

Administrative Review

On-Site Checklist



Certification and Benefit Issuance

- Ten denied applications
- Direct certification lists

Verification

- Verified applications and supporting documentation (i.e. income and/or assistance program documentation)
 - OSN will select and review a sample of applications
- Verification tracking for each verified application (i.e. when were households notified the first and second times, when was completion letter sent, etc.)

Meal Counting and Claiming

- The review month claim MUST be submitted into the online claim system prior to the on-site review**
- Daily and monthly meal counts for breakfast and lunch by free/reduced price/paid for the review month for each site being reviewed
 - Daily meal counts do not have to be available at the district level. If daily counts are kept at individual schools, the OSN can check daily meal counts while visiting the school(s).
- Edit checks for reviewed schools for breakfast and lunch for the entire review month

Civil Rights

- Examples of medical statements
- "And Justice for All" poster displayed at all schools in the correct size (11" width x 17" height) and in color

SFA On-Site Monitoring

- Site monitoring for reviewed sites (applies only to SFAs with two or more sites)
 - If site monitoring for these sites has not yet been completed and the review is occurring before February 1, must provide the SFA's timeline for completing site monitoring prior to February 1.

Professional Standards

- Current list of **all** nutrition staff personnel including: name, date hired, title/position, core duties/responsibilities, employment status (full time, part time, substitute) and employee category/position (director, manager or staff)
- For directors hired on or after July 1, 2015: highest level of education received and years of school nutrition experience
- 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
- Supporting documentation for all completed trainings (agendas, sign-in sheets, certificates of completion, etc.)

Food Safety

- Copy of the food safety or HACCP plan to ensure it meets minimum requirements.
- Two most recent food safety inspections (most recent posted in visible location) and/or
- Copy of written Health Inspection Request



- Temperature and thermometer calibration logs for all food and food storage areas for reviewed sites
- Review a variety of foods by component category to assess if the food is produced or processed domestically, and if domestically processed, done so substantially using domestic agricultural commodities.
- Documentation to support the exception of nondomestic foods and/or for the purchase of alternative domestic products as a substitute when the food product ordered is prohibitively costly or sufficient quantity is not available.

Reporting and Recordkeeping

- Sample of program related records to show SFA is retaining records for 3 years plus the current year or until any resolution of audits

Colorado State Specific Questions

- A sample of student accounts to check that reduced price eligible students are receiving breakfast free of charge and that PK-8 students are receiving lunches free of charge
- A sample of records of students who are covered by the PK-8 Lunch Protection Program to demonstrate they are state funded

If Applicable:

Provision 2

- Procedures used to calculate Base Year claiming percentages for each school implementing Provision 2
- Procedures used to apply the Base Year claiming percentages to the Non-base Year's claims for reimbursement

Community Eligibility Provision (CEP)

- Procedures used to apply the established Identified Student Percentage (ISP) to the current School Year's claims for reimbursement

Afterschool Snack Program (ASP)

- 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

Breakfast After the Bell Nutrition Program

- A sample of student accounts to check that all students are receiving breakfast free of charge

Fresh Fruit and Vegetable Program (FFVP)

- 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
- Copy of FFVP promotion and outreach materials
- Copy of nutrition education materials

This Institution is an equal opportunity provider.

Seamless Summer Option (SSO)

- Site eligibility documentation for non-area eligible sites
 - Income applications, migrant certification, housing authority data, zoning data, etc.
- Meal count records for the review period and/or most recent days of operation
- Meal pattern documentation for the review period and day of review (may be the same week of review for NSLP/SBP)
 - Menus, production records, recipes, etc.
- Copy of media release and/or SSO promotional materials (open sites only)
- Copy of SSO Monitoring Form(s)
- Two most recent food safety inspections and/or written copy of Health Inspection request
- Temperature logs for all food storage areas and food preparation for reviewed sites

Special Milk Program (SMP)

- Documentation to reflect milk purchased (invoices)
- Daily milk count form
- Temperature logs for milk and milk storage