

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

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

<b>Eligibility, Counting &amp; Claiming</b>		<b>Yes</b>	<b>No</b>
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"/>
<b>Meal Count Comparison</b>			
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 <b>Free Eligibles:</b> _____ X ADA _____% = _____ Attendance Adjusted Eligibles <b>Reduced Eligibles:</b> _____ X ADA _____% = _____ Attendance Adjusted Eligibles <b>Paid Eligibles:</b> _____ 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"/>

<b>Consolidation of Meal Counts for Reimbursement Claim</b>		<b>Yes</b>	<b>No</b>
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"/>

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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"> <li>• Meet the minimum daily requirement for all components?</li> <li>• Meet the minimum weekly requirement for all components?</li> <li>• Meet the weekly vegetable subgroup requirement?</li> </ul>	<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"/>