SCHOOL NUTRITION PROGRAM ON-SITE REVIEW

One lunch review, per building, MUST be completed by FEBRUARY 1. Sponsors must review 50% of buildings operating school breakfast programs by FEBRUARY 1. The following year, the other 50% of buildings operating school breakfast programs must be reviewed. 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 #	Date of Breakfast observation:
Sponsor Employee & Title		Date of Lunch observation:

Check box if not observing breakfast		Breakfast			Lunch			Comments
Meal Counting and Claiming		Yes	No	N/A	Yes	No	N/A	
1. Is the method used for counting reimbursable meals in compliance with the approved point of service requirement?								
2. Is the point of service meal count used to determine the school's claim for reimbursement?								
3. Is the person responsible for monitoring meals correctly identifying reimbursable meals for the menu planning option selected by the sponsor?								
4. Does this person know the school's policies for handling:								
• Ala Carte?								
• Adult and non-student meals?								
• Charged and/or prepaid meals?								
• Field Trips?								
• Incomplete meals?								
• Lost, Stolen, misused, forgotten or destroyed tickets, tokens, IDs, PINs?								
• Offer vs. Serve?								
• Second meals?								
• Student worker meals?								
• Unpaid meal charges?								
• Visiting student meals?								
5. Are only meals that meet meal pattern requirements counted and claimed for reimbursement?								
6. Does the meal count system prevent overt identification of children receiving free or reduced price meals?								
7. Is there a method of identifying non-reimbursable meals and distinguishing them from reimbursable meals?								
8. Is someone trained as a backup for the monitor and the meal counter? Who?								
9. Backup System:								
• Does the school have a backup counting system in case of mechanical failure of an automated system?								
• Do staff know when and how to implement it?								
10. Are daily meal counts correctly totaled and recorded?								
11. If claims are combined, are the meal counts correctly totaled and consolidated?								
12. Are internal controls (edit checks, monitoring, etc.) established to ensure that daily counts do not exceed the								

number of students eligible or in attendance and that an accurate claim is made?							

Do not complete questions 13 and 14 if CEP or RCCI.

	Breakfast			Lunch			Comments
Meal Counting and Claiming	Yes	No	N/A	Yes	No	N/A	
13. Is a current eligibility list kept up-to-date and used by the meal counting system to provide an accurate daily count of reimbursable meals by category (free, reduced, paid)?							
14. Are edit checks completed and documented which compare the daily counts of free, reduced, and paid meals against the product of the number of children currently eligible for free, reduced, and paid meals respectively, times an attendance factor (and any discrepancies accounted for)?							
Community Eligibility Provision (CEP)							
15. Is the meal count person checking to be sure that each student has selected a reimbursable meal?							
16. Does the meal count process ensure that only one meal is served per student?							
Meal Planning/Food Production							
17. Does the menu for the review month meet meal planning system requirements?							
18. Is there signage that identifies components that make up a reimbursable meal located near or at the beginning of all service lines?							
19. Potable Water:							
• Is free potable water available to all students for lunch in each location where lunches are served and for breakfast served in the cafeteria?							
• Is the location of the free potable water in the meal service area or immediately adjacent to the meal service area?							
20. Are production records completed daily?							
21. Do production records document that enough food is prepared to meet the requirements for reimbursable meals for number of meals claimed?							
Food Safety							
22. Is the most recent food safety inspection report posted in a location available to the public (front office, drop off area, etc)?							
23. Are required temperature logs available and up to date?							
24. Is a copy of the Sponsor food safety plan available at each meal service site?							
Compliance with Civil Rights Requirement							
25. Is the "And Justice for All" poster posted in a prominent location and visible to all program participants?							

School Nutrition Program Corrective Action Plan

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

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.