|  |  |
| --- | --- |
| **Reviewer Name** |  |
| **School Reviewed** | Breakfast 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? |  |  |
| 1. Do all cashiers understand offer vs. serve? |  |  |
| 1. Does the cafeteria staff review the menu prior to meal service? |  |  |
| 1. Does the cashier correctly record meals for reimbursement? |  |  |
| 1. Is a trained backup cashier available? |  |  |
| 1. Is only one meal per child per day claimed for reimbursement? |  |  |
| 1. Are a la carte and incomplete meals properly recorded? |  |  |
| 1. Are charged lunches and pre-paid lunches claimed for reimbursement on day served? |  |  |
| 1. Does the meal counting system prevent overt identification of students eligible for free and reduced price meals? |  |  |
| 1. Is there a second-party count of cashier’s cash intake? |  |  |
| 1. Is there a system to ensure that counts are not adjusted or “backed out” to correspond with cash intake? |  |  |
| 1. Does each reimbursable meal contain at least ½ cup of fruit and/or vegetable? |  |  |
| **Meal Count Comparison** | | |
| 1. 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:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| 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**   1. Are there unexplained instances where meal counts exceeded adjusted eligibles or when counts appear questionable? |  |  |

|  |  |  |
| --- | --- | --- |
| **Consolidation of Meal Counts for Reimbursement Claim Yes No** | | |
| 1. 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? |  |  |
| 1. 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? |  |  |
| 1. Are meal counts from each serving line properly consolidated from cashier reports to the school daily report by category? |  |  |
| 1. Are daily counts properly taken in this building from each serving line and recorded by category on a daily cashier report? |  |  |
| 1. Does the building or central office accurately compile its daily meal counts by category into a monthly statement? |  |  |
| 1. Are these daily building counts compared to the maximum number of children eligible to receive free and reduced price meals? |  |  |
| 1. Are these daily counts compared to the number of attendance adjusted eligible students? |  |  |
| 1. Are the total meal counts by category correctly and accurately carried forward to the monthly claim for reimbursement? |  |  |

|  |  |  |
| --- | --- | --- |
| **Meal Pattern** | | |
| 1. For each age/grade group, are menus planned to:  * Meet the minimum daily requirement for all components? * Meet the minimum weekly requirement for all components? * Meet the weekly vegetable subgroup requirement? |  |  |
| 1. Are production records completed daily?   Do production records indicate all requirements are being met? |  |  |
| 1. 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). |  |  |
| 1. Are two varieties of 1% or fat free milk available to students with all meals? |  |  |
| 1. Is plain potable water readily available to students free of charge? |  |  |
| **General** | | |
| 1. Are And Justice for All posters posted in all serving areas? |  |  |
| 1. Have all food service staff viewed the Civil Rights PowerPoint training and signed off? |  |  |
| 1. Have two health inspections been conducted or is there a letter on file requesting two inspections? |  |  |
| 1. Is the most recent inspection posted in a visible location? |  |  |
| 1. Are food safety plans in place and properly being used? |  |  |
| 1. If applicable, does this site have a current Permit to Operate a Food Service? |  |  |
| 1. Is the wellness policy complete? |  |  |
| 1. Are all foods and beverages being sold compliant with the “Smart Snacks” regulations? |  |  |
|  | | |
| 1. 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. |  |  |