

# Administrative Review

## Off-Site Checklist



### Off-Site Questions and Documentation

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#### Certification and Benefit Issuance documents

**\*All certification and benefit issuance documents must be submitted via Syncplicity\***

- ☐ Electronic list (must be in Excel format) of all free and reduced-price eligible students that have access to the Child Nutrition Programs
  - List must be obtained from the Point of Service (POS)/Benefit Issuance Software
  - Do not include paid or withdrawn students.
  - List should include student name, school name, benefit status, method of certification (application, direct certification, homeless, etc.), date of certification, and if the student was selected for verification.
- ☐ School Nutrition will randomly select students for review from this list. For the **selected students**, the Sponsor must provide:
  - Application
  - Extended eligibility documentation/list
  - Homeless, migrant, runaway, foster and/or Head Start lists

#### Nutritional Quality and Meal Pattern documents

- ☐ Submit the following for **each menu and age/grade group**, served at each reviewed site during the week of review for breakfast and lunch.
  - Menu
  - Completed and/or planned menu production records
- ☐ Once the above is submitted, the reviewer will notify the Sponsor of additional documentation needed:
  - Meal Pattern Contribution Documentation: the amount of creditable meat/meat alternate, grain, fruit, vegetable, or milk per serving. This can be recorded on the production record, recipes and/or a separate document.
  - Standardized Recipes
  - Product documentation for M/MA and grains (i.e. Child Nutrition (CN) labels, food labels, product formulation statements, manufacturer's statements, and/or bid documentation)
    - If multiple menus use the same products, you do not have to make multiple copies of the documentation



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### Off-Site Questions ([completed in the Portal](#))

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- ☐ Certification and Benefit Issuance
- ☐ Verification
- ☐ Meal Counting & Claiming
- ☐ Civil Rights
- ☐ On-site Monitoring
- ☐ Local School Wellness Policy
- ☐ Smart Snacks
- ☐ Professional Standards
- ☐ School Breakfast and Summer Food Service Program Outreach
- ☐ Provision 2 (if applicable)
- ☐ Community Eligibility Provision (if applicable)

### Meal Counting & Claiming

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- ☐ The review month claim **MUST** be submitted into the online claim system prior to the on-site review
- ☐ Meal Charge policy (Q. 305)

### Civil Rights

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- ☐ Non-discrimination statement currently being used by the Sponsor on program materials (Q. 800)
- ☐ Civil Rights Complaint Procedure (Q. 803)
- ☐ Procedures for accommodating students with special dietary needs (Q. 804)
- ☐ Examples of medical statements
- ☐ Documentation of annual staff civil rights training (Q. 806)
  - Include topics covered and attendance record

### Local School Wellness Policy

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- ☐ Copy or website link to the current local school wellness policy (Q. 1000)
- ☐ Documentation of public notification of the local school wellness policy (Q. 1001)
- ☐ Documentation of the review and update of the wellness policy (Q. 1002 & 1003)
- ☐ Copy of the most recent assessment on the implementation of the wellness policy, if completed (Q. 1005)
- ☐ Documentation or website link to how the public is made aware of the results of the assessment (Q. 1006)



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### Smart Snacks

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- ☐ A list of all food and beverage items for sale during the **review period** at **each reviewed site** from each entity selling food and beverage items on the school campus during the school day.
  - ☐ List must include non-exempt food and beverages sold through a la carte during meal service (for the week of review during the review period/review month), fundraisers, school stores, vending machines, etc.
- ☐ Once the above is submitted, the reviewer will notify the Sponsor of additional menu documentation needed to include:
  - ☐ Standardized recipes, Child Nutrition (CN) labels, nutrition facts labels, product formulation statements, manufacturer's statements, and/or bid documentation.

### Professional Standards

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- ☐ Provide current list of all employees. List must include employee name, date hired, title/position (director, manager, staff), brief list of core duties, employment status (full time, part time, etc.)
- ☐ Documentation of food safety training for directors
- ☐ Training tracking tool/method which must include: employee name and title and training key areas, topics, subjects, completion date and length
- ☐ Sample of supporting documentation for completed trainings (agendas, sign-in sheets, certificates of completion, etc.)

### Fresh Fruit and Vegetable Program (if applicable)

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- ☐ Cost documentation to support the school's most recent FFVP claim for reimbursement
  - ☐ Menus, invoices, time & labor sheets, budget, and production records (if available)
- ☐ Documentation to show school is on track to spend no more than 10% of total grant on administrative costs
  - ☐ Budget, claim, administrative costs



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