

**Arkansas Department of Education
Child Nutrition Unit
On-Site Review Form**

School District _____

School _____

Date of Breakfast On-Site Review _____

Date of Lunch On-Site Review _____

Every school year, prior to February 1, each School Food Authority (SFA) must perform one On-Site Review of the **BREAKFAST** and **LUNCH** counting and claiming system and the readily observable general areas of review in each school operating the National School Lunch Program and School Breakfast Program.

Each On-Site Review must ensure the school's claim is based on the counting system, as implemented, and yields the actual number of reimbursable free, reduced price and paid lunches, respectively, served for each day of operation.

If the review disclosed problems with a school's meal counting or 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.

Month Prior to On-Site Review		
Average Daily Enrollment	Average Daily Attendance	% ADA

	Average Daily Participation At Breakfast (Month Prior to On-Site Review)	Meal Count At Breakfast (Day of Review)	Currently Approved Eligibles
Free			
Reduced			
Paid			
Total			

	Average Daily Participation At Lunch (Month Prior to On-Site Review)	Meal Count At Lunch (Day of Review)	Currently Approved Eligibles
Free			
Reduced			
Paid			
Total			

Grade Group at Breakfast	Grade Group at Lunch	Program Being Reviewed
<input type="checkbox"/> Pre K <input type="checkbox"/> K-5 <input type="checkbox"/> 6-8 <input type="checkbox"/> K-8 <input type="checkbox"/> 9-12 <input type="checkbox"/> K-12	<input type="checkbox"/> Pre K <input type="checkbox"/> K-5 <input type="checkbox"/> 6-8 <input type="checkbox"/> K-8 <input type="checkbox"/> 9-12	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Seamless Summer

Offer vs Serve Implemented at Breakfast: YES or NO

Offer vs Serve Implemented at Lunch: YES or NO

Was Corrective Action Required? YES or NO

If yes, please attach Corrective Action Plan

During the follow up visit, was the Corrective Action Plan implemented and were all problems resolved? YES or NO

Comments:

APPLICATION APPROVAL

1.	Who is the person responsible for application approval (determining official)?
2.	Where are applications filed?

		BREAKFAST			LUNCH		
		YES	NO	N/A	YES	NO	N/A
3.	Are the applications being used for the current year?						
4.	Are the applications on file correctly approved?						
5.	Are applications retrievable by school?						
6.	Is a master roster used in the meal counting system?						
7.	Do names listed on the master roster match approved applications on file?						
8.	If more than one list is used (master roster, ticket issuance list, food service list) are all lists the same?						
9.	If using a computerized system, is documentation maintained to confirm meals claimed for reimbursement? (e.g.: are rosters with meal status printed monthly to document free and reduced eligibles?)						
10.	If a computerized system is used, is it sufficiently backed up in case of Child Nutrition computer failure?						
11.	Are procedures in place to update eligibility status as needed?						

Comments:

VERIFICATION PROCEDURES

		BREAKFAST			LUNCH		
		YES	NO	N/A	YES	NO	N/A
12.	Was verification completed according to the correct sample procedures?						
13.	Did the confirming official confirm all applications pulled for verification?						
14.	Was verification completed by November 15?						
15.	Was the Verification Collection Report submitted to the State Agency by December 15?						

Comments:

MEAL COUNTING AND CLAIMING

		BREAKFAST			LUNCH		
		YES	NO	N/A	YES	NO	N/A
16.	Can the person responsible for monitoring meals identify reimbursable meals served toward the meal pattern and whether offer vs serve is implemented in compliance with the approved policy statement?						
17.	Does the person know the school's policy for handling:						
a)	Lost, stolen, forgotten or destroyed tickets, tokens, or ID's?						
b)	Visiting student meals?						
c)	Adult meals?						
d)	Offer vs. Serve?						
e)	A la carte sales?						
f)	Student second meals?						
g)	Student worker meals?						
h)	Adult worker meals?						
i)	Field trips?						
j)	Charged and/or prepaid meals?						
18.	Is someone trained as a backup for the meal count person?						
19.	Is a current eligibility list maintained and available only to the appropriate person?						
20.	Is the method used for counting meals and collecting money in compliance with the SFA's Policy Statement on file with ADE CNU?						
21.	Is the method for counting meals by category accurate?						
22.	Are there procedures for meal counting and claiming when the primary counting and claiming system (i.e., computer) is not available, and does staff know when and how to implement the procedures?						
23.	Is there a method of recording non-reimbursable meals to distinguish them from reimbursable meals? (i.e., second meals that are sold, meals that do not meet meal requirements)						
24.	Does the system prevent overt identification?						
25.	Is the point of service meal count used to determine the school's claim for reimbursement?						
26.	Are daily counts for all serving lines, meal periods, etc., correctly totaled and recorded?						
27.	If claims are aggregated, are the meal counts correctly totaled and consolidated?						

		BREAKFAST			LUNCH		
		YES	NO	N/A	YES	NO	N/A
28.	For any day during the review month, does the number of free and reduced price meals exceed the number of free or reduced price eligibles? Edit Check 1						
29.	For any day during the review month, does the number of meals claimed exceed average daily attendance? If yes, explain. Edit Check 2						
30.	Have two on-site monitoring review forms been completed for the current school year for the After School Snack Program?						

Comments:

FOR SYSTEMS WITH CASH INTAKE

		BREAKFAST			LUNCH		
		YES	NO	N/A	YES	NO	N/A
31.	Is there a second-party count of cashier's cash intake?						
32.	Is cash reconciled daily and are differences recorded?						
33.	Is it ensured that counts are not adjusted or "backed out" to correspond with cash intake?						
34.	If there are a la carte sales, is potential income determined and compared to production records daily?						
35.	If the SFA uses an electronic system, are there policies or procedures in place for a backup method?						
36.	Are procedures in place to update eligibility status as needed?						
37.	Is the most current USDA/FNS "And Justice for All" poster hung in a highly visible location that can be seen by students, faculty and community visiting the cafeteria?						
38.	Have employees been trained this school year regarding Civil Rights?						
39.	Are children eligible for free or reduced price meals allowed all the same choices as the paying children?						
40.	When using a name checklist, is it coded in such a way that it is obvious to others which children are receiving free or reduced price meals? (e.g: color coding, symbols, numbers, obvious codes such as F, R, P?)						

		BREAKFAST			LUNCH		
		YES	NO	N/A	YES	NO	N/A
41.	When using a computer system for doing meal counts and cash transactions, does the system prevent overt identification? (i.e.: eligibility status does not show up on the screen)						
42.	Are accommodations made for students with physical disabilities so they can easily access the cafeteria and tray lines?						
43.	Does the SFA have policies and procedures for working with students with special dietary needs? (e.g.: Special Dietary Needs request form completed by a physician, other resources)						

Comments:

MEAL PATTERN

		BREAKFAST			LUNCH		
		YES	NO	N/A	YES	NO	N/A
44.	Is the food service staff planning and preparing meals according to the meal pattern indicated on the annual agreement with ADE CNU?						
45.	Are signs posted at or near the beginning of the LUNCH serving line identifying meal components for student information?						
46.	If the school is serving multiple menus and/or age/grade groups, is the meal service structured to comply with the required age/grade group meal pattern requirements?						
47.	Has the school complied with the planned menu for the day of review? And, if changes are being made to the planned menu, are the changes acceptable substitutions?						
48.	Does today's menu have all the required menu components?						
49.	Are menus planned in advance to assure good use of commodities, foods on hand, adequate purchasing procedures?						
50.	Is Offer vs. Serve implemented properly?						
51.	For SBP, are the minimum daily requirements of grains, fruits, and milk met for the age/grade group(s) being served?						
52.	Are daily meals claimed based on attendance records?						

		BREAKFAST			LUNCH		
		YES	NO	N/A	YES	NO	N/A
53.	Is the point of service and meal count person located at the end of the serving line?						
54.	Is there someone at the end of the line that is responsible to ensure that each tray is a reimbursable meal?						
55.	Are meal counts based on tray or plate counts?						
56.	Does the meal count person look at each tray to be sure students have selected the minimum number of menu components so their meal can be claimed for reimbursement?						
57.	Are any of the required menu components located in the lunch room after students go through the serving line? (for example, milk cooler or salad bar. All menu components must be available to students at point of service.)						

Comments:

WATER

		BREAKFAST			LUNCH		
		YES	NO	N/A	YES	NO	N/A
58.	Is free potable water available to program participants in each lunch meal service location?						

Comments:

MENU PRODUCTION RECORDS

		BREAKFAST			LUNCH		
		YES	NO	N/A	YES	NO	N/A
59.	Is the food service staff completing a daily production record for each type of meal service? (e.g.: breakfast, lunch, snack production record?)						
60.	Do production records include all required information for each age/grade group and menu type?						
61.	Is the staff keeping daily production records in a safe location, such as a 3-ring binder, in date order?						

		BREAKFAST			LUNCH		
		YES	NO	N/A	YES	NO	N/A
62.	Is the staff using an approved production record form appropriate for the meal pattern being used?						
63.	Are all sections of the daily production records being completed? (e.g.: amount of product actually used, quantities of leftovers, what is done with leftovers?)						

Comments:

FOOD SAFETY

		BREAKFAST			LUNCH		
		YES	NO	N/A	YES	NO	N/A
64.	Is the most recent health/sanitation report posted in a highly visible location for students, staff or the community to read?						
65.	Have any errors cited in the last health inspection report been corrected?						
66.	Does the kitchen have a written food safety plan that itemizes standard operating procedures (SOPs)?						
67.	Do all personnel know where the SOPs are and how to use them?						
68.	Are food temperature logs being completed as required?						
69.	Is dry storage at proper temperature?						
70.	Are toxic or poisonous items stored away from food items?						
71.	Does the SFA have policies and procedures in place for:						
a)	Controlling keys to kitchen and storage areas?						
b)	Keeping food supply safe and secure?						
c)	Outside groups using kitchen/cafeteria facilities?						
d)	Monitoring freezer and refrigerator temps when school is not in session?						
72.	Are adequate safeguards in place to minimize or prevent theft, spoilage or insect/rodent infestation? (storeroom should be lockable)						
73.	Is the First In, First Out (FIFO) method of inventory rotation practiced?						
74.	Are all foods date marked?						

Comments:

USDA FOODS (COMMODITIES)

		BREAKFAST			LUNCH		
		YES	NO	N/A	YES	NO	N/A
75.	Does the SFA receive USDA Foods?						
76.	Are USDA Foods labeled and easily identified as such?						
77.	Does the Child Nutrition staff have an up to date perpetual inventory record of all USDA Foods?						
78.	Is adequate space available for storage?						
79.	Is there an excess supply of any USDA Food products? (an amount of stock which would exceed a 6 month supply)						
80.	Do program personnel know the procedures for submitting claims for loss of USDA Foods?						

Comments:

OTHER

		BREAKFAST			LUNCH		
		YES	NO	N/A	YES	NO	N/A
81.	Is space available for food service staff to complete and store records at the school? (No work papers of confidential nature should be worked on or kept at home.)						
82.	Are there any other food service program concerns that need to be addressed at this time? (Describe in comments area.)						

Comments:

School Site Signature (Manager) Title Date

On-Site Reviewer Signature Title Date