal counts correctly totaled and consolidated?		
X	<input type="checkbox"/>	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: 23		Free: 12
		Reduced Price: 9		Reduced Price: 4 .40
		Paid: 264		Paid: 121
X	<input type="checkbox"/>	11. Does the system prevent overt identification of children receiving free or reduced price meals?		

NOTE: The following questions are for all except for sites on Provision 2 non-base years or CEP

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	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)?

YES	NO	Breakfast Review ONLY
<input type="checkbox"/>	<input type="checkbox"/>	13B. 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?
YES	NO	Lunch Review ONLY
X	<input type="checkbox"/>	13L. 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 lunch meals against the product of the number of children currently eligible for free, reduced price, and paid lunch meals, respectively, times an attendance factor (and any discrepancies accounted for)?

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

The results of the triannual assessment of implementation will be available to the public as well as our corrected wellness policy.

The person that gets this onto our web page is on vacation, we can have this completed by April 1, 2019.

DATE CORRECTIVE ACTION(S) WILL BE IMPLEMENTED: April 1 2019 BY WHOM: Michelle Jund

SIGNATURE: Michelle Jund_ Principle 2-12-19 Date
School Representative Title
Pamela DeWitte Director 2-12-19
SFA Reviewer Title Date

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: _____ Title _____ Date _____
School Representative _____

SFA Reviewer

Title

Date