

On-Site School Self-Review Form 2 (Page 1 of 2)
To be used for required self-review—NOT to be submitted to SED

Reviewer Name	
School Reviewed	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch
Date of Review	

Eligibility, Counting & Claiming		Yes	No
1.	Are meal counts taken where it can be determined that a student has received a reimbursable meal?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Do all cashiers understand offer vs. serve?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Does the cafeteria staff review the menu prior to meal service?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Does the cashier correctly record meals for reimbursement?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Is a trained backup cashier available?		
6.	Is only one meal per child per day claimed for reimbursement?	<input type="checkbox"/>	<input type="checkbox"/>
7.	Are a la carte and incomplete meals properly recorded?	<input type="checkbox"/>	<input type="checkbox"/>
8.	Are charged lunches and pre-paid lunches claimed for reimbursement on day served?	<input type="checkbox"/>	<input type="checkbox"/>
9.	Does the meal counting system prevent overt identification of students eligible for free and reduced price meals?	<input type="checkbox"/>	<input type="checkbox"/>
10.	Is there a second-party count of cashier's cash intake?	<input type="checkbox"/>	<input type="checkbox"/>
11.	Is there a system to ensure that counts are not adjusted or "backed out" to correspond with cash intake?	<input type="checkbox"/>	<input type="checkbox"/>
12.	Does each reimbursable meal contain at least ½ cup of fruit and/or vegetable?	<input type="checkbox"/>	<input type="checkbox"/>
Meal Count Comparison			
13.	Is there a difference between the number of free, reduced, and paid meals claimed on day of review and the average number claimed during the prior month? If "Yes" explain: _____	<input type="checkbox"/>	<input type="checkbox"/>
Determining attendance adjusted eligibles: ADA=Average daily attendance Free Eligibles: _____ X ADA _____% = _____ Attendance Adjusted Eligibles Reduced Eligibles: _____ X ADA _____% = _____ Attendance Adjusted Eligibles Paid Eligibles: _____ X ADA _____% = _____ Attendance Adjusted Eligibles			
14.	Are there unexplained instances where meal counts exceeded adjusted eligibles or when counts appear questionable?	<input type="checkbox"/>	<input type="checkbox"/>

Consolidation of Meal Counts for Reimbursement Claim		Yes	No
15.	Does the system used for counting and recording meal totals (paid, reduced, and free) at both the school building and SFA level yield correct claims?	<input type="checkbox"/>	<input type="checkbox"/>
16.	Does the consolidation process compare the number of free and reduced price meals served daily with the number of correctly approved free and reduced price applicants?	<input type="checkbox"/>	<input type="checkbox"/>
17.	Are meal counts from each serving line properly consolidated from cashier reports to the school daily report by category?	<input type="checkbox"/>	<input type="checkbox"/>
18.	Are daily counts properly taken in this building from each serving line and recorded by category on a daily cashier report?	<input type="checkbox"/>	<input type="checkbox"/>
19.	Does the building or central office accurately compile its daily meal counts by category into a monthly statement?	<input type="checkbox"/>	<input type="checkbox"/>
20.	Are these daily building counts compared to the maximum number of children eligible to receive free and reduced price meals?	<input type="checkbox"/>	<input type="checkbox"/>

On-Site School Self-Review Form 2 (Page 2 of 2)

21. Are these daily counts compared to the number of attendance adjusted eligible students?	<input type="checkbox"/>	<input type="checkbox"/>
22. Are the total meal counts by category correctly and accurately carried forward to the monthly claim for reimbursement?	<input type="checkbox"/>	<input type="checkbox"/>

Meal Pattern

23. For each age/grade group, are menus planned to: <ul style="list-style-type: none"> • Meet the minimum daily requirement for all components? • Meet the minimum weekly requirement for all components? • Meet the weekly vegetable subgroup requirement? 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
24. Are production records completed daily? Do production records indicate all requirements are being met?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
25. Is the required signage in place to inform students of the reimbursable meal on the day of review for both breakfast and lunch? Including the requirement to take a minimum of ½ cup fruit and/or vegetable if implementing Offer vs Serve (OVS).	<input type="checkbox"/>	<input type="checkbox"/>
26. Are two varieties of 1% or fat free milk available to students with all meals?	<input type="checkbox"/>	<input type="checkbox"/>
27. Is plain potable water readily available to students free of charge?	<input type="checkbox"/>	<input type="checkbox"/>

General

28. Are And Justice for All posters posted in all serving areas?	<input type="checkbox"/>	<input type="checkbox"/>
29. Have all food service staff viewed the Civil Rights PowerPoint training and signed off?	<input type="checkbox"/>	<input type="checkbox"/>
30. Have two health inspections been conducted or is there a letter on file requesting two inspections?	<input type="checkbox"/>	<input type="checkbox"/>
31. Is the most recent inspection posted in a visible location?	<input type="checkbox"/>	<input type="checkbox"/>
32. Are food safety plans in place and properly being used?	<input type="checkbox"/>	<input type="checkbox"/>
33. If applicable, does this site have a current Permit to Operate a Food Service?	<input type="checkbox"/>	<input type="checkbox"/>
34. Is the wellness policy complete?	<input type="checkbox"/>	<input type="checkbox"/>
35. Are all foods and beverages being sold compliant with the "Smart Snacks" regulations?	<input type="checkbox"/>	<input type="checkbox"/>
36. Is a Corrective Action Plan Required for any area? If "Yes" list below the problems noted that require corrective action. Conduct a follow-up visit within 45 days.	<input type="checkbox"/>	<input type="checkbox"/>