



**Alabama Department of Education  
Child Nutrition Program**



**NATIONAL SCHOOL BREAKFAST AND LUNCH PROGRAMS  
On-Site School Review for LEAs**

According to 7CFR 210.8(a)(1), every school year, **prior to February 1**, each School Food Authority (SFA) with more than one school (as defined 7 CFR Part 210.2 to include Residential Child Care Institutions (RCCIs)) must perform no less than one on-site review of the lunch counting and claiming system employed by each school under its jurisdiction.

Each on-site review must ensure the school's claim is based on the counting system, as implemented, and yields the actual number or reimbursable free, reduced price and paid lunches, respectively, served for each day of operation.

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.

The Alabama Department of Education Child Nutrition Program State Agency encourages schools to begin reviews in a timely manner in order to meet the required deadline of February 1st. The goal is to review SBP and NSLP in the same day .

**Program(s) Observed:**     NSLP     SBP

SFA Name	Agreement Number
School Name	Date of Review
School Enrollment	

ADA NSLP: \_\_\_\_\_

ADA SBP: \_\_\_\_\_

NSLP Participation %: \_\_\_\_\_

SBP Participation %: \_\_\_\_\_

**(NOTE: NSLP% and SBP% is the average of the last 3 months percent participation)**

	Yes	No	N/A
<b>I. Application Approval</b>			
1. Are applications approved at the central office of Child Nutrition?  Name of approving official: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are all applications on file correctly approved or denied?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>II. Direct Certification</b>			
1. Does the school correctly utilize direct certification?  If YES, is required documentation maintained at district level?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>III. Master Roster</b>			
1. Is a Point of Sale (POS) roster used in the meal count system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Do names listed on the master roster match approved applications on file and on the direct certification list?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. If more than one roster is used (i.e. master roster/ticket issuance roster/ food service line roster/ paper rosters),are all rosters the same format?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is a current eligibility list kept up-to-date and used by the meal count system to provide an accurate daily count of reimbursable meals by category (free, reduced price, paid)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Does the POS roster reconcile with the school's student enrollment roster and reflect eligibility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No	N/A
<b>IV. Meal Count System (as determined by observation of the meal service).</b>			
1. Does the meal count system produce an accurate count of reimbursable meals by category (i.e. free, reduced price, paid) served to eligible children?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are the approved meal count procedures implemented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(a) Are meal counts taken at the point of meal service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Are only meals that meet meal pattern requirements counted and claimed for reimbursement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) Does the meal count procedure in use ensure that only one meal per child per meal service is claimed for reimbursement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the meal count system prevent overt identification of children receiving free or reduced price meals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is the person responsible for monitoring meals correctly identifying reimbursable meals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is someone trained as a backup for the monitor and the meal counter (i.e., substitute cashier)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are there procedures for meal counting and claiming when the primary counting and claiming system is not available and do staff know when and how to implement it?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Is the school correctly implementing policies for handling the following (as applicable):			
(a) Incomplete Meals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Second Meals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) Charged and/or prepaid meals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(d) Offer vs Serve?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(e) Adult and non-student meals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(f) A la Carte?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(g) Student worker meals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(h) Field Trips?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(i) Lost, stolen, misused, forgotten or destroyed tickets, tokens, IDs, PINs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(j) Visiting student meals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. 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"/>	<input type="checkbox"/>
<b>V. Meal Counting, Recording, and Edit Checks</b>			
1. For any day during the review month, does the number of lunches claimed by category (i.e. free, reduced-price, and paid) exceed the number of approved free, reduced-price, and paid eligible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If YES to number 1, is there an acceptable reason why the number exceeded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was documentation maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. For any day during the review month, does the number of lunches claimed exceed the attendance adjusted eligible by category (i.e. free, reduced-price, and paid)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If YES to number 2 is there an acceptable reason why the number exceeded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was documentation maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No	N/A
3. 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 for reimbursement is made?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is the cash reconciliation verified and signed by another staff member? (Two people must sign documenting cash received.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is the end of the day computer generated report or a copy reconciliation sheet attached to this review?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

**Total Number of Students Approved by Category**

**Today's Total Meal Counts by Category**

Free: \_\_\_\_\_

Free: \_\_\_\_\_

Reduced Price: \_\_\_\_\_

Reduced Price: \_\_\_\_\_

Paid: \_\_\_\_\_

Paid: \_\_\_\_\_

**VI. Reimbursable Meals and Production Records, Signage**

1. Does the school follow the menu plan as approved and published?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the menu as planned meet all of the meal requirements for a reimbursable meal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are all food items and condiments listed on the production record?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Do all production records include:			
(a) serving size?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) amounts planned?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) amounts prepared?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(d) amounts used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(e) leftovers (if any)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(f) how leftovers were handled or dispersed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are production records accurate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Do production records document sufficient amounts of prepared food to meet the requirements for reimbursable meals for the number of meals claimed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Does the school have proper signage displayed? (menus, required OVS signage, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**VII. Civil Rights**

1. Based on observation, was meal service provided without separation by age, race, color, national origin, sex or disability in the eating area, serving line, and assignment of eating periods?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the 'and Justice for All' poster prominently displayed in the dining/serving area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**VIII. Competitive Foods/Wellness Policy**

1. Are only allowable foods sold during the meal service in the food service area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are vending machines available for students outside the cafeteria? If yes, where? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is school in compliance with the State Board of Education's policy on competitive foods?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is the exempt fundraising form signed by the principal and on file?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No	N/A
<b>IX. Observation of Meal Service</b>			
1. Is serving line set up properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the food aesthetically appealing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are serving lines clean and well maintained throughout meal service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are hot foods served hot and cold foods served cold?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is the overall appearance of the cafeteria clean and inviting; and does it encourage participation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are students offered all menu items from first to last student served?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Are food items batch cooked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Are standardized recipes being followed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Are correct serving utensils used to ensure required portion sizes for each age group?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. If OVS, are students allowed to decline items?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**X. HACCP/Equipment**

1. Is HACCP manual available and being followed by staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is dry storage area clean and organized?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is dry storage temperature log maintained and indicative of proper temperatures? Record today's dry storage temperature: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Does inventory indicate FIFO method is being used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are coolers clean and organized?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are cooler temperature logs maintained and indicative of proper temperatures? Record today's cooler temperature(s): _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Is freezer clean and organized?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Is freezer temperature log maintained and indicative of proper temperatures? Record today's freezer temperature: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Is food in all storage areas being stored at least 6 inches from the floor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Have there been 2 health inspections within the last 12 months? Record scores of 2 most recent inspections: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Do food service areas, storage areas and kitchen area appear to be pest free?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Is all equipment in good working order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Is equipment being used and cleaned properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Is Equipment Replacement Plan developed and on file for this site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments/Concerns Based on Observation:

---



---



---

\_\_\_\_\_  
Manager's Signature

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Director's Signature

\_\_\_\_\_  
Date

	Yes	No	N/A
<b>VII. Results of Review</b>			
1. Is a corrective action plan required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is a follow-up review required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**VIII. Comments, Notes, and Observations During the Review**

---



---



---

**IX. Required Corrective Action (follow up within 45 days)**

---



---

Specify date by which corrective action(s) will be implemented: \_\_\_\_\_

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Manager

\_\_\_\_\_  
Date

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

Observation of corrective action implementation:

---



---



---

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date

**Keep with your program documents. Do not send to the state agency.**

**If you have more than one site, please remember on-site reviews must be completed annually by February 1st.**