

**OHIO DEPARTMENT OF EDUCATION, OFFICE FOR CHILD NUTRITION
ON-SITE ACCOUNTABILITY REVIEW FORM
ASSESSMENT OF THE MEAL COUNTING AND CLAIMING SYSTEM**

According to 7 CFR 210.8(a)(1), every school year, **prior to February 1**, each School Food Authority (SFA) with more than one school (as defined 7 CFR Part 210.2 to include Residential Child Care Institutions (RCCIs)) must perform no less than one On-Site Accountability Review of the lunch counting and claiming system employed by each school under its jurisdiction.

Each On-Site Accountability Review must ensure the school's claim is based on the counting system, as implemented, and yields the actual number of reimbursable free, reduced price, and paid lunches, respectively, served for each day of operation.

If the review discloses problems with a school's meal counting or claiming procedures, 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.

Keep the completed On-Site Accountability Review forms and any corrective action documentation in your files. All records and documentation pertaining to the Child Nutrition Programs are to be kept for three years plus, the current year.

NOTE: SFAs contracting with Food Service Management Companies (FSMC) must also conduct an annual On-Site Accountability Review of each site. The review must be conducted and signed by SFA staff. Although corrective actions may be carried out by FSMC staff, reviews conducted and/or signed by FSMC staff are not acceptable.

School/Site Name: _____ **Review Date:** _____

SFA Reviewer: _____

Check One:

Original Review ()

Follow-Up Review ()

YES NO

- | | | | | | | | | | | | | | |
|---|--|--------------------------|-------------------|------------|--|--------------------------|--------------------------|--------------------------|-------------------|--------------------------|--------------------------|--------------------------|---------------|
| <input type="checkbox"/> <input type="checkbox"/> | <p>1. Is the procedure used by this site for counting reimbursable meals in compliance with the state agency approved <i>point of service</i> procedure as documented in the Claims Reimbursement and Reporting System (CRRS)? (Meal counts must be taken at the location where complete meals are served to children.)</p> | | | | | | | | | | | | |
| <input type="checkbox"/> <input type="checkbox"/> | <p>2. If the meal count is not taken at the end of the food service line, does the site have a system to account for reimbursable meals?</p> | | | | | | | | | | | | |
| <input type="checkbox"/> <input type="checkbox"/> | <p>3. Is the <i>point of service</i> meal count used to determine the school's claim for reimbursement?</p> | | | | | | | | | | | | |
| <input type="checkbox"/> <input type="checkbox"/> | <p>4. Is the person responsible for monitoring meals correctly identifying reimbursable meals for the menu planning option selected by the SFA?</p> | | | | | | | | | | | | |
| <input type="checkbox"/> <input type="checkbox"/> | <p>5. Is the school correctly implementing policies for handling the following (as applicable):</p> <table border="0" style="margin-left: 20px;"> <tr> <td>Yes</td> <td>No</td> <td>N/A</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Incomplete meals?</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Second meals?</td> </tr> </table> | Yes | No | N/A | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Incomplete meals? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Second meals? |
| Yes | No | N/A | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Incomplete meals? | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Second meals? | | | | | | | | | | |

Yes No N/A

- Lost, stolen, misused, forgotten or destroyed tickets, tokens, IDs, PINs?
- 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?

- 6. Is there a method of identifying non-reimbursable meals (i.e. not meeting meal pattern requirements, seconds, adult meals, etc.), distinguishing them from reimbursable meals?
- 7. Is someone trained as a backup for the monitor and the meal counter?
- 8. Are there procedures for meal counting and claiming when the primary counting and claiming system is not available and does staff know when and how to implement it?
- 9. Are daily counts correctly totaled and recorded?
- 10. 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 for reimbursement is made? Record today's meal counts by category and compare to the number of students eligible by category.

Number of Students Approved by Category Today's Meal Counts by Category

Free:
Reduced price:
Paid:

Free:
Reduced price:
Paid:

- 11. Does the system prevent overt identification of children receiving free or reduced price meals?

**NOTE: THE FOLLOWING TWO QUESTIONS ARE FOR ALL SFAs
EXCEPT FOR SFAs ON PROVISION 2 OR 3 IN NON-BASE YEARS
OR RCCIs WITH ONLY RESIDENTIAL CHILDREN:**

- 12. Is a current eligibility list kept up-to-date and used by the meal count system to provide an accurate daily count of reimbursable meals **by category** (free, reduced price, paid)?
- 13. Are edit checks completed and documented which compare the daily counts of free, reduced price and paid lunches against the product of the number of children currently eligible for free, reduced price and paid lunches, respectively, multiplied by an attendance factor (and any discrepancies accounted for)? (If applicable according to 7 CFR 210.8(a)(3),)

