

# SCHOOL NUTRITION PROGRAM

## SITE MONITORING REVIEW

SCHOOL NAME:  CURRENT ENROLLMENT:  CEP      or Non CEP	MEAL OBSERVED: <input type="checkbox"/> Lunch  <input type="checkbox"/> Breakfast	DATE:	
ARRIVAL TIME:	DEPARTURE TIME:		
SERVING TIME:	OVS      or Serve		
<i>Monitor the entire meal count by observation and interview – from benefit issuance until meals are counted and recorded on the report to the district office and answer the following questions. Document any issues needing corrective action,</i>	Today's Menu (Record all Food Items Served and Serving Sizes)	<b>YES</b>	<b>NO</b>
1. Strategy: <input type="checkbox"/> Traditional <input type="checkbox"/> Grab & Go <input type="checkbox"/> Breakfast in the Classroom <input type="checkbox"/> Second Chance  <input type="checkbox"/> Other:			
2. Is a civil rights poster displayed in a prominent location at the site?			
3. Is the most recent food safety inspection or notice advising the public of the availability of its review posted?			
4. Signage identifying what constitutes a reimbursable meal visible for students?			
<b>MEALS SERVED/MEAL COUNTS</b>			
1. Do all of the meals served and claimed contain all required food components?			
2. Are all menu items available to students?			
3. Does the assigned person recognize a reimbursable meal?			
4. Are correct portion sizes being used on all serving lines?			
5. If Offer vs. Serve is used: How many menu items must a student select today? _____			
6. If offer vs. serve is utilized at this site, does each student have the opportunity to select his/her own food items for the reimbursable meal?			
7. Are only reimbursable meals (those meals priced as a unit and meeting menu pattern requirements) recorded for reimbursement at point of service?			
8. Are meal counts taken at the point of service or an OCN approved alternative? Describe			
9. Is there a method for counting non-reimbursable meals separately from reimbursable meals (Example: second meals, extra milk, meals that do not meet meal pattern)			
10. Are adequate procedures in place to prevent the claiming of more than one reimbursable breakfast/lunch per day per child?			
11. Does the system prevent overt identification of the children eligible for free and reduced price meals?			

12. Does the cashier know the policies for:	A la carte? Second Meals? Adult Meals?		
13. Is a trained back up cashier available?			
14. Are there procedures for meal counting and claiming when the primary counting and claiming system is not available?			
15. Is free water available to all students in the meal service location?			
16. Does school adhere to WVDE required meal times (only applicable to public schools) Each students must have 10 minutes for breakfast/ 20 minutes for lunch.			
17. Is special dietary needs documentation on file for meals not meeting the USDA meal pattern?			
<b>HACCP/FOOD SAFETY</b>			
1. Is Food Safety Checklist updated for the past month?			
2. Is HACCP plan available and employees have signed?			
3. Is staff following HACCP plan and standard operating procedures?			
4. Are thermometers located in all refrigerators and freezers and temperatures documented daily?			
5. Are dishwasher temps up to date?			
6. Were thermometer calibration checklist complete?			
7. Are food Temps documented for day of service and prior day/month?			
8. Does the sanitizer solution have the correct pH?			
9. Were onsite storage violations observed?			
<b>PRODUCTION</b>			
1. Were production records completed for the meal reviewed?			
2. Do production records match inventory records?			
3. Are production records filled out completely?			
4. Do production records show that adequate amounts of food prepared for the last 5 days?			
5. Is proper documentation kept to support meal pattern compliance (i.e. CN labels, ingredient statements, nutrition facts labels, recipes)?			
6. Production records match PRIMERO records for date; _____ If no explain:			
<b>SMART SNACKS, if applicable</b>			
1. Are items in the vending machine(s) Smart Snack compliant?			
2. Are food fundraisers Smart Snack complaint?			
3. Does the school prohibit foods containing non-nutritive sweeteners (only applicable to public schools)?			
4. Does the school prohibit foods containing caffeine (only applicable to public schools)?			
<b>SHARE TABLES</b>			
1. Does school have a share table?			
2. If applicable, does school follow the county share table plan?			

**MEAL CLAIMING**

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

	<b>Number of Students Approved by Category</b>	<b>Today's Meal Counts by Category</b>
<b>FREE</b>		
<b>REDUCED</b>		
<b>PAID</b>		

**CORRECTIVE ACTION: Corrective Action Plan required for any "No" answers above -be sure to specify date corrective action(s) will be implemented:**

**TECHNICAL ASSISTANCE:**

\_\_\_\_\_  
School Representative

\_\_\_\_\_  
SFA Reviewer