

Administrative Review

Off-Site Checklist



Off-Site Questions (must be completed in the CO Child Nutrition Hub)

- Certification and Benefit Issuance – N/A SY 21-22 if operating SSO
- Verification – N/A SY 21-22 if operating SSO
- Meal Counting & Claiming
- Civil Rights
- On-site Monitoring
- Local School Wellness Policy
- Smart Snacks
- Professional Standards - N/A SY 21-22 if operating SSO
- School Breakfast and Summer Food Service Program Outreach
- Provision 2 (if applicable) – N/A SY 21-22 if operating SSO
- Community Eligibility Provision (if applicable) – N/A SY 21-22 if operating SSO

Certification and Benefit Issuance – N/A SY 21-22 if operating SSO

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 in the entire School Food Authority (SFA) 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 - Do not include paid or withdrawn students.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 SFA must provide:
 - Application
 - Extended eligibility documentation/list
 - Homeless, migrant, runaway, foster and/or Head Start lists

Nutritional Quality and Meal Pattern

Recommend submitting menu documentation via Syncplicity

- Submit the following for **each menu and age/grade group**, served at each reviewed site during the week of review and the day of review for breakfast and lunch.
 - Menu
 - Completed and/or planned menu production records
- Once the above is submitted, the reviewer will notify the SFA 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

Meal Counting & Claiming

- Meal Charge policy (Q. 305) – Only required if sponsor is **not** operating SSO at all sites.
- Provide daily/monthly meal counts for the review month for reviewed sites (aka edit check)
- Provide meal counts for day of review for reviewed sites

Civil Rights

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

Food Safety - provide via Syncplicity or email

- Dates of two most recent food safety inspections (do not need actual forms)
- Documentation indicating SFA requested two food safety inspections for school year 2021-22 (for example, an email, letter, etc.)
- Temperature logs for one day of meal service (i.e. logs for potentially hazardous foods, refrigerators, freezer, and beverage coolers)

Local School Wellness Policy

- 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 (Q. 1005)
- Documentation or website link to how the public is made aware of the results of the assessment (Q. 1006)

Smart Snacks - provide via Syncplicity

- 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 SFA 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- provide via Syncplicity, **N/A SY 21-22 if operating SSO**

- Current list of all employees to include: name, date hired, title/position (director, manager, staff), brief list of core duties, employment status (full time, part time, etc.)

This institution is an equal opportunity provider.

On-Site Monitoring – provide via Syncplicity

- Provide site monitoring forms for review sites.

Procurement (not completed in the CO Child Nutrition Hub)

Requested documents can be attached to the Administrative Review Information Gathering Email:

- Submit Vendor Paid List for SY20-21 (total amount paid to each vendor for goods and services, excludes payroll, benefits, etc)
- Submit Written Procurement Policies (if using CASB this is the DJB & DJB-R)
- Submit Written Code of Conduct Policies (if using CSBA this is the GBEA)
- Submit Procurement Off-Site Questions
- Submit Invoices, receipts, and solicitation documentation for selected vendors noted in the Procurement Vendor Checklist

Fresh Fruit and Vegetable Program (FFVP) - provide via Syncplicity

- Month of review FFVP menu and production records
- Submit documentation for month of review claim validation (invoices, time sheets)

Afterschool Snack Program (ASP) - provide via Syncplicity

- Daily snack counts and program rosters for the review month
- Snack counts for the previous five days of the day of on-site review
- One week of production records from the review month
- Product documentation for grain and/or meat/meat alternate food items
- Afterschool Snack Program review forms