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FOOD SERVICE

ADMINISTRATIVE POLICY #6 SCHOOL YEAR 2001-02

SUBJECT: On-Site Review
National School Lunch Program and AfterSchool Snack Program

DATE: December 17, 2001

1. On-Site Review - National School Lunch Program

National School Lunch Program regulations 7 CFR 210.8 (a) (1) require that School Food Authorities (SFAs) with more than one building conduct an on-site review in each building *annually* before February 1st. A minimum of one on-site review per building is required; the district or SFA may conduct more reviews if needed. The school district determines the method chosen for the review and the staff who will conduct the review.

Critical areas and general areas of the National School Lunch Program must be reviewed at each building. The critical areas include:

Approval of Applications and Counting and Claiming Meals - The SFA must review all free, reduced and denied applications to assure that they have been accurately approved and that students are receiving the correct benefits to which they are entitled. Please refer to the "Eligibility Guidance for School Meals Manual." This manual is available at the following website: <http://www.fns.usda.gov/cnd/Lunch/F&RP.Application.Process.Default.htm>

The monthly claim for reimbursement must be supported by a legal counting system that provides an accurate count of free, reduced price and paid meals in each building. Many excellent counting systems are at work in buildings throughout the state. They include rosters, tickets, check lists, and electronic point of service. Systems that are not allowable include tray counts, class room counts and "back out" counts (i.e., dividing the cash box total by the lunch price to arrive at the paid count and subtracting that from the daily total of meals served to get the free count). Only an actual count of the meals served at the point of service is acceptable. If electronic counting systems are used, it is essential to have a back up system in case of power failure or computer hardware/software problems. The on-site review is a good opportunity to review this back up system with staff. Please refer to Meal Counting and Claiming Manual, U.S. Department of Agriculture, Food and Nutrition Service - FNS #270 - April, 1991.

Meal Patterns - The menus and meals served must be checked at each site for availability of all meal components, offer vs. serve, required portion sizes and overt identification. Please refer to "A Menu Planner for Healthy School Meals," (U.S. Department of Agriculture, Food and Nutrition Service - FNS #303 - 1998) at website:

<http://schoolmeals.nal.usda.gov:8001/Recipes/menuplan/menuplan.html>

If problems are discovered in the counting and claiming procedures or with the meal pattern, a corrective action plan must be developed and implemented for the building by the SFA. Within 45 calendar days of the review, in any buildings with a corrective action plan, a follow up review must be conducted and documented by the SFA to see if the problem has been solved. This follow up review must be documented.

During Coordinated Review Effort (CRE) reviews conducted by our staff, application, counting and claiming, and meal pattern problems, can cost the district loss of reimbursement. Conducting annual on-site reviews can help prevent problems as well as provide an opportunity for staff training and process review.

2. On-Site Review - AfterSchool Snack Program

Each AfterSchool Snack Program must be reviewed by the SFA two times per year under 7 CFR 210.9(c)(7). The first review must be completed by the SFA during the first four weeks that the snack program is in operation. The second review must be conducted during the second half of the school year. The review must assess area eligibility determination, counting and claiming procedures, snack meal patterns, menus and production records at each AfterSchool Snack Program site. The attached On-Site Review/AfterSchool Snack Program form can be used for both required reviews. Please refer to website:

<http://www.fns.usda.gov/cnd/Afterschool/default.htm>

The attached prototype On-Site Review forms for both the National School Lunch Program and the AfterSchool Snack Program identify areas of review (critical areas and general areas) to ensure you are meeting National School Lunch and AfterSchool Snack Program regulations. These are prototypes and may be replaced by review forms of your creation as long as the required areas are covered for each program. Follow up on corrective action plans must be documented and signed (see last page of the prototype forms).

Federal regulations require that all records be retained for three years plus the current year. If a federal audit is being conducted, records must be kept until the audit is completed. These On-Site Review forms must be maintained as part of this record keeping requirement.

Please call our office at (517) 373-3347 if you have questions about the on-site review requirements or the prototype forms.

Enclosures

5. PRODUCTION RECORDS AND NUTRIENT ANALYSIS (cont.)

- g. Do you have a condiment recipe for this school or are condiments included in standardized recipes or production records? G YES G NO
- h. Are portion sizes listed accurately for all menu items? G YES G NO

6. U.S.D.A. DONATED COMMODITIES

- a. Are U.S.D.A. donated commodities properly ordered, utilized and safely stored? G YES G NO
- b. Are such commodities inventoried (all) once a month? G YES G NO

7. VERIFICATION

- a. Is verification completed by December 15th of each year? G YES G NO
- b. Type: G RANDOM G FOCUSED G ALL APPLICATIONS
- c. Is verification documented, including summary sheet? G YES G NO
- d. Was each verified income recalculated and accurate? (*Weekly income X 4.33 - Bi-weekly income X 2.15*) G YES G NO

8. AFTERSCHOOL SNACK PROGRAM (if applicable)

- a. Has each afterschool snack site been visited at least once this school year? G YES G NO
(Two visits are required each year.)
- b. Does the afterschool snack program provide care for children? G YES G NO
- c. Is there an educational and/or enrichment element in the afterschool snack program? G YES G NO
- d. Are care and activities supervised? G YES G NO
- e. Is there a roster of student names who participate in the afterschool snack program? G YES G NO
- f. In area eligible sites are all children receiving snack at no charge and being claimed free? G YES G NO
- g. In non-area eligible sites are children's snacks being recorded in the proper category (free, reduced price or paid)? G YES G NO

9. EDITS

- a. Do the free and/or reduced price meals recorded exceed the maximum number allowed (100%)? G YES G NO
(Daily by building)
- b. Do the free and/or reduced meals recorded exceed the current national daily attendance factor determined by USDA? *(Daily by building)* G EXCEPTION G YES G NO

10. OTHER

- a. Is site claiming only one lunch per child per day? G YES G NO
- b. Is the lunch period adequate to serve all students? G EXCEPTION G YES G NO
- c. Is there a written procedure for handling lost, stolen or misused tickets; or for providing meals to all children? G YES G NO
- d. Is there overt identification of free and reduced recipients? G YES G NO
(Use pre-paid list, coded tickets. No discrimination.)

PART III --- CORRECTIVE ACTION/GENERAL INFORMATION G NONE

- 1. Corrective action plan was discussed and will be implemented by school: G YES G NO
- 2. Due date for corrective action plan: _____ *(date)*
- 3. Corrective action completed on: _____ *(date)*
- 4. Technical assistance provided: G YES G NO
- 5. Areas of concern/problems: _____

SIGNATURE OF PRINCIPAL _____

SIGNATURE OF MANAGER/HEAD COOK _____

1st Review *	2nd Review
Date: _____	Date: _____
-	-

* First review must be completed within the first four weeks of the snack operation.

	Yes	No	N/A	Yes	No	N/A
6. Are snack counts taken at the Point of Service?						
7. Is documentation of snack menus maintained?						
8. Do menus for all snacks offered meet or exceed the minimum snack meal pattern requirements?						
9. Are only those snacks served, that meet or exceed the snack meal pattern requirements, counted for reimbursement?						
10. Do production records/delivery receipts support the number of snacks claimed?						
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11. Are records/forms being maintained and kept?						
12. Do these records/forms support the claim?						

* First review must be completed within the first four weeks of the snack operation.

PART III - CORRECTIVE ACTION/GENERAL INFORMATION

