

USDA Administrative Review: SFA On-Site Monitoring

Off-Site Question	
900.	<p>a. Was the on-site monitoring of breakfast completed prior to February 1st?</p> <p>b. Was the on-site monitoring of lunch completed prior to February 1st?</p> <p>c. How does the SFA ensure that all schools are meeting program requirements? For example, list in the comments, how and when the monitoring is conducted?</p> <p>Tips: SFAs with more than one school must conduct at least one on-site review of all schools operating lunch and 50% of schools operating breakfast, with each school operating breakfast to 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. The USDA template contains the minimum requirements for the on-site claim review.</p> <p>Resources:</p> <ul style="list-style-type: none"> • USDA prototype (under miscellaneous forms): http://www.cde.state.co.us/nutrition/nutriforms

On-Site Questions	
School Level Questions	
901.	<p>Was the on-site review of the meal counting and claiming procedure completed prior to February 1? If NO, was an extension requested and approved by the State agency?</p> <p>Tips: If the SFA is unable to meet the February 1 deadline, they must contact CDE to seek approval.</p>
902.	<p>a. Was corrective action of the meal counting and claiming procedure required?</p> <p>b. If YES, was corrective action sufficient?</p> <p>c. Was a follow-up review conducted within 45 days to ensure that the school implemented corrective action?</p> <p>Tips: If the review discloses problems with a school's meal counting and claiming procedures, 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.</p>
903.	<p>Does documentation indicate that corrective action was successful?</p> <p>Tips: Documentation of corrective action must clearly show that issues with meal counting and claiming procedures have been resolved.</p>

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904.	<p>Was corrective action in the general areas of review that are readily observable required?</p> <p>Tips: If the review discloses problems in any general areas of review, the SFA must ensure that the school implements corrective action and conducts a follow-up on-site review to determine that the corrective action resolved the problems.</p>
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