

SCHOOL FOOD AUTHORITY ON-SITE REVIEW CHECKLIST
ASSESSMENT OF THE MEAL COUNTING AND CLAIMING SYSTEM AND READILY
OBSERVABLE GENERAL AREAS
School Breakfast Program

Each School Food Authority (SFA) with more than one school (as defined by 7 CFR Part 210.2 to include Residential Child Care Institutions (RCCIs)) must perform no less than one on-site review of the meal counting and claiming system of 50% of schools operating the School Breakfast Program (SBP) under its jurisdiction.

Each on-site review must ensure the school's claim is based on the counting and claiming system, as implemented, and yields the actual number of reimbursable free, reduced price, and paid meals, respectively, served for each day of operation.

If the review discloses problems with a school's meal counting and claiming procedures or general review areas, the SFA must ensure that the school implements corrective action, and within 45 days of the review, conduct a follow-up on-site review to determine that the corrective action resolved the problems.

School Name:

Review Date:

SFA Reviewer:

SCHOOL BREAKFAST PROGRAM ON-SITE REVIEW

The following questions are recommended at a minimum to complete the on-site review requirement:

YES	NO	MEAL COUNTING AND CLAIMING SYSTEM	
		1.	Is the method used for counting reimbursable meals in compliance with the approved point of service requirement? (Meal counts must be taken at the location(s) where complete meals are served to children.)
		2.	Is the point of service meal count used to determine the school's claim for reimbursement?
		3.	Is the person responsible for monitoring and counting meals correctly identifying reimbursable meals?
		4.	Is the school correctly implementing policies for handling the following (as applicable):
		N/A	
			Incomplete meals?
			Second meals?
			Lost, stolen, misused, forgotten or destroyed tickets, tokens, IDs, etc.?
			Visiting student meals?
			Adult and non-student meals (and identifying program vs non- program)?
			A la carte?
			Student worker meals?
			Field Trips?
			Charged and/or prepaid meals?
			Offer vs Serve?
			Unpaid meal charges
			Is there a method of identifying non-reimbursable meals (meals no meeting meal pattern requirements, seconds and adult meals) and distinguishing them from reimbursable meals?
		6.	Is someone trained as a backup for the monitor and the meal counter?
		7.	Are there procedures for meal counting and claiming when the primary counting and claiming system is not available? Do staff know when and how to implement them?
		8.	Are daily counts correctly totaled and recorded?
		9.	If claims are aggregated, are the meal counts correctly totaled and consolidated?

This institution is an equal opportunity provider

		10. Are internal controls (edits, 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? <i>Record today's meal counts by category and compare to the total number of students eligible by category (next page)</i>								
		<table border="1"> <tr> <th>Number of Students Approved by Category</th> <th>Today's Meal Counts by Category</th> </tr> <tr> <td>Free:</td> <td>Free:</td> </tr> <tr> <td>Reduced Price:</td> <td>Reduced Price:</td> </tr> <tr> <td>Paid:</td> <td>Paid</td> </tr> </table>	Number of Students Approved by Category	Today's Meal Counts by Category	Free:	Free:	Reduced Price:	Reduced Price:	Paid:	Paid
Number of Students Approved by Category	Today's Meal Counts by Category									
Free:	Free:									
Reduced Price:	Reduced Price:									
Paid:	Paid									
		11. Does the system prevent overt identification of children receiving free or reduced price meals?								
<p align="center">NOTE: The following two questions are for all SFAs <u>except</u> for SFAs on Provision 2 or 3 in non-base years, CEP, or RCCIs with only residential children</p>										
YES	NO									
		12. 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 price, paid)?								
		13. If applicable according to 7 CFR 220.11(d) are comparisons of daily free, reduced price and paid breakfast counts against data which will assist in the identification of breakfast counts in excess of the number of free, reduced price and paid breakfasts served each day to children eligible for such breakfasts completed?								

SBP CORRECTIVE ACTION PLAN (for any "NO" answers above):

SPECIFY DATE SBP CORRECTIVE ACTION(S) WILL BE IMPLEMENTED:

BY WHOM:

YES	NO	READILY OBSERVABLE GENERAL AREAS
		1. Were any issues readily observed in relation to resource management?
		Maintenance of the Nonprofit School Food Service Account? (7 CFR 210.2, 210.14, 210.19(a), 210.21)
		Paid Lunch Equity? (7 CFR 210.14(e))
		Revenue from Nonprogram Foods? (7 CFR 210.14(f))
		Indirect Costs? (2 CFR Part 200 and 7 CFR 210.14(g))
		2. Were any issues readily observed in other general areas?
		Free and Reduced Price Process – including verification, notification, and other procedures (7 CFR Part 245)
		Civil Rights (7 CFR 210.23(b))
		Reporting and Recordkeeping (7 CFR Parts 210, 220, and 245)
		Food Safety (7 CFR 210.13)
		Competitive Food Service (7 CFR 210.11 and 220.12)
		Water (7 CFR 210.10(a)(1)(i) and 220.8(a)(1))
		Professional Standards (7 CFR 210.30)
		SBP and SFSP Outreach (7 CFR 210.12(d))
		Local School Wellness Policies (7 CFR 210.30)
		Other

SBP CORRECTIVE ACTION PLAN (for any “YES” answers above):

SPECIFY DATE SBP CORRECTIVE ACTION(S) WILL BE IMPLEMENTED:

BY WHOM:

SIGNATURE:

_____	_____	_____
School Representative	Title	Date
_____	_____	_____
SFA Reviewer	Title	Date

SBP FOLLOW-UP VISIT

(must be conducted within 45 days if corrective action was required): Date(s) of Follow-Up:

Observations of corrective action implementation:

SIGNATURE:

_____	_____	_____
School Representative	Title	Date
_____	_____	_____
SFA Reviewer	Title	Date