On-Site Review Checklist

Meal counting and claiming and observable general areas for Breakfast and Lunch



According to 7 CFR 210.8(a)(1) and 7 CFR 220.11(d)(1), every school year, prior to February 1, each Sponsor with more than one school (as defined by 7 CFR Part 210.2 to include Residential Child Care Institutions (RCCIs)) 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.

Each on-site review must ensure the school's claim is based on the counting and claiming system, as implemented, and yields the actual number of reimbursable free, reduced-price, and paid meals, respectively, served for each day of operation.

If the review discloses problems with a school's meal counting and claiming procedures or general review areas, the SFA must ensure that the school implements corrective action, and within 45 days of the review, conduct a follow-up on-site review to determine that the corrective action resolved the problems.

School:	Date:

Required Review Areas	Breakfast			Lunch			Comments
	Yes	No	N/A	Yes	No	N/A	
Meal Counting and Claiming							
1. Is the method used for counting reimbursable meals in compliance with the approved point of service requirement?							
2. Is the point of service meal count used to determine the school's claim for reimbursement?							
3. Is the person responsible for monitoring meals correctly identifying reimbursable meals for the menu planning option selected by the SFA?							
4. Does this person know the school's policies for handling:							
• Lost, stolen, forgotten, or							

This institution is an equal opportunity provider.



destroyed tickets, tokens, ID's, PINs?			
• Visiting student meals?			
• Adult meals?			
Second meals?			
Adult/non-student meals?			
Incomplete meals?			
Field trips?			
• A la carte meals?			
• Student worker meals			
• Charged and/or prepaid meals?			
• Offer vs. Serve?			
5. Is there a method of identifying non- reimbursable meals (i.e., not meeting meal pattern requirements, seconds, etc.), distinguishing them from reimbursable meals?			
6. Is someone trained as back up for the meal counting? Who?			
7. Are there procedures in place for meal counting when the primary system is not available?			
 Does staff know how to implement this procedure? 			
8. Is the point of service meal count used to determine the claims for reimbursement?			
9. Are daily counts correctly totaled and recorded?			
10. If claims are aggregated (combined), are the meal counts correctly totaled and consolidated?			
11. Are internal controls (edit checks) established to ensure that daily counts do not exceed the number of student eligible or in attendance and that an accurate claim for reimbursement is made?			



13. Record today's meal counts by category and compare to the number of students eligible by	y
category.	

Number of students approved by category:
Free -
Reduced -
Paid -

Total meal counts by category: Free -Reduced -Paid -

Required Review Areas	Br	eakfas	t		Lunch	ı	Comments
	Yes	No	N/A	Yes	No	N/A	
14. Does the system prevent overt identification of children receiving free and reduced-price meals?							
15. For systems with cash intake is the cash reconciled daily and are differences recorded?							
16. Are there procedures in place to update student eligibility at the POS?							
Provision 2 (non-base year) and CEP							
 Is the meal count person checking to be sure that each student has selected a reimbursable meal? 							
2. Is the program a non-pricing program?							
3. Does the meal count process ensure that only one meal is served per student?							

General Areas of Review	Breakfast		I	Lunch	1	Comments	
	Yes	No	N/A	Yes	No	N/A	
Civil Rights							
1. Is the most current USDA "And Justice for All" poster displayed in a prominent location and visible to recipients of benefits?							
2. Did meal service observations indicate that program benefits were made available to all children without discrimination?							



4. Are students with special dietary needs accommodated according to requirements?			
Offer vs. Serve			
1. Is offer vs. serve signage posted at the beginning of the serving line			
2. Is the meal pattern followed?			
Food Safety			
 Is the most recent food safety inspection posted in a publicly visible location? 			
2. Were required temperature logs available and up to date?			
3. Was the written food safety plan implemented?			
4. In compliance with food safety storage requirements?			
Water Availability			
1. Is free potable water available to all students for lunch in each location where lunches are served and for breakfast served in the cafeteria?			
CO Competitive Foods			
1. Are vending machines (in which the proceeds do not go to the food service account) turned off ½ hour prior to, and remain closed until ½ hour after, each meal service?			

Corrective Action Plan: (for all "no" answers)	



Date Corrective Action(s) will be implemented and by whom:

Signature of SFA Reviewer:

Signature of School Representative:

Follow-Up Visit: (must be conducted within 45 days if corrective action was required)

Observations of corrective action implementation:

Signature of SFA Reviewer:

Signature of School Representative: