

The following checklist should be used to ensure that all records and documentation are available to the reviewers upon their arrival. Failure to do so will result in applicable violations being cited and potential loss of reimbursement and/or reclaims. Records for the most current and previous fiscal year should be available for review. SED has the authority to request additional documentation.

Review Period: _____ Date(s) of Review: _____

Certification & Benefit Issuance

For Residential Child Care Institutions (RCCIs) without day students:

- ☐ Please provide a copy of the signed eligibility documentation sheet that includes the child's name and personal income, date of birth, date of admission and date of release

For Jails:

- ☐ Please provide a copy of the signed eligibility documentation sheet that includes the child's name and personal income, date of birth, date/time of admission, and date/time of release

Note: #'s 1-5 are not required for RCCIs without day students, jails, Community Eligibility Provision (CEP) schools and Provision 2 schools in a non-base year

1. Benefit Issuance Document for the entire SFA from any day during the review period

- Benefit issuance documents are documents directly used in the meal count system to deliver the benefits to students (roster, master list, etc.)
- An excel document is preferred
- Must include: student's name, school name, benefit status (free & reduced students only), method of certification (income application, direct certification, etc.), date certified and total number of eligible students in the SFA. Identify any students selected for verification. Please sort list by last name.
- The benefit status for each student on the list should be coded to prevent overt identification (Example: A=Free, B=Reduced)
- Upload the benefit issuance document into the Administrative Review folder located within the SharePoint website
 - An email will be sent which details the steps you must take to create an account and access the secure server to upload your enrollment records/master list

2. Free and reduced applications/certification documentation for:

- ☐ All students certified for free and reduced-price meals
- ☐ Upon receipt of the SFAs benefit issuance document, a SED reviewer will contact you with the list of students selected for review

If an application selected by SED was also part of income verification, please include the verification documentation

3. Denied applications

4. Notification letters, including:

- A copy of the denial letter notifying families that they are ineligible for meal benefits

- A copy of the notification letter sent to families approved for benefits through an application or a description of how families are notified of free/reduced meal benefits
- A copy of the direct certification notification letter sent to families who have been provided free meal benefits through the Direct Certification Matching Process (DCMP)

Income Verification

5. A description of the SFAs Income Verification procedures, including:

- ☐ A copy of the previous school year's verification collection report and verified applications
- ☐ A copy of the previous school year's verification collection report and number of verified applications and current school year's verified applications
- ☐ A copy of the current school year's verification collection report and verified applications

For each verified application selected for review by SED, please provide:

- A copy of the application
- All correspondence, including:
 - Verification notification letter
 - Letters received from the household
 - Follow-up attempts
- All documentation used to verify the application
- Notice of adverse action (if applicable)

Meal Counting and Claiming

- 6. Documentation to support the reimbursement claim for breakfast and lunch for the review period, including cash register tapes, daily reports, rosters and monthly summary sheets for each Recipient Agency (RA) being reviewed.**
- You may be asked to supply supporting documentation for reimbursement claims back to the beginning of the school year
- 7. Documentation to support that a daily and monthly edit check is conducted prior to submission of the claim for reimbursement.**

Nutritional Quality and Meal Pattern

- 8. Supporting documentation for breakfast and lunch for each age/grade group in each RA selected for review**
- For the review period and for the days of the on-site review, please provide the following:
 - Breakfast and lunch menus
 - Production records
 - Standardized recipes

- Crediting documents (nutrition facts labels, formulation statements, CN labels, etc.)
- For the review period please organize the documents by week

You may be asked to supply menu documentation for all months back to the beginning of the school year

Smart Snacks/All Foods Sold in School

9. **Description of the locations that sell food a la carte to students during the school day on school campus**
 - Include the entity responsible for ensuring compliance at each location
 - Provide a list of all food and beverage items sold
10. **Description of all fundraisers that sell food to students and are held during the school day on the school campus**
 - Include the entity responsible for ensuring compliance at each location
 - Provide a list of all food items sold

You may be asked to supply food labels/additional documentation to support compliance

Dietary Specifications and Nutrient Analysis

11. **A SED Reviewer will contact you to complete a “meal compliance assessment tool” (if applicable) and a “dietary specifications tool”**
 - Based on the results of the tool or findings resulting from the Administrative Review, a nutrient analysis of your breakfast and lunch menu may be required.

General Program Records

12. **A copy of the SFAs [Public Announcement](#)**
 - Not required for RCCIs without day students
13. **A copy of the [Parent Letter](#)**
 - Not required for RCCIs without day students
14. **Annual [Self-Review](#) for each RA if performed by the date of review**
 - A self-review must be performed by February 1st of each year in SFAs with more than one RA
15. **[Civil Rights Compliance Report](#) or a copy of the Basic Educational Data System (BEDS) report for the SFA**
16. **Annual [Civil Rights Training](#), including the agenda and dated sign-in sheet**
17. **Health inspection reports:**
 - The two most recent health inspection reports for each RA being reviewed
 - A copy of the letter to the local health department requesting two health

inspections

18. **Food Safety Plan** for each RA being reviewed
19. **Local Wellness Policy**, including:
 - A copy of the most recent assessment/updates
 - A list of individuals who participate in the wellness committee
 - Description of how the Local Wellness Policy is publicized
20. A copy of the **Meal Charge Policy(ies)**
21. A copy of the SFAs written **Meal Modifications Process**
22. Documentation of outreach to families regarding the availability of the **School Breakfast Program** and local sites operating the **Summer Food Service Program**
23. A description of the SFAs **Professional Standards** crediting including:
 - List of employees to include: name, date hired, title/position, brief list of core duties/responsibilities, employment status (full time, part time, temp), Professional Standards Employee Category (Nutrition Program Director, Manager or Staff).
 - Training tracking tool indicating employees' names, required number of training hours and trainings completed (key areas, professional standards learning objectives). <https://www.fns.usda.gov/cn/professional-standards>
 - Supporting documentation for all trainings maintained on file (agendas, sign-in sheets, certificates of completion, etc.)
 - For new food service directors (FSDs) hired on or after July 1, 2015, provide documentation to demonstrate:
 - Hiring requirements have been met (resumes do not count as proof of education or experience)
 - Food safety training requirements have been met (a minimum of 8 hours is required either not more than 5 years prior to the FSDs starting date or completed within 30 calendar days of starting date).
24. **If meals are vended, provide a copy of the SFAs vendor contract**

Other Federal Programs

- ✓ Provide documentation for all sections that are checked

☐ **Afterschool/Extended Day Snack Program**

- A description of the Afterschool Snack Program including:
 - Snack prices (if applicable)
 - **Self-monitoring** documentation
 - Education or enrichment activities
 - Snack times
- For one week in the review period and for the day of the on-site review, provide the

following:

- Snack menus
- Production records, snack orders, delivery records
- Standardized recipes
- Crediting documents (nutrition facts labels, formulation statements, CN labels, etc.)
- Reimbursement claim for snack for the review period and all records used to substantiate the claim

☐ **Special Milk Program**

- Reimbursement claim for milk for the review period and all records used to substantiate the claim
 - If operating a pricing program, provide invoices that show the purchase price of milk during the review period

☐ **Fresh Fruit and Vegetable Program (FFVP)**

- Reimbursement claim for FFVP for the review month and all records used to substantiate the claim
 - Invoices for food and nonfood purchases
 - Labor costs
 - Menu
 - Production records

Resource Management Comprehensive Review

Requested Resource Management documentation will be sent to you in separate correspondence.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
Program.Intake@usda.gov

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