

OPERATIONS REVIEW FORM

Sponsor Name	Agreement #	Date

Please answer each of the questions below and have ready to give to the CRE/SMI reviewer *on the first day of the review*. Include written responses on a separate sheet, if needed.

Contact the Child Nutrition staff member who will be conducting the review for your district with any questions regarding this form.

Section I – Collection Procedures

1. Who initially reviews applications for free or reduced price meals?

2. Is the food service department involved at any point with the application process?

- No
- Yes, please check all of the applicable times the food service department is involved in the application process.

Distribution		Verification	
Application Approval		Create Master Lists	
Second Check		Update Master Lists	

3. Have any temporary approvals for free or reduced applications been granted?

- No
- Yes, describe the process, who flags the applications and how frequently are they updated;

4. Does the program ensure that students experiencing homelessness are afforded immediate access to free school meals?

- No
- Yes, describe the process, and list who is the Homeless Liaison for your school district;

To determine your current Homeless Liaison go to: http://www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Homeless/liaison_catalog.pdf

Section 2 – Special Dietary Needs

1. Does the school nurse have a medical doctor's authorization regarding dietary needs for children with disabilities?

- No
- Yes

2. Are there any children in the district for whom the food service department provides special foods?

- No
- Yes, describe the process (how the children are identified, what foods are provided, if there is a medical statement on file, etc.);



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Section 3 – Record Keeping/Financial

1. Revenue:

- a. Is there any additional revenue such as catering revenue?

No

Yes, please describe;

- b. How is daily cash income documented?

- c. How often is money deposited in the food service department's account and by whom?

- d. Does the food service department have a separate food service bank account or is the program a separate line item on the larger school budget? PLEASE CIRCLE ONE

2. Cost:

- a. Are all labor costs covered by the food service account?

Yes

No, what costs are not covered by the food service account?

- b. Does the food service department purchase any services?

No

Yes, list the services:

- c. Does the district comply with the following regulation? *All free and reduced price applications, including applications from households denied benefits and inactive applications, must be kept on file for a minimum of three (3) years after the final claim is submitted for the fiscal year to which they pertain. Files must be kept longer if they are required by an audit as long as required for resolution of the issues raised by the audit. If audit findings have not been resolved, the applications must be retained as long as required for resolution of the issues raised by the audit.*

Yes

No

Section 4 – Food Safety & Sanitation

1. Has the food service department completed a *Hazard Analysis and Critical Control Point* (HACCP) plan?

Yes

No

2. Is there at least one supervisory person in each of your kitchens who is a Qualified Food Operator, QFO?

Yes

No, list which kitchen(s) do not have a QFO and describe why;



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3. Is there at least one person in each of your kitchens who is an alternate Qualified Food Operator, QFO?

Yes

No, list which kitchen(s) do not have an alternate QFO and describe why?

4. Have the kitchens of all schools been inspected at least twice a year?

Yes

No, have you written to your local health department to request a second inspection? Please explain;

5. Has the district completed the on-line *Health Inspection Survey*?

Yes

No

6. Are the latest Health Inspections Reports posted in a space that is visible to the public?

Yes

No

7. Are choking posters displayed in each school kitchen's serving area?

Yes

No

Section 5 – Inventory Controls

1. Is an inventory taken each month in every school?

No

Yes, describe the inventory system. Is it computerized?

2. What individuals have keys to the food storage areas?

Section 6 – Supervisory/ Management

1. What is the average rate of meals per labor hour established for your employees? *Include formula used for calculations.*

2. Please list how often the food service director completes the following tasks?

Visits schools at mealtimes	
Visits schools at prep times	
Conducts staff meetings	

3. Describe how the program operations are evaluated when the schools are visited.



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4. Are the foodservice director and staff members of the School Nutrition Association (SNA)?

Yes

No, complete **question #4a** below.

a. Would the department like to receive information about how to become a member?

Yes

No

5. Please check off which entity covers the cost of training for foodservice staff?

Food service department	
Board of Education	
Individual	

6. Are lunches in **ALL SCHOOLS** served between the hours of 10:00 am-2:00 pm and at least 20 minutes long?

Yes

No, include an explanation of which school(s) do not comply with the regulations and why?

Section 7 – Competitive Foods

1. Do any schools in the district have bake sales or candy sales during lunch time at any point during the year?

Yes

No

2. Do students have access to vending machines?

No

Yes, list which schools students have access to vending machines.

3. Is there a school store in any of the schools that sell food or snack items?

No

Yes, list the schools that have school stores.

4. Does the snack food served comply with the Federal/State Competitive Food Regulations for food of minimal nutritional value?

Yes

No, include an explanation.

Section 8 – Promoting a Healthy School Nutrition Environment

1. Has the district adopted a School Wellness Policy and does your district evaluate it annually?

Yes

No

2. Has the district certified to comply with Section 10-215e for the Healthy Food Certification in Schools?

Yes

No



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3. Are menus posted for faculty and students and are menus sent home?

- Yes
 No

4. Does the district have a Food Allergy Policy?

- No
 Yes, *please list the website or other means which make the plan publicly available (Public Act 09-155).*
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Section 9 – School Meal Initiative (SMI)

1. What menu planning option(s) are currently being used? *Please check and indicate the number of schools using each system.*

	Traditional Food Based		Nutrient Standard Menu Planning:
	Enhanced Food Based		Assisted Nutrient Standard Menu Planning:

2. Does the district use updated United States Department of Agriculture (USDA) recipes that comply with HACCP principles and USDA meal patterns?

- Yes
 No

3. Are all recipes standardized?

- Yes
 No, *describe how you ensure that recipes used meet HACCP guidelines and USDA meal patterns.*
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4. Do all site(s) maintain production records?

- Yes
 No

Section 10 – Purchasing Connecticut Grown Produce

1. Does the district purchase CT grown products?

- Yes
 No, *complete question #1a below.*
a. *Would the department like to receive information about the CT Farm to School Program?*
 Yes
 No

Section 11 – School Breakfast Program

1. Does the district operate a School Breakfast Program in any of the schools?

- Yes
 No, *describe what the barriers to implementation are.*
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2. Would the district like assistance with beginning or expanding a School Breakfast Program in the District?

- Yes
 No
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