



SCHOOL FOODSERVICE SITE MONITORING WORKSHEET

NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION

CHILD NUTRITION AND FOOD DISTRIBUTION

(Rev. 6/19) G/Tools/SNP/On-Site Review of NSLP and SBP

Sponsors with more than one site must complete an on-site review at each site prior to February 1 of the program year.

Each on-site 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. A minimum of 50% of school breakfast sites must be reviewed each school year with each site being monitored every other year.

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.

School District (SFA):	LA # (if known):
Site:	Date of Review (prior to Feb 1):

Which meal service was observed: Breakfast Lunch

Yes	No	Meal Counting and Claiming System		
<input type="checkbox"/>	<input type="checkbox"/>	1. Is the method 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 daily to children.)		
<input type="checkbox"/>	<input type="checkbox"/>	2. Is the point of service meal count used to determine the school's claim for reimbursement?		
<input type="checkbox"/>	<input type="checkbox"/>	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):		
		Yes	No	N/A
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	5. 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?		
<input type="checkbox"/>	<input type="checkbox"/>	6. Is someone trained as a backup for the monitor and the meal counter?		
<input type="checkbox"/>	<input type="checkbox"/>	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?		
<input type="checkbox"/>	<input type="checkbox"/>	8. Are daily counts correctly totaled and recorded?		
<input type="checkbox"/>	<input type="checkbox"/>	9. If claims are aggregated, are the meal counts correctly totaled and consolidated?		
<input type="checkbox"/>	<input type="checkbox"/>	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</i>		
		Number of Students Approved by Category		Today's Meal Counts by Category
		Free:		Free:
		Reduced Price:		Reduced Price:
		Paid:		Paid:

<input type="checkbox"/>	<input type="checkbox"/>	11. Does the system prevent overt identification of children receiving free or reduced-price meals?
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.		
<input type="checkbox"/>	<input type="checkbox"/>	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)?
<input type="checkbox"/>	<input type="checkbox"/>	13. If applicable, according to 7 CFR 220.11(d) are comparisons of daily free, or 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?

Yes	No	OBSERVABLE GENERAL AREAS
<input type="checkbox"/>	<input type="checkbox"/>	1. Were any issues readily observed in relation to resource management?
<input type="checkbox"/>	<input type="checkbox"/>	• Does the SFA maintain a Nonprofit School Food Service Account? (7 CFR 210.2, 210.14, 210.19(a), 210.21)
<input type="checkbox"/>	<input type="checkbox"/>	• Are Paid Lunch Equity requirements met when determining student meal prices? (7 CFR 210.14 (e))
<input type="checkbox"/>	<input type="checkbox"/>	• Is revenue from Nonprogram Foods returned to the School Food Service Account? (7 CFR 210.14 (f))
<input type="checkbox"/>	<input type="checkbox"/>	• If Indirect Costs are paid is there documentation of the approved rate? (2 CFR Part 200 & 7 CFR 210.14 (g))
<input type="checkbox"/>	<input type="checkbox"/>	2. Are the correct Free and Reduced-Price Process-including verification, notification, and other procedures followed? (7 CFR Part 245)
<input type="checkbox"/>	<input type="checkbox"/>	3. Civil Rights (7 CFR 210.23 (b))
<input type="checkbox"/>	<input type="checkbox"/>	• Is the most current USDA “And Justice for All” poster displayed in a prominent location and visible to recipients of benefits?
<input type="checkbox"/>	<input type="checkbox"/>	• Did the meal service observations indicate that program benefits were made available to all children without discrimination?
<input type="checkbox"/>	<input type="checkbox"/>	• Are students with special dietary needs accommodated according to requirements?
<input type="checkbox"/>	<input type="checkbox"/>	4. Are Reporting and Recordkeeping requirements met? (7 CFR Parts 210, 220, and 245)
<input type="checkbox"/>	<input type="checkbox"/>	5. Food Safety (7 CFR 210.13)
<input type="checkbox"/>	<input type="checkbox"/>	• Is the most recent food safety inspection posted in a publicly visible location?
<input type="checkbox"/>	<input type="checkbox"/>	• Were required temperature logs available and up to date?
<input type="checkbox"/>	<input type="checkbox"/>	• Are food storage areas clean, organized and maintained at appropriate temperatures?
<input type="checkbox"/>	<input type="checkbox"/>	6. Is the school in compliance with Smart Snack Nutrition Standards? (7 CFR 210.11 and 220.12)
<input type="checkbox"/>	<input type="checkbox"/>	7. Is water available free of charge for students to drink at all meals? (7 CFR 210.10(a)(1)(i) & 220.8(a)(1))
<input type="checkbox"/>	<input type="checkbox"/>	8. Professional Standards (7 CFR 210.30)
<input type="checkbox"/>	<input type="checkbox"/>	• Are foodservice staff provided opportunities to receive training?
<input type="checkbox"/>	<input type="checkbox"/>	• Is a training log completed for each foodservice staff member?
<input type="checkbox"/>	<input type="checkbox"/>	9. Is SBP and SFSP Outreach completed each year for schools participating in these programs? (7 CFR 210.12(d))
<input type="checkbox"/>	<input type="checkbox"/>	10. Is the district Local School Wellness Policy up to date and are policy requirements met? (7 CFR 210.30)
<input type="checkbox"/>	<input type="checkbox"/>	11. Other

Corrective Action Plan (for any “NO” answers above):

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

Observations of corrective action implementation:

Date Corrective Action(s) will be implemented and by whom:

Signature of SFA Reviewer:

Signature of School Representative: