

# National School Lunch Program

## On-Site Review of School Meals

## Counting & Claiming Systems

***Child Nutrition Programs***

*Finance & Support Services*

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**School Sites or RCCIs**Every school year, each school food authority with more than one school shall perform no less than one on-site review of the lunch and breakfast counting and claiming system employed by each school site or RCCI under its jurisdiction.

According to 7 CFR 210.8(a)(1) and 7 CFR 220.11(d)(1), every school year, ***prior to February 1***, 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 and the readily observable general areas of review identified under 7 CFR 210.18(h) in each school operating the National School Lunch Program (NSLP) and 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.

When your review(s) are complete please use the **On-Site Review Summary** **Form** to report your findings. The On-Site Review Summary formis due to the State Agency by ***February 15st*** of each program year

 ***Please keep this form on file for your records.*** *Do Not Submit*

Name of District/RCCI:

Name of Serving Site:       Provisional site in a non-base year? [ ]

Name and Title of Person Reviewing Site:

**Date of 1st Review:** **Date of 2nd Review:** **[ ]  N/A 2nd Review**

On-Site Monitoring-Offer Vs. Serve **First Review Second Review**

Yes No N/A Yes No N/A

1. Is Offer Vs Serve (OVS) meal option approved for this site? [ ]  [ ]  [ ]  [ ]  [ ]  [ ]

Yes No N/A Yes No N/A

1. Does the person at the point of service (POS) know the [ ]  [ ]  [ ]  [ ]  [ ]  [ ]

Schools menu to identify a reimbursable meal for

OVS?

Yes No N/A Yes No N/A

1. Is OVS clearly implemented in the food service area? [ ]  [ ]  [ ]  [ ]  [ ]  [ ]

Yes No N/A Yes No N/A

1. If OVS is implemented, does the person at POS know what [ ]  [ ]  [ ]  [ ]  [ ]  [ ]

food items students can decline for a reimbursable meal?

Yes No N/A Yes No N/A

1. Does the person monitoring the meal counts know not [ ]  [ ]  [ ]  [ ]  [ ]  [ ]

to count a second meal?

Yes No N/A Yes No N/A

1. Do students know what items they can decline? [ ]  [ ]  [ ]  [ ]  [ ]  [ ]

Yes No N/A Yes No N/A

1. Is there a procedure if a student does not take all food items [ ]  [ ]  [ ]  [ ]  [ ]  [ ]

Required for a reimbursable meal?

On-Site Monitoring**-** Competitive Foods

 Yes No N/A Yes No N/A

1. Do you have vending machines or competitive foods being [ ]  [ ]  [ ]  [ ]  [ ]  [ ]

Served in your food serving area?

Yes No N/A Yes No N/A

1. If yes, are the foods in compliance with the smart snack [ ]  [ ]  [ ]  [ ]  [ ]  [ ]

nutrition standards?

On-Site Monitoring-Production Records

 Yes No N/A Yes No N/A

1. Are production records completed on a daily basis and [ ]  [ ]  [ ]  [ ]  [ ]  [ ]

available with adequate information to support the meals

claimed?

 Yes No N/A Yes No N/A

1. Do production records indicate appropriate portion sizes [ ]  [ ]  [ ]  [ ]  [ ]  [ ]

for different age groups?

Yes No N/A Yes No N/A

1. Are Medical Statements on file and followed for students [ ]  [ ]  [ ]  [ ]  [ ]  [ ]

with disabilities or food related disabilities signed by a

licensed physician?

 Yes No N/A Yes No N/A

1. Do production records/delivery receipts support the [ ]  [ ]  [ ]  [ ]  [ ]  [ ]

number of snacks or suppers (if applicable) claimed?

On-Site Monitoring-Provision Operation

14. Do all students eat free meals served under provision Yes No N/A Yes No N/A

operation? [ ]  [ ]  [ ]  [ ]  [ ]  [ ]

15. Are applications being distributed at the site if on provision Yes No N/A Yes No N/A

status? [ ]  [ ]  [ ]  [ ]  [ ]  [ ]

On-Site Monitoring-Student Equality

16. Are free/reduced eligible students required to work for Yes No N/A Yes No N/A

their meals? [ ]  [ ]  [ ]  [ ]  [ ]  [ ]

17. Are free/reduced eligible students required to use a separate Yes No N/A Yes No N/A

serving lunchroom or prohibited from certain areas? [ ]  [ ]  [ ]  [ ]  [ ]  [ ]

18. Do free/reduced eligible students go through separate Yes No N/A Yes No N/A

serving line or separate entrance? [ ]  [ ]  [ ]  [ ]  [ ]  [ ]

19. Do free/reduce eligible students eat at a different time? Yes No N/A Yes No N/A

 [ ]  [ ]  [ ]  [ ]  [ ]  [ ]

20. Do free/reduced eligible students eat a different meal then Yes No N/A Yes No N/A

the one(s) sold to students paying full price? [ ]  [ ]  [ ]  [ ]  [ ]  [ ]

21. Do meal counts by category at the POS prevent overt Yes No N/A Yes No N/A

Identification? [ ]  [ ]  [ ]  [ ]  [ ]  [ ]

22. Is the identification of free/ reduced price students Yes No N/A Yes No N/A

Confidential during ticket issuance or payment collection? [ ]  [ ]  [ ]  [ ]  [ ]  [ ]

On-Site Monitoring-Civil Rights

Yes No N/A Yes No N/A

23. Is the “And Justice for All” poster posted in the eating areas? [ ]  [ ]  [ ]  [ ]  [ ]  [ ]

Yes No N/A Yes No N/A

24. Does the site collect data by racial/ethnic groups? [ ]  [ ]  [ ]  [ ]  [ ]  [ ]

25. Is there any separation by race, color, age, sex, national Yes No N/A Yes No N/A

origin or disability? [ ]  [ ]  [ ]  [ ]  [ ]  [ ]

1. In the eating area? [ ]  [ ]  [ ]  [ ]  [ ]  [ ]
2. In the serving lines? [ ]  [ ]  [ ]  [ ]  [ ]  [ ]
3. In the seating arrangements? [ ]  [ ]  [ ]  [ ]  [ ]  [ ]
4. In the assignment of eating period? [ ]  [ ]  [ ]  [ ]  [ ]  [ ]

Yes No N/A Yes No N/A

26. Is staff aware of the district/RCCI non-discrimination policy? [ ]  [ ]  [ ]  [ ]  [ ]  [ ]

27. Is the non-discrimination statement on all informational Yes No N/A Yes No N/A materials, for example the menu? [ ]  [ ]  [ ]  [ ]  [ ]  [ ]

***Sponsors are required to report any civil rights complaints to USDA and to Child Nutrition Programs (CNP) and the resolutions that may have occurred***.

Yes No N/A Yes No N/A

28. Were there any complaints? [ ]  [ ]  [ ]  [ ]  [ ]  [ ]

***If yes, please complete the Civil Rights Complaint Records and submit to CNP.***

**NATIONAL SCHOOL BREAKFAST PROGRAM ON-SITE REVIEW *(SITE LEVEL)***

| YES | NO | MEAL COUNTING AND CLAIMING SYSTEM- *SCHOOL BREAKFAST*  |
| --- | --- | --- |
| [ ]  | [ ]  | 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 trained to correctly identifying reimbursable meals? |
| [ ]  | [ ]  | 4. Is there a method of identifying non-reimbursable meals *(i.e., not meeting meal pattern requirements, seconds, adult meals, etc.)* and distinguishing them from reimbursable meals? |
| [ ]  | [ ]  | 5. Is the school correctly implementing policies and procedures for handling the following *(as applicable)*: |

**YES NO MEAL COUNTING AND CLAIMING SYSTEM *(SFA LEVEL)* Breakfast continued**

[ ]  [ ]  5. Is the school correctly implementing policies and procedures for handling the following *(as applicable)*:

 **YES NO N/A POLICIES AND PROCEDURES FOR**

 [ ]  [ ]  [ ]  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?

| YES | NO | MEAL COUNTING AND CLAIMING SYSTEM *(SITE LEVEL)* Breakfast continued |
| --- | --- | --- |
| [ ]  | [ ]  | 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? |
| [ ]  | [ ]  | 10. Does the system prevent overt identification of children receiving free or reduced price meals? |

**YES NO MEAL COUNTING AND CLAIMING SYSTEM-*(SITE LEVEL)* Breakfast continued**

[ ]  [ ]  11. 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?

 *Record today’s meal counts by category and compare to the total number of students eligible by category*

**Number of Students Approved by Category Today’s Meal Counts by Category**

Free: Free:

Reduced: Reduced:

Paid: Paid

**NOTE: The following two questions are for all SFAs except for SFAs on Provision 3 in a non-base year, CEP, or RCCIs with only residential children**

| **YES** | **NO** | MEAL COUNTING AND CLAIMING SYSTEM *(SFA LEVEL)* Breakfast continued |
| --- | --- | --- |
| **[ ]**  | **[ ]**  | 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? |

**SCHOOL BREAKFAST PROGRAM CORRECTIVE ACTION PLAN *(for any “NO” answers above)*:**

**NATIONAL SCHOOL LUNCH PROGRAM ON-SITE REVIEW *(SITE LEVEL)***

| YES | NO | MEAL COUNTING AND CLAIMING SYSTEM- *SCHOOL LUNCH* |
| --- | --- | --- |
| [ ]  | [ ]  | 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 trained to correctly identifying reimbursable meals? |
| [ ]  | [ ]  | 4. Is there a method of identifying non-reimbursable meals *(i.e., not meeting meal pattern requirements, seconds, adult meals, etc.)* and distinguishing them from reimbursable meals? |
| [ ]  | [ ]  | 5. Is the school correctly implementing policies and procedures for handling the following *(as applicable)*: |

**YES NO MEAL COUNTING AND CLAIMING SYSTEM *(SFA LEVEL)* Lunch continued**

[ ]  [ ]  5. Is the school correctly implementing policies and procedures for handling the following *(as applicable)*:

 **YES NO N/A POLICIES AND PROCEDURES FOR**

 [ ]  [ ]  [ ]  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?

| YES | NO | MEAL COUNTING AND CLAIMING SYSTEM *(SITE LEVEL)* Lunch continued |
| --- | --- | --- |
| [ ]  | [ ]  | 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? |
| [ ]  | [ ]  | 10. Does the system prevent overt identification of children receiving free or reduced price meals? |

**YES NO MEAL COUNTING AND CLAIMING SYSTEM *(SITE LEVEL)* Lunch continued**

[ ]  [ ]  11. 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?

 *Record today’s meal counts by category and compare to the total number of students eligible by category*

**Number of Students Approved by Category Today’s Meal Counts by Category**

Free: Free:

Reduced: Reduced:

Paid: Paid

**NOTE: The following two questions are for all SFAs except for SFAs on Provision 3 in a non-base year, CEP, or RCCIs with only residential children**

| **YES** | **NO** | MEAL COUNTING AND CLAIMING SYSTEM *(SFA LEVEL)* Lunch continued |
| --- | --- | --- |
| **[ ]**  | **[ ]**  | 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 210.8(a)(3), are edit checks completed and documented which compare the daily counts of free, reduced price, and paid meals against the product of the number of children currently eligible for free, reduced price, and paid meals, respectively, times an attendance factor *(and any discrepancies accounted for)*? |

**SCHOOL LUNCH PROGRAM CORRECTIVE ACTION PLAN *(for any ‘NO” answers above)*:**

**YES NO GENERAL AREAS OF REVIEW FOR BREAKFAST *(to be completed at the SFA level)***

**[ ]** **[ ]** 1.Were any issues readily observed in relation to resource management?

[ ]  [ ]  2. Maintenance of the Nonprofit School Food Service Account?

[ ]  [ ]  3. Paid Lunch Equity?

[ ]  [ ]  4. Revenue from Non-program Foods?

[ ]  [ ]  5. Indirect Costs?

**YES NO GENERAL AREAS OF REVIEW FOR BREAKFAST *(to be completed at the Site level)***

**[ ]** **[ ]** 1. Were any issues readily observed in other general areas?

[ ]  [ ]  2. Free and Reduced Price Process – including verification, notification, and other procedures?

[ ]  [ ]  3. Civil Rights?

[ ]  [ ]  4. Reporting and Recordkeeping?

[ ]  [ ]  5. Food Safety?

[ ]  [ ]  6. Competitive Food Service?

[ ]  [ ]  7. Water?

[ ]  [ ]  8. Professional Standards?

[ ]  [ ]  9. SBP and SFSP Outreach?

[ ]  [ ]  10. Local School Wellness Policies?

[ ]  [ ]  11. Other:

**SCHOOL BREAKFAST PROGRAM CORRECTIVE ACTION PLAN *(for any “YES” answers above)*:**

**YES NO GENERAL AREAS OF REVIEW FOR LUNCH *(to be completed at the SFA level)***

**[ ]  [ ]** 1.Were any issues readily observed in relation to resource management?

[ ]  [ ]  2. Maintenance of the Nonprofit School Food Service Account?

[ ]  [ ]  3. Paid Lunch Equity?

[ ]  [ ]  4. Revenue from Non-program Foods?

[ ]  [ ]  5. Indirect Costs?

**YES NO GENERAL AREAS OF REVIEW FOR LUNCH *(to be completed at the Site level)***

**[ ]  [ ]** 1. Were any issues readily observed in other general areas?

[ ]  [ ]  2. Free and Reduced Price Process – including verification, notification, and other procedures?

[ ]  [ ]  3. Civil Rights?

[ ]  [ ]  4. Reporting and Recordkeeping?

[ ]  [ ]  5. Food Safety?

[ ]  [ ]  6. Competitive Food Service?

[ ]  [ ]  7. Water?

[ ]  [ ]  8. Professional Standards?

[ ]  [ ]  9. SBP and SFSP Outreach?

[ ]  [ ]  10. Local School Wellness Policies?

[ ]  [ ]  11. Other:

**SCHOOL LUNCH PROGRAM CORRECTIVE ACTION PLAN *(for any “YES” answers above)*:**

**ALL SCHOOL BREAKFAST AND SCHOOL LUNCH FOLLOW-UP VISITS**

***(Must be conducted within 45 days if corrective action is required)***

**First Review:**

**Date(s) of Follow-Up:**

**Printed Name and Title of SFA Reviewer:**

**Signature: Date:**

**Second Review:**

**Date(s) of Follow-Up:**

**Printed Name and Title of SFA Reviewer:**

**Signature: Date:**

**Non-Discrimination Statement:**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ocio.usda.gov/sites/default/files/docs/2012/Complain_combined_6_8_12.pdf), (AD-3027) found online at: [How to File a Complaint](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity