**School District** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **SSO Site** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of SFA On-Site Review**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Meal Service Review** (check): Breakfast Lunch

**Program Type** (check one): Open Restricted Open Closed Enrollment Camp Migrant

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| --- | --- | --- | --- |
| **Yes** | **No** | **N/A** | **Monitor Area: Meal Count and Claiming** |
|  |  |  | Are meals counted and recorded at the point of service? Type of System Used (check): Computer Master Roster Tally Other (Explain)Today’s Count: Adult \_\_\_\_\_\_\_ Student\_\_\_\_\_\_\_  |
|  |  |  | Are only meals that contain the required number of items/components recorded for reimbursement? ***Attach a copy of today’s menu.*** |
|  |  |  | Are non-reimbursable meals (adults, volunteers, etc) recorded as such at the point of service? |
|  |  |  | Is money collected and deposited for non-reimbursable meals on a daily basis? |
|  |  |  | Are daily meal counts available for consolidation at the end of the month for claim filing? |
| Comments: |

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** | **No**  | **N/A** | **Monitor Area: Meal Pattern Compliance**  |
|  |  |  | Do all claimed meals meet meal pattern requirements? |
|  |  |  | Is Offer vs Serve implemented correctly? Breakfast: Four items offered; Students taking at least three items; Lunch: Five components offered; Students taking at least three components; Must include ½ cup of fruit and/or vegetable. Both meals: two varieties of fluid milk, potable water |
|  |  |  | Are production records complete and up-to-date? Are they accurate? ***Attach a copy of today’s production record.*** |

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| **Yes** | **No** | **N/A** | **Monitor Area: Food Safety** |
|  |  |  | Are foods held, served and stored with proper food safety practices? Check temperature log. |
|  |  |  | Are food temperature logs available to show that temperatures are taken and recorded on all prepared foods?  |
|  |  |  | Are the most recent health/sanitation reports posted in a highly visible location? |
|  |  |  | Are foods being used following First In, First Out (FIFO) method of inventory rotation? |
|  |  |  | Are all foods date marked? |
|  |  |  | If using mobile feeding, are safety procedures implemented correctly? ***Attach a copy of written safety procedures.*** |

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| **Yes** | **No** | **N/A** | **Monitor Area: Civil Rights** |
|  |  |  | Is the USDA/FNS approval poster displayed in a prominent place and visible to recipients? |
|  |  |  | Did the SFA advertise the availability and location of site(s) including the non-discrimination statement? ***Attach a copy of advertisement.*** |

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| Corrections Made: |

Person Completing Form: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_