

## SPONSOR LEVEL SELF-MONITORING REVIEW

Complete one sponsor level self-monitoring review by FEBRUARY 1. As a best practice, the Michigan Department of Education (MDE) School Nutrition Programs encourages sponsors with only one building to conduct a self-monitoring review.

School Name	Agreement #
Sponsor Employee & Title	Date:

	Yes	No	N/A	Comments
<b>Application Approval/Direct Certification/Master Roster</b>				
<b>1. Applications:</b>				
<ul style="list-style-type: none"> <li>Are all free and reduced price applications on file correctly approved or denied?</li> </ul>				
<ul style="list-style-type: none"> <li>Were all households informed of their right to apply for free or reduced meal benefits in accordance with Federal Standards?</li> </ul>				
<b>2. Direct Certification:</b>				
<ul style="list-style-type: none"> <li>Is correct direct certification documentation maintained?</li> </ul>				
<b>3. Benefit Issuance List:</b>				
<ul style="list-style-type: none"> <li>Do names listed on the Benefit Issuance List match approved applications on file and names on the direct certification list?</li> </ul>				
<b>4. Verification Process:</b>				
<ul style="list-style-type: none"> <li>Was the verification process completed by November 15th?</li> </ul>				
<ul style="list-style-type: none"> <li>Was the most recent Verification Collection Report timely and accurate?</li> </ul>				
<b>Resource Management</b>				
<b>5. Nonprofit School Food Service Account:</b>				
<ul style="list-style-type: none"> <li>Does the sponsor have internal control procedures in place to ensure that only allowable costs were charges to the nonprofit school food service account?</li> </ul>				
<b>6. Paid Lunch Equity (PLE):</b>				
<ul style="list-style-type: none"> <li>Did the sponsor use the USDA Paid Lunch Equity Tool to evaluate the need to raise the paid lunch prices for the current school year?</li> </ul>				
<b>7. Nonprogram Foods Revenue:</b>				
<ul style="list-style-type: none"> <li>If the sponsor provided adult meals for teachers and/or parents, did it obtain full payment from the adults receiving the meals and/or recover the cost of those meals from a general fund transfer?</li> <li>Did the sponsor use the MDE Adult Pricing Tool to properly set prices annually?</li> <li>Are ala carte and catering revenues priced to cover their respective costs?</li> </ul>				
<b>8. Indirect Costs:</b>				
<ul style="list-style-type: none"> <li>Did the sponsor use the correct methodology to calculate indirect costs charged to the NSFSA?</li> </ul>				

Other General Areas			
9. Reporting and recordkeeping:			
<ul style="list-style-type: none"> <li>Does the sponsor have procedures for consolidating daily meal counts by category for each site to process an accurate claim for reimbursement?</li> </ul>			
10. Professional Standards:			
<ul style="list-style-type: none"> <li>Is all training being documented for School Nutrition Program staff and are Professional Standards Federal regulations being upheld by the sponsor?</li> </ul>			
11. School Breakfast Program and Summer Food Service Program Outreach:			
<ul style="list-style-type: none"> <li>Did the sponsor inform families regarding the availability of breakfast prior to the start of the school year and two additional times during the school year?</li> </ul>			
<ul style="list-style-type: none"> <li>If "Yes", did the outreach include the price, time and location of breakfast service?</li> </ul>			
<ul style="list-style-type: none"> <li>Were families informed of the Summer Food Service Programs prior to the end of the school year?</li> </ul>			
12. Local Wellness Policy:			
<ul style="list-style-type: none"> <li>Has the sponsor established a local wellness policy that promotes student wellness and provides assurance that school meals and other food and beverages sold and otherwise made available during the school day are consistent with the minimum Federal standards?</li> </ul>			
<ul style="list-style-type: none"> <li>Has the sponsor held annual Wellness Committee Meetings to review/update policy?</li> </ul>			
<ul style="list-style-type: none"> <li>If "Yes", was outreach provided to the community notifying them that they are welcome to attend the Wellness Committee Meeting?</li> </ul>			
<ul style="list-style-type: none"> <li>Is the policy made available to the public along with annual updates, and has an assessment been completed within the last three years indicating if the wellness goals have been met?</li> </ul>			

### School Nutrition Program Corrective Action Plan - Sponsor Level

<b>Corrective Action Plan (for all "no" answers):</b>
<b>Corrective Action Plan Due Date:</b>
<b>Sponsor Reviewer Signature, Title, Date:</b>
<b>School Site Representative Signature, Title, Date:</b>

**SNP Follow-Up Visit (must be conducted within 45 days if corrective action was required)**

Observations of corrective action implementation:

**Sponsor Reviewer Signature, Title, Date:**

**School Site Representative Signature, Title, Date:**

This institution is an equal opportunity provider.