

# Administrative Review

## Off-Site Checklist



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

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- Certification and Benefit Issuance
- Verification
- Meal Counting & Claiming
- Civil Rights
- SFA 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)

## Certification and Benefit Issuance

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**\*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  - Do not include paid or withdrawn students.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.
- The OSN 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

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**\*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

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## Meal Counting & Claiming

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- Meal Charge policy (Q. 305)

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## Civil Rights

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- 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

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## 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 (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 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.