

# 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.

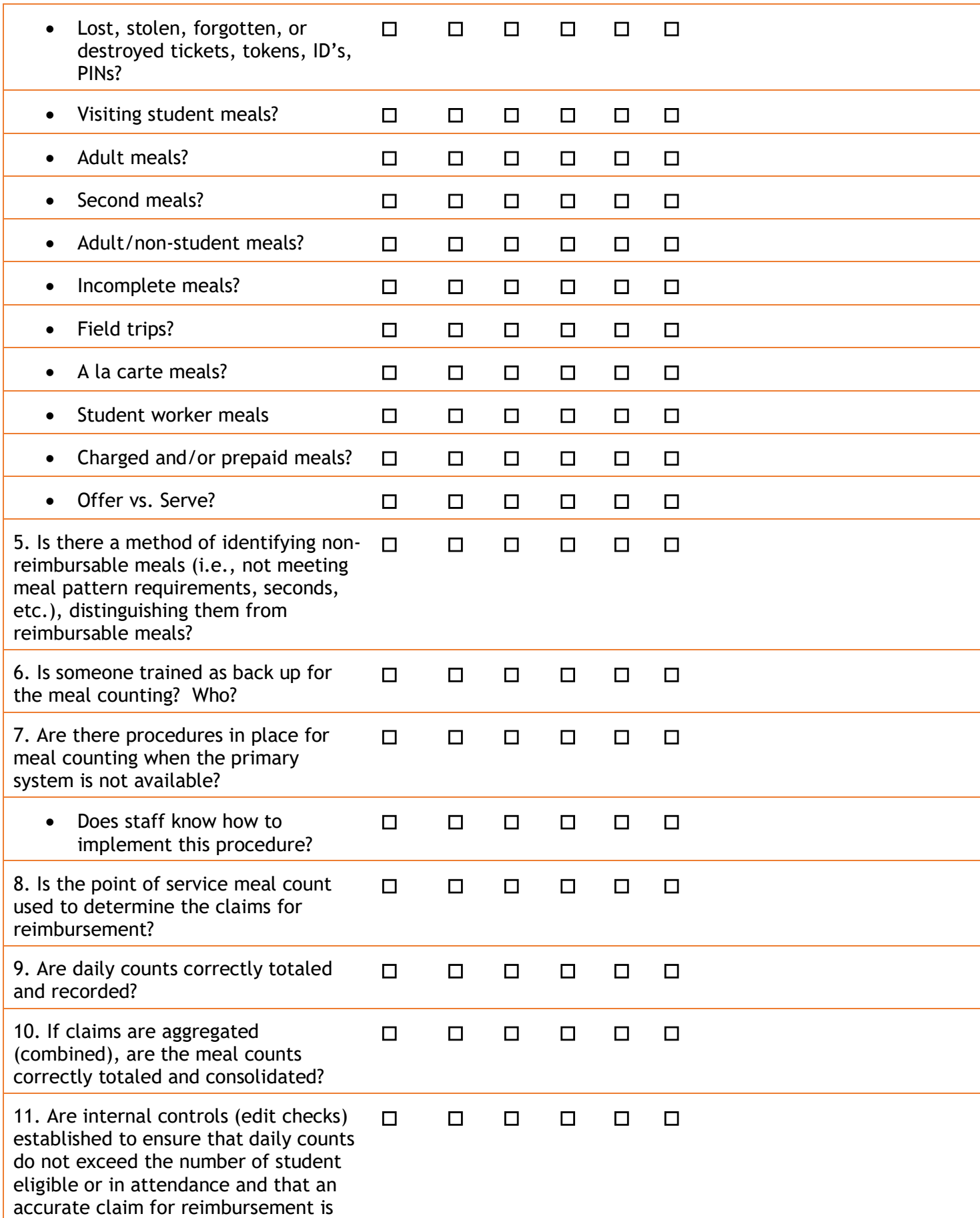
If the review discloses problems with a school's meal counting and claiming procedures or general review areas, the SFA must ensure that the school implements corrective action, and within 45 days of the review, conduct a follow-up on-site review to determine that the corrective action resolved the problems.

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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Is the point of service meal count used to determine the school’s claim for reimbursement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Is the person responsible for monitoring meals correctly identifying reimbursable meals for the menu planning option selected by the SFA?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Does this person know the school’s policies for handling:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

This institution is an equal opportunity provider.



made?

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

Number of students approved by category:

Free -

Reduced -

Paid -

Total meal counts by category:

Free -

Reduced -

Paid -

[illegible][illegible]

discrimination?						
4. Are students with special dietary needs accommodated according to requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Offer vs. Serve						
1. Is offer vs. serve signage posted at the beginning of the serving line	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the meal pattern followed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Food Safety						
1. Is the most recent food safety inspection posted in a publicly visible location?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Were required temperature logs available and up to date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Was the written food safety plan implemented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. In compliance with food safety storage requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**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:**