



Every school year, each Local Educational Agency (LEA) with more than one school must conduct at least one on-site review of all schools operating lunch and 50% of schools operating breakfast. Each school that operates breakfast must be monitored at least once every two years. On-site monitoring reviews must be completed before February 1 of each year and must include a review of counting and claiming systems and of general areas of review that are easily observable, which could include, but is not limited to, the availability of free potable water, proper food safety practices, and compliance with civil rights. This template contains the minimum requirements for the on-site claim review. LEAs are encouraged to modify the general areas of review to ensure easily observable areas are adequately monitored in their schools.

School:	Date:
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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:							
<ul style="list-style-type: none"> Lost, stolen, forgotten, or destroyed tickets, tokens, ID's, PINs? 							
<ul style="list-style-type: none"> Visiting student meals? 							
<ul style="list-style-type: none"> Adult meals? 							
<ul style="list-style-type: none"> Second meals? 							
<ul style="list-style-type: none"> Adult/non-student meals? 							
<ul style="list-style-type: none"> Incomplete meals? 							



<ul style="list-style-type: none"> • Field trips? 							
<ul style="list-style-type: none"> • A la carte meals? 							
<ul style="list-style-type: none"> • Student worker meals 							
<ul style="list-style-type: none"> • Charged and/or prepaid meals? 							
<ul style="list-style-type: none"> • Offer vs. Serve? 							
<p>5. Is there a method of identifying non-reimbursable meals (i.e. not meeting meal pattern requirements, seconds, etc.), distinguishing them from reimbursable meals?</p>							
<p>6. Is someone trained as back up for the meal counting? Who?</p>							
<p>7. Are there procedures in place for meal counting when the primary system is not available? Does staff know how to implement this procedure?</p>							
<p>8. Is the point of service meal count used to determine the claims for reimbursement?</p>							
<p>9. Are daily counts correctly totaled and recorded?</p>							
<p>10. If claims are aggregated, are the meal counts correctly totaled and consolidated?</p>							
<p>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?</p>							
<p>13. Record today's meal counts by category and compare to the number of students eligible by category.</p> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 10px; width: 45%;"> <p>Number of students approved by category:</p> <p>Free -</p> <p>Reduced -</p> <p>Paid -</p> </div> <div style="border: 1px solid black; padding: 10px; width: 45%;"> <p>Total meal counts by category:</p> <p>Free -</p> <p>Reduced -</p> <p>Paid -</p> </div> </div>							
<p>14. Does the system prevent overt identification of children receiving free and reduced price meals?</p>							
<p>15. For systems with cash intake is the cash reconciled daily and are differences recorded?</p>							



16. Are there procedures in place to update student eligibility at the POS?							
Provision 2(non-base year) and CEP							
1. 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			Lunch			Comments
Civil Rights	Yes	No	N/A	Yes	No	N/A	
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							
1. Is the most recent food safety inspection posted in a publically 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:							