

# SCHOOL FOOD AUTHORITY ON-SITE REVIEW CHECKLIST FOR THE SCHOOL BREAKFAST PROGRAM

## Assessment of the Meal Counting and Claiming System and Readily Observable General Areas

The U.S. Department of Agriculture (USDA) regulations 7 CFR 210.8(a)(1) and 7 CFR 220.11(d)(1) require that **prior to February 1** of every school year, each school food authority (SFA) with more than one school must perform at least 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 percent of schools operating the School Breakfast Program (SBP) under its jurisdiction. Schools are defined by 7 CFR Part 210.2 and include residential child care institutions (RCCIs).

Each on-site review must ensure the school's monthly claim for reimbursement 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. The SFA must conduct a follow-up on-site review **within 45 days** to determine that the corrective action resolved the problems.

**School Name:** \_\_\_\_\_ **Review Date:** \_\_\_\_\_

**SFA Reviewer:** \_\_\_\_\_

SBP ON-SITE REVIEW			
<i>At a minimum, the on-site review should address the areas indicated below.</i>			
SBP MEAL COUNTING AND CLAIMING SYSTEM			
1. Is the method used for counting reimbursable meals in compliance with the approved point of service requirement? <i>Meal counts must be taken at locations where complete meals are served to children.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
2. Is the point-of-service meal count used to determine the school's claim for reimbursement?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
3. Is the person responsible for monitoring and counting meals correctly identifying reimbursable meals?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
4. Is the school correctly implementing policies for handling the following (as applicable):	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
a. Incomplete meals?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
b. Second meals?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
c. Lost, stolen, misused, forgotten or destroyed tickets, tokens, IDs, etc.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
d. Visiting student meals?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
e. Adult and non-student meals (and identifying program versus non-program)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
f. A la carte?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
g. Student worker meals?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
h. Field Trips?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
i. Charged and/or prepaid meals?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
j. Offer versus Serve?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
k. Unpaid meal charges	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
5. Is there a method of identifying nonreimbursable meals and distinguishing them from reimbursable meals? <i>Examples of nonreimbursable meals include meals that do not meet the meal pattern requirements, second meals, and adult meals.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

## SFA ON-SITE REVIEW CHECKLIST FOR THE SBP

SBP MEAL COUNTING AND CLAIMING SYSTEM, continued																			
6.	Is someone trained as a backup for the monitor and the meal counter?	<input type="checkbox"/> Yes	<input type="checkbox"/> No																
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"/> Yes	<input type="checkbox"/> No																
8.	Are daily counts correctly totaled and recorded?	<input type="checkbox"/> Yes	<input type="checkbox"/> No																
9.	If claims are aggregated, are the meal counts correctly totaled and consolidated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No																
10.	Are internal controls such as edit checks and monitoring established to ensure that daily counts do not exceed the number of students eligible or in attendance and that an accurate claim is made?	<input type="checkbox"/> Yes	<input type="checkbox"/> No																
<i>Record today's meal counts by category and compare to the total number of students eligible by category.</i>																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="padding: 5px;">Number of Students Approved by Category</th> </tr> </thead> <tbody> <tr> <td style="width: 20%; padding: 5px;">Free:</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Reduced Price:</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Paid:</td> <td style="padding: 5px;"></td> </tr> </tbody> </table>		Number of Students Approved by Category		Free:		Reduced Price:		Paid:		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="padding: 5px;">Today's Meal Counts by Category</th> </tr> </thead> <tbody> <tr> <td style="width: 20%; padding: 5px;">Free:</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Reduced Price:</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Paid:</td> <td style="padding: 5px;"></td> </tr> </tbody> </table>		Today's Meal Counts by Category		Free:		Reduced Price:		Paid:	
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11.	Does the system prevent overt identification of children receiving free or reduced-price meals?	<input type="checkbox"/> Yes	<input type="checkbox"/> No																
<i><b>NOTE: Questions 12-13 apply to all SFAs except SFAs on Provision 2 or 3 in non-base years, the Community Eligibility Provision (CEP) or RCCIs with only residential children.</b></i>																			
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 <b>by category</b> (free, reduced price, paid)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No																
13.	If applicable according to 7 CFR 210.8(a)(3), are edit checks completed and documented, and has the school accounted for any discrepancies? <i>Edit checks compare the daily counts of free, reduced-price and paid breakfasts against the number of children currently eligible for free, reduced-price and paid breakfasts, respectively, multiplied by an attendance factor.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No																

**SBP CORRECTIVE ACTION PLAN (for any “No” answers above):**

**Specify date SBP corrective actions will be implemented:** \_\_\_\_\_

**By Whom:** \_\_\_\_\_

## SFA ON-SITE REVIEW CHECKLIST FOR THE SBP

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

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

**Specify date SBP corrective actions will be implemented:** \_\_\_\_\_

**By Whom:** \_\_\_\_\_

\_\_\_\_\_  
*Signature of School/Site Food Service Manager*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of SFA Reviewer*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*

## SFA ON-SITE REVIEW CHECKLIST FOR THE SBP

**SBP FOLLOW-UP VISIT** (must be conducted within 45 days if corrective action was required):

**Dates of Follow-Up:** \_\_\_\_\_

Observations of corrective action implementation:

\_\_\_\_\_  
Signature of School/Site Food Service Manager

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of SFA Reviewer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



For more information, see the CSDE's [School Nutrition Programs](#) and [Meal Counting and Claiming](#) Web pages or contact the [school nutrition programs](#) staff in the Connecticut State Department of Education, Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, CT 06457.

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