Minnesota Department of Education

SCHOOL FOOD AUTHORITY ON-SITE REVIEW FORM

According to 7 CFR 210.8 (a) (1), every school year, **prior to February 1**, each School Food Authority (SFA) with more than one site must conduct an on-site review, during a meal service, of each site under its jurisdiction. The SFA may not delegate this responsibility to a Food Service Management company. The purpose of the review is to ensure the site's claim for reimbursement is based on an acceptable meal counting system that yields the actual number of reimbursable free, reduced-price and paid lunches served for each day of operation.

If any of the questions below are answered "NO", 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 if the corrective action resolved the problems. Documentation of corrective action and follow-up activity should be recorded at the end of this form.

School Name: _____ Date: _____

SFA Reviewer: _____ Arrival Time: ___ Departure Time: ___

MEAL COUNTING SYSTEM	YES	NO
1. For all serving lines, are all required food components (including milk) offered to students before they reach the cashier/monitor?		
2. Is the point of service meal count taken at the end of the serving line, where a determination can be made that a reimbursable meal has been selected? (The following methods for taking meal counts are not acceptable: attendance records or morning meal counts; tray counts; cash converted to meals; free, reduced-price or paid meals backed out of total meal count; counting/claiming the number of meals ordered rather than the number served.) If "NO", is an appropriate point of service meal count alternative system in place? Describe: **Note:** If counts are taken at the front of the line, a staff person must monitor the end of the serving line to ensure all required components are served/selected for each student meal claimed for reimbursement.		
3. Is a current student 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 and paid student)?		
4. Is there a method for recording non-reimbursable meals (for example, meals not meeting meal pattern requirements, second student meals, adult meals, etc.) to distinguish them from reimbursable meals?		
5. Are charged meals claimed on the day the meals are served?		
6. Are meals served to student workers charged and claimed in the student's correct category of approval (free, reduced-price or paid)?		
7. Do meals taken on field trips meet meal pattern requirements and is a point of service meal count taken to ensure a reimbursable meal is selected by each student?		

8. Does the cashier know the policies for handling:		
a) Lost, stolen, and misused tickets/meal account numbers?		
b) Student meal charges?		
c) Meals served to visiting students?		
d) Non-reimbursable meals?		
9. Is the person responsible for monitoring meals correctly identifying reimbursable meals?		
10. Did the monitor(s) and back-up monitor(s) receive training on meal pattern requirements and the Offer versus Serve provision (if utilized at the school) this year? Date Trained: _____ Name of Monitor/Position: _____ Name of Back-up Monitor/Position: _____		
11. Are daily meal counts (for all serving lines, serving periods, etc.) accurately totaled, recorded, and reported to the SFA? If "NO" explain:		
12. Does the meal counting and claiming system prevent overt identification (any action that openly identifies children as eligible for free or reduced-price meal benefits in the school lunch or breakfast program):		
a) In the type of meal coding system used?		
b) Where meal payments are made? For example, all meal payments are made at the same location.		
c) Where meal counts are recorded?		
d) By disallowing students to share/borrow tickets or meal account numbers in the cafeteria line?		
e) By assuring that if the school uses a checklist, the checklist contains the names of all students, not only those students who receive free and reduced-price meals, and there is no color coding or indication of a student's category of eligibility on the checklist?		

CLAIM FOR REIMBURSEMENT	**YES**	**NO**
13. Is the point of service meal count used to determine the school's claim for reimbursement? If "NO" explain:		
14. Was a daily edit check performed by the SFA prior to submitting the monthly claim for reimbursement? The edit check requires that daily meal counts are compared to the number of eligible students in each category multiplied by an attendance factor. If daily meal counts are greater than the number of students eligible in each category multiplied by the attendance factor, the reason must be documented. Where is the documentation recorded and by whom?		
15. Do the monthly meal count summary and the total of the daily meal counts match the meal counts reported in the monthly claim for reimbursement? If "NO", explain:		

COMMENTS:

NOTE: SFAs should have written standard operating procedures on file at each school that detail the responsibilities and duties of everyone involved in the meal count system. These should include procedures for an alternate counting/claiming system in case the primary counting/claiming system is not available.

_____	_____	_____
School Personnel Signature	SFA Reviewer Signature	Date

Corrective action to be taken:

_____
_____
_____

Corrective action will be implemented by:

_____	_____	_____
Name	Title	Date

FOLLOW-UP ON-SITE REVIEW

Date Conducted: _____ SFA Reviewer: _____

Corrective action implemented:

_____
_____
_____