Assessing the Meal Counting and Claiming System of the Cafeteria and Administrative Office. General program areas are also reviewed.

Every year, schools with more than one site must conduct at least one on-site self-review of all sites operating the National School Lunch Program and at least 50% of the breakfast programs. Each breakfast program must be reviewed at least every two years. The on-site review must ensure that the school's monthly claim for federal reimbursement is based on the counting and claiming system and yields the actual number of reimbursable meals for each eligibility category served for each day of operation.

If the review discloses any issues in compliance, the SFA must ensure that the site implements corrective action, and within 45 days of the review, conduct a follow-up on-site review to determine that the corrective action has been implemented and resolved the problem.

		Breakfast		Lunch	
Site Name:	**Review Date (Breakfast):**				
Reviewer Name:	**Review Date (Lunch, if different):**	Yes	No	Yes	No
1. Is the method used for counting reimbursable meals following the approved point of service requirement at all stations? Circle method of Meal Counting Used: Coded Ticket By-name Roster Electronic POS Head/Tally Count Sheets Other:		☐	☐	☐	☐
2. Is the point of service count located at the end of the service line after all meal components have been served?		☐	☐	☐	☐
If not, has the State Agency (ND DPI-CNFD) approved the location of the point of service? *(Approval must be recorded in ND Foods on the Meal Counting and Claim Preparation document.)*		☐	☐	☐	☐
3. Are meals served in an alternate location (i.e., preschool classroom, grab and go kiosk, etc.) ☐ No Alternate point		☐	☐	☐	☐
If so, is an accurate point-of-service meal counting system in place? ☐ N/A		☐	☐	☐	☐
4. Are there backup procedures for meal counting and claiming when the primary counting and claiming system is not available?		☐	☐	☐	☐
5. Are the people responsible for the point-of-service meal count trained on identifying a reimbursable meal, at least annually? Name of staff member taking meal count: _____ Date Trained: _____ Name of substitute/backup monitor: _____ Date Trained: _____		☐	☐	☐	☐
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 the school correctly implementing, and does the person know the policies for handling: (Check those that apply) ___Offer vs serve ___ Lost tickets/forgotten PIN numbers ___ A la carte items ___ Second meals ___Field trips ___Adult & non-student meals ___ Visiting student meals ___ Unpaid meal charge		☐	☐	☐	☐

8. Record today's meal counts by eligibility and compare them with the total number of students eligible for each category.

Breakfast				**Lunch**		
	Students Eligible	Meal Count			Students Eligible	Meal Count
Free				Free		
Reduced-Price				Reduced-Price		
State Free (200%)				State Free (200%)		
Paid				Paid		

	Breakfast Yes	Breakfast No	Lunch Yes	Lunch No
9. Are edit checks performed to ensure the daily meal counts do not exceed the number of students eligible or in attendance?	☐	☐	☐	☐
10. If claims are combined for two or more sites, are the meal counts correctly totaled and consolidated?	☐	☐	☐	☐

Note: The following two questions are for all schools EXCEPT those using Provision 1, 2, or 3 in non-base years, CEP, or RCCIs with only residential children.

	Breakfast Yes	Breakfast No	Lunch Yes	Lunch No
11. Does the system ensure the student's eligibility status is kept confidential?	☐	☐	☐	☐
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, state-free, paid)?	☐	☐	☐	☐

Meal Counting & Claiming Corrective Action Plan. *For any "No" answers from above, identify how the area will be brought into compliance.*

GENERAL OBSERVABLE AREAS	Breakfast Yes	Breakfast No	Lunch Yes	Lunch No
1. **Resource Management:** Does the school maintain a Nonprofit School Food Service Account?	☐	☐	☐	☐
• Are student meal prices set to reflect paid lunch equity ☐ N/A- CEP/Provision/RCCI	☐	☐	☐	☐
• Are adult meal prices set at the required levels?	☐	☐	☐	☐
• Does revenue from Nonprogram foods, including adult meals, second milk, and ala carte, cover expenses?	☐	☐	☐	☐
• If indirect costs are paid by the school food service account, is there documentation of the approved rate?	☐	☐	☐	☐
2. Are the correct **Free/Reduced Price** eligibility processes, including verification, notification, and other procedures, followed?	☐	☐	☐	☐
3. **Civil Rights:** Is the most recent 'And Justice for All' poster visible in a public location?	☐	☐	☐	☐
• Have site staff completed Civil Rights training for the Child Nutrition programs this year? Date of training: _____	☐	☐	☐	☐
• Do program materials, including the website, include the most current USDA nondiscrimination statement?	☐	☐	☐	☐
• Did meal service observations show that all children have the opportunity to participate in meal programs without discrimination?	☐	☐	☐	☐
• Are students with special dietary needs accommodated according to requirements?	☐	☐	☐	☐
4. Is signage identifying a reimbursable meal posted at the beginning of the meal service line?	☐	☐	☐	☐
If Offer versus Serve is implemented, does it include the requirement to select at least ½ cup of fruit or vegetable?	☐	☐	☐	☐
5. Are production records being accurately and fully completed with the required information to reflect the menus that are planned and served?	☐	☐	☐	☐
6. Are records to support the claim for reimbursement (i.e., production records, meal count forms, etc.) kept for at least 3 years plus the current year?	☐	☐	☐	☐
7. **Food Safety:** Is the most recent health inspection report posted in a publicly visible location?	☐	☐	☐	☐
• Are temperature logs being kept up to date on all refrigeration and sanitation equipment?	☐	☐	☐	☐
• Is the Food Safety plan implemented, and is a written copy available in the kitchen?	☐	☐	☐	☐
8. Is water available free of charge but not promoted as part of the meal in the meal service area?	☐	☐	☐	☐
9. Is the district Local School Wellness Policy up to date, and has an assessment of how well the policy is meeting school environment goals been done in the last three years?	☐	☐	☐	☐
• Are the policy and most current assessment available to the public, such as posted on the school website?	☐	☐	☐	☐
10. Is the school in compliance with Smart Snack nutrition standards – ala carte, vending machines, school stores, fundraisers	☐	☐	☐	☐
11. **Professional Standards:** Is a plan in place for site staff to meet Professional Standards training requirements by the end of the school year?	☐	☐	☐	☐
• Is a training log completed for each site staff member?	☐	☐	☐	☐
12. Is School Breakfast (SBP) and Summer Food Service programs (SFSP) outreach completed each year? *All schools must distribute information about SFSP* ☐ N/A- Do not participate in SBP	☐	☐	☐	☐

General Observable Areas Corrective Action Plan: *For any "No" answers from above, identify how the area will be brought into compliance.*

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

Follow-up Visit Date:	Breakfast			Lunch		
(Must be conducted within 45 days if corrective action is required.)	Yes	No	N/A	Yes	No	N/A
Was corrective action implemented and successful in resolving the issue?						

Signature of school/site food service manager   Title   Date

Signature of reviewer   Title   Date

USDA Policy memo SP56-2016os