

**BEST PRACTICES – Validation Reviews**

**SFAs:**

Be prepared; review Validation Review Checklist and compile all necessary documentation prior to the review.

- Reviewed and confirmed all items on the checklist.
- Supervisors reviewed all menus.
- Information compiled in notebooks by elementary, middle, high school, and breakfast (as needed) containing menus, recipes, production records, and nutrition labels and stored at a centralized location.
- Provided production records to CDE OSN prior to review; not required, but a benefit to CDE OSN and SFA.
- Supervisors were present at every site that was observed for service.
- Post actual health inspections

**OSN:**

- Observed minimum required for breakfast.
- Checked menus/notebooks.
- Observed minimum required for lunch.
- Representative sample of records guidance from USDA is vague.
  - If initial sample looks good, review only a few; if initial sample has problems, review more.