

Check List for Coordinated Review Effort (CRE)

ALL ITEMS MUST BE AVAILABLE FOR THE CRE

Civil Rights

Post Award Civil Rights Compliance Review form (*Enclosed form must be completed and signed.*)

Free and Reduced Price School Meal Eligibility Documentation for Review Period from Selected Buildings

All *approved* Free and Reduced Price School Meals Family Applications

All *denied* Free and Reduced Price School Meals Family Applications

Official Direct Certification documentation for eligible students (*if applicable*)

Benefit Issuance lists with free and reduced-price students

Counting and Claiming Documentation

A copy of the most recent School Meals Program SM-4012-SL Claim for Reimbursement submitted on MEIS

All meal count records with edits for the review period (*daily, weekly, or monthly*)

Menus and Production Records for Review Period from Selected Buildings

Breakfast

Lunch

AfterSchool Snack

On-Site Reviews for All District Buildings

(If not yet completed for current year, provide last year's records.)

Lunch

AfterSchool Snack

Check List for CRE (cont.)

Health Department Sanitation/Safety Inspection Reports

Reports for all district buildings

A copy of the most recent report for each building posted in a publicly visible location

Complete Verification File for District

Copies of original Free and Reduced Price School Meals Family Application with attached Verification documentation (*i.e., letters, copies of check stubs, and all calculations made by school district personnel*)

Letter from Department of Human Services with verification of case numbers (*if applicable*)

Completed Verification Summary Sheet (*see Administrative Policy #4 SY 2008-09*)

A copy of the Local Educational Agency Review System (LEARS) summary page

General Area Items

School calendar of days in session for all building(s) selected

Student-parent input documentation (*yearly requirement*)

Most recent Nutrition Review Analysis, Results, and Plan of Action

Alternate Agreement(s) (*if applicable*)

A copy of the Food Service Contract and Commodity Agreement for vended meals (*if applicable*)

Local Wellness Policy (LWP)

G-3 Food Safety and Sanitation form (*Enclosed form must be completed and signed.*)

G-4 Procurement form (*Enclosed form must be completed and signed.*)

G-5 Food Service Management Company/Vendor form (*Enclosed form must be completed and signed, if applicable.*)