School Food Authority On-site Review Checklist for the National School Lunch Program

Assessment of the meal counting and claiming system and readily observable general areas

The U.S. Department of Agriculture (USDA) regulations 7 CFR 210.8(a)(1) and 7 CFR 220.11(d)(1) require that **prior to February 1** of every school year, each school food authority (SFA) with more than one school must perform at least one on-site review of the meal counting and claiming system and the readily observable general areas of review identified under 7 CFR 210.18(h) in each school operating the National School Lunch Program (NSLP) and 50 percent of schools operating the School Breakfast Program (SBP) under its jurisdiction. Schools are defined by 7 CFR Part 210.2 and include residential child care institutions (RCCIs).

Each on-site review must ensure the school's monthly claim for reimbursement is based on the counting and claiming system, as implemented, and yields the actual number of reimbursable free, reduced-price, and paid meals, respectively, served for each day of operation. If the review discloses problems with a school's meal counting and claiming procedures or general review areas, the SFA must ensure that the school implements corrective action. The SFA must conduct a follow-up on-site review **within 45 days** to determine that the corrective action resolved the problems.

School name: _____   **Review date:** _____

SFA reviewer: _____

NSLP On-site Review

At a minimum, the on-site review should address the areas indicated below.

NSLP Meal Counting and Claiming System

1. Is the method used for counting reimbursable meals in compliance with the approved point of service requirement? *Meal counts must be taken at locations where complete meals are served to children.*	☐ Yes	☐ No	
2. Is the point-of-service meal count used to determine the school's claim for reimbursement?	☐ Yes	☐ No	
3. Is the person responsible for monitoring and counting meals correctly identifying reimbursable meals?	☐ Yes	☐ No	
4. Is the school correctly implementing policies for handling the following (as applicable):	☐ Yes	☐ No	
a. Incomplete meals?	☐ Yes	☐ No	☐ Not applicable
b. Second meals?	☐ Yes	☐ No	☐ Not applicable
c. Lost, stolen, misused, forgotten or destroyed tickets, tokens, IDs, etc.?	☐ Yes	☐ No	☐ Not applicable
d. Visiting student meals?	☐ Yes	☐ No	☐ Not applicable
e. Adult and non-student meals (and identifying program versus non-program)?	☐ Yes	☐ No	☐ Not applicable
f. A la carte?	☐ Yes	☐ No	☐ Not applicable

NSLP Meal Counting and Claiming System, continued

g. Student worker meals?	☐ Yes	☐ No	☐ Not applicable
h. Field trips?	☐ Yes	☐ No	☐ Not applicable
i. Charged and/or prepaid meals?	☐ Yes	☐ No	☐ Not applicable
j. Offer versus serve (OVS)?	☐ Yes	☐ No	☐ Not applicable
k. Unpaid meal charges	☐ Yes	☐ No	☐ Not applicable

5. Is there a method of identifying nonreimbursable meals and distinguishing them from reimbursable meals? *Examples of nonreimbursable meals include meals that do not meet the meal pattern requirements, second meals, and adult meals.* ☐ Yes ☐ No

6. Is someone trained as a backup for the monitor and the meal counter? ☐ Yes ☐ No

7. Are there procedures for meal counting and claiming when the primary counting and claiming system is not available? Do staff know when and how to implement them? ☐ Yes ☐ No

8. Are daily counts correctly totaled and recorded? ☐ Yes ☐ No

9. If claims are aggregated, are the meal counts correctly totaled and consolidated? ☐ Yes ☐ No

10. Are internal controls such as edit checks and monitoring established to ensure that daily counts do not exceed the number of students eligible or in attendance and that an accurate claim is made? ☐ Yes ☐ No

Record today's meal counts by category and compare to the total number of students eligible by category.

Number of students approved by category		Today's meal counts by category	
Free:		Free:	
Reduced price:		Reduced price:	
Paid:		Paid:	

11. Does the system prevent overt identification of children receiving free or reduced-price meals? ☐ Yes ☐ No

Note: Questions 12-13 apply to all SFAs except SFAs on Provision 2 or 3 in non-base years, the Community Eligibility Provision (CEP) or RCCIs with only residential children.

12. Is a current eligibility list kept up-to-date and used by the meal counting system to provide an accurate daily count of reimbursable meals **by category** (free, reduced price, paid)? ☐ Yes ☐ No

13. If applicable according to 7 CFR 210.8(a)(3), are edit checks completed and documented, and has the school accounted for any discrepancies? *Edit checks compare the daily counts of free, reduced-price and paid lunches against the number of children currently eligible for free, reduced-price and paid lunches, respectively, multiplied by an attendance factor.* ☐ Yes ☐ No

NSLP Corrective Action Plan for Meal Counting and Claiming System
(for any "No" answers to questions 1-13 on pages 1-2):

Specify date NSLP corrective actions will be implemented: _____

By whom: _____

NSLP Readily Observable General Areas		
1. Were any issues readily observed in relation to resource management?	☐ Yes	☐ No
a. Maintenance of the Nonprofit School Food Service Account? (7 CFR 210.2, 210.14, 210.19(a), 210.21)	☐ Yes	☐ No
b. Paid lunch equity? (7 CFR 210.14(e))	☐ Yes	☐ No
c. Revenue from nonprogram foods? (7 CFR 210.14(f))	☐ Yes	☐ No
d. Indirect costs? (2 CFR Part 200 and 7 CFR 210.14(g))	☐ Yes	☐ No
2. Were any issues readily observed in other general areas?	☐ Yes	☐ No
a. Free and reduced-price process including verification, notification, and other procedures (7 CFR Part 245)	☐ Yes	☐ No
b. Civil rights (7 CFR 210.23(b))	☐ Yes	☐ No
c. Reporting and recordkeeping (7 CFR Parts 210, 220, and 245)	☐ Yes	☐ No
d. Food safety (7 CFR 210.13)	☐ Yes	☐ No
e. Competitive food service (7 CFR 210.11 and 220.12)	☐ Yes	☐ No
f. Water (7 CFR 210.10(a)(1)(i) and 220.8(a)(1))	☐ Yes	☐ No
g. Professional standards (7 CFR 210.30)	☐ Yes	☐ No
h. SBP and Summer Food Service Program (SFSP) outreach (7 CFR 210.12(d))	☐ Yes	☐ No
i. Local school wellness policies (7 CFR 210.30)	☐ Yes	☐ No
j. Other *(specify):*	☐ Yes	☐ No

NSLP Corrective Action Plan for Readily Observable General Areas
(for any "Yes" answers to questions 1-2 above):

NSLP Corrective Action Plan for Readily Observable General Areas, continued

Specify date NSLP corrective actions will be implemented: _____

By whom: _____

Signature of School/Site Food Service Manager	_Title_	_Date_
Signature of SFA Reviewer	_Title_	_Date_

NSLP Follow-up Visit (must be conducted within 45 days if corrective action was required):

Dates of follow-up: _____

Observations of corrective action implementation:

Signature of School/Site Food Service Manager	_Title_	_Date_
Signature of SFA Reviewer	_Title_	_Date_

For more information, visit the CSDE's Meal Counting and Claiming for School Nutrition Program webpage or contact the school nutrition programs staff in the Connecticut State Department of Education's Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This form is available at https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/MealCount/MonitorLunch.pdf

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