



PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | Mark Johnson, *Superintendent of Public Instruction*

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August 12, 2019

Dr. Lilly Bouie, Special Nutrition Programs Director
Southeast Regional Office
US Department of Agriculture
Food and Nutrition Service
61 Forsyth St., SW
Atlanta, GA 30303

Dear Dr. Bouie:

This communication is in response to USDA Policy Memoranda SP 15-2018, CACFP 12-2018, SFSP 05-2018 *Child Nutrition Program Waiver Request Guidance and Protocol-Revised* (May 24, 2018) and SP 12-2019 *Flexibility for the Administrative Review Cycle Requirement* (February 22, 2019). In accordance with these policy memoranda, the North Carolina Department of Public Instruction (NCDPI) respectfully requests a waiver to 7 CFR §210.18 to extend the Administrative Review (AR) cycle from a 3-year cycle to a 5-year cycle.

Pursuant to the recommendation and guidance contained in the above memoranda, NCDPI has utilized the Child Nutrition Program State Waiver Request Template to submit its waiver request, which is enclosed. As further explained in the enclosed waiver request, NCDPI has determined that the 3-year review cycle hinders effective allocation of its resources, and effective and efficient Program management. As you may already know, NCDPI previously submitted a waiver request in September 2014 seeking approval of a 5-year AR cycle. This request was approved by the FNS Regional Office and USDA Headquarters Office, and NCDPI now seeks to renew its original waiver.

Should you need additional information in order to grant NCDPI's waiver request, please do not hesitate to let me know. Thank you for considering our request.

Respectfully,

Lynn Harvey, Ed.D., RDN, LDN, FAND, SNS
Director, School Nutrition and District Operations Division

c: Mr. Mark Johnson, Superintendent, NCDPI
Dr. Beverly Emory, Deputy Superintendent of District Support, NCDPI

Enclosure (1): State Waiver Request

Enclosure (2): Criteria for Administrative Review and Technical Assistance Risk Assessment

Enclosure (3): Technical Assistance Forms – TA-101 (Site Level), TA-101 (SFA Level), TA-106

SCHOOL NUTRITION AND DISTRICT OPERATIONS DIVISION

Lynn Harvey, *Ed.D., RDN, LDN, FAND, SNS, Director* | lynn.harvey@dpi.nc.gov
6324 Mail Service Center, Raleigh, North Carolina 27699-6324 | Phone (919) 807-3506
AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

**CHILD NUTRITION PROGRAM
STATE WAIVER REQUEST**

1. State agency submitting waiver request and responsible State agency staff contact information:

State Agency: North Carolina Department of Public Instruction (NCDPI)

Staff Contact: Lynn Harvey
Director, School Nutrition and District Operations Division
6324 Mail Service Center
Raleigh, NC 27699-6324
(919) 807-3506
Lynn.Harvey@dpi.nc.gov

2. Region:

Southeast Region (SERO)

3. Eligible service providers participating in waiver and affirmation that they are in good standing:

The requested waiver would apply to all NCDPI approved School Food Authorities (SFAs) that participate in the National School Lunch Program, including those SFAs who contract with a Food Service Management Company (FSMC) and those who do not contract with a FSMC; all are currently either in good standing or under corrective action to address deficiencies identified in the Administrative Review (AR).

4. Description of the challenge the State agency is seeking to solve, the goal of the waiver to improve services under the Program, and the expected outcomes if the waiver is granted. [Section 12(l)(2)(A)(iii) and 12(l)(2)(A)(iv) of the NSLA]:

The FNS Regional Office and USDA Headquarters Office approved NCDPI's original request to extend the review cycle from 3 years to 5 years because of a myriad of negative impacts on NCDPI's administrative and oversight responsibilities that arose following implementation of the 3-year cycle. Approving NCDPI's original waiver request cured these adverse impacts without compromising program compliance and accountability. However, should this renewal be denied and the review cycle revert to 3 years, NCDPI fully anticipates that the vast majority of these negative impacts would reappear and, ultimately, would hinder effective allocation of NCDPI's resources, and effective and efficient Program management. This, in turn, would adversely impact the SFAs themselves. Each of the impacts to NCDPI are described below.

a. Technical Assistance and Consultation for SFAs

The 3-year review cycle prohibits NCDPI from providing the high quality, on-site technical assistance and consultation that proactively prepares SFAs to comply with Federal, State and

local policy. Prior to implementation of the 3-year cycle and since the approval of NCDPI's original waiver permitting it to operate under a 5-year cycle, the department has conducted an on-site technical assistance review in every SFA every year. These on-site technical assistance reviews have enabled School Nutrition Operations/Management Consultants and Nutrition Specialists to provide site-specific assistance, training, and problem-solving for SFA personnel at both the school and administrative levels. This level of support allows SFAs to ask questions about problem areas and seek solutions; in many instances, these on-site reviews enable school nutrition personnel to demonstrate proficiency in various areas while building skill and confidence in critical performance areas. We believe on-site technical assistance is a critical factor in achieving and maintaining compliance in North Carolina's School Nutrition Programs. For your convenience, we have attached the Criteria for Technical Assistance Risk Assessment form NCDPI currently utilizes so that you may see the depth and scope of the technical assistance reviews. Additionally, we have attached the Technical Assistance Forms that are currently utilized. TA-101 is used by the operations and management team and there are two versions – one used at the site level and one used at the SFA level. TA-106 is used by the nutrition team.

While planned technical assistance reviews like those described above are an important component of compliance, consultation reviews are equally important. Consultation reviews were created to allow SFA personnel to seek assistance from State agency professionals for program areas that may be at-risk for non-compliance. A School Nutrition Administrator may contact the department and request specific on-site support in any matter pertaining to the operation of the local School Nutrition Program. For example, if a School Nutrition Administrator is concerned about a financial management issue, like dual employees, indirect cost, or the management of uncollected meal charges, the Administrator may request on-site consultation to help develop, implement, and evaluate a reasonable solution that is consistent with regulations.

During 2012-2013, when NCDPI was operating under the 3-year cycle, NCDPI had to deny nearly 60 requests from SFA personnel for on-site technical assistance and consultation. However, since the granting of the original waiver request permitting NCDPI to operate under a 5-year cycle, we have not denied a single such request. We firmly believe the inability to respond to requests for on-site support to SFAs increases the risk for material noncompliance. Further, consistent with the practice of the State Education Agency, we believe it is the responsibility of the School Nutrition Services to teach our “pupils” frequently and effectively before we “test” them. The return to the 5-year review cycle has enabled the Division to return to a strong technical assistance review schedule, thus preventing problems before they become material non-compliance issues. Granting this renewal request ensures the strong technical assistance review schedule may continue unabridged.

b. Completion/Closure of Administrative Reviews

The School Nutrition Services Division conducts each AR with a minimum of 3 Consultants/Specialists. The larger the SFA, the larger the review team required to complete the review. This level of staffing enables the staff to conduct a thorough and comprehensive

on-site review. Reverting to a 3-year cycle would require conducting ARs in one-third of all SFAs each year, thereby spreading existing staff resources thinly. As a result, the staff would be required to conduct back-to-back ARs, sometimes 3 to 4 weeks consecutively. As encountered in the year prior to approval of NCDPI's original waiver request, this ambitious cycle does not allow the staff to adequately complete one AR before beginning another; which, in turn, delays the completion of the review before it is submitted for a second party and financial management review (where indicated in the case of disallowed meals and/or reclaim of Federal funds). The return to the 5-year cycle has allowed adequate time between reviews to thoroughly complete one review before beginning another. Renewing the 5-year cycle ensures NCDPI continues to have such adequate time.

c. Increase in Administrative and Operational Costs

The 3-year review cycle increased the School Nutrition Division's workload by 60 percent. Although the Division even increased permanent positions during the first year NCDPI was under the 3-year cycle, we were still challenged to conduct a fair, objective, and comprehensive review in one-third of all SFAs annually. NCDPI conducts ARs in teams; each team has a minimum of 3 professionals serving as reviewers. This proven approach, developed during the period of Coordinated Review Effort (CRE) and School Meal Initiative (SMI) Reviews, has translated well to the AR process. While NCDPI did not compromise the team approach when conducting the ARs during the first year it was under the 3-year cycle, doing so meant that School Nutrition Consultants and Specialists spent an extreme amount of time outside their respective regions. This increased the cost of conducting the reviews (mileage, lodging, meal/per diem); in fact, the travel costs associated with conducting the AR tripled in the first year of the 3-year cycle. During the five years since approval of NCDPI's original waiver request, the operational costs and required workload subsided as NCDPI anticipated; thereby permitting an investment in resources to continue conducting comprehensive on-site technical assistance reviews. However, if this waiver renewal is declined and North Carolina reverts to a 3-year cycle, NCDPI fully anticipates that the costs and workload will once again increase to the levels seen in 2012-2013.

d. Staff Retention and Recruitment

In addition to material costs, the 3-year review cycle also had a human cost. Consultants who were required to travel excessively in order to conduct all the reviews found themselves working far in excess of 50 – 60 hours per week, including travel time. This increase in travel adversely impacted staff morale and at the end of the first year of the 3-year cycle, the Division experienced 5 retirements. Recruiting and retaining qualified personnel had become challenging given the increased pace of the ARs as a result of accelerating what was previously done in 5 years down to 3 years. Granting NCDPI's original waiver request removed the impediment to staff retention and recruitment, and NCDPI seeks this renewal to ensure this barrier does not return.

e. Summary

NCDPI applauds the high standard of integrity and accountability reflected in the AR process. Like USDA, NCDPI is committed to ensuring a review process that promotes full accountability for Federal resources. In an effort to achieve optimal program integrity and accountability, the department has consistently established high standards for itself and for the SFAs for which it has oversight. Since 2004, it has been the mission of the School Nutrition Services Division to provide service and support to SFAs that enables them to achieve and sustain nutritional, operational, and financial integrity. To reflect this mission, the Division has exceeded the requirements for conducting the ARs in prior years. For example, the CRE always included a thorough financial management review and comprehensive procurement review long before they were required by the new AR criterion; the Division reviewed 100% of applications in all schools selected for the CRE and simultaneously reviewed all verification transactions within the district under review. Further, all SFAs were required to conduct a nutrient analysis of school menus (pursuant to State Board of Education Policy, 2006) and the department has conducted annual reviews of the Local Wellness Policies to assess compliance as early as 2009. The Division has a track record for exceeding pre-established review requirements to ensure SFAs operate in compliance with the regulations even if the review criteria were not required in the CRE and SMI Reviews.

The efforts to exceed review requirements have continued in the approach to the AR process. For instance, the Division conducts a comprehensive state-specific Financial Management Review, full Resource Management Review, and Procurement Review for every AR. Each SFA conducts an annual independent review of applications, and the Division continues to review 100% of applications in all schools selected for review. Breakfast is reviewed at 100% of the schools selected for review despite the requirement to only review 50% of selected schools. A nutrient analysis and Meal Component and Quantity Worksheet (MCQW) for one week, for each distinct menu, for each age/grade group, and for breakfast and lunch is reviewed annually by the Zone Nutrition Specialist despite zero SFAs scoring in the risk category on the Dietary Specification Assessment Tool (DSAT).

In short, NCDPI is committed to ensuring a review process that promotes full accountability for Federal resources and strives to achieve optimal program integrity and accountability. Approving this waiver request simply ensures NCDPI maintains its rigorous compliance and oversight regimen and prevents the hindering of effective allocation of its resources and effective and efficient Program management.

5. Specific Program requirements to be waived (include statutory and regulatory citations). [Section 12(l)(2)(A)(i) of the NSLA]:

7 CFR §210.18. Specifically, NCDPI is seeking a waiver to 7 CFR §210.18(c) to extend the AR cycle from a 3-year cycle to a 5-year cycle.

6. Detailed description of alternative procedures and anticipated impact on Program operations, including technology, State systems, and monitoring:

NCDPI anticipates minimal, if any, impact on current Program operations. Pursuant to NCDPI's prior waiver request (dated September 24, 2014) that was granted by the FNS Regional Office and USDA Headquarters Office, NCDPI has been operating under a 5-year Administrative review cycle. Therefore, NCDPI anticipates minimal, if any, impact on Program operations as this waiver renewal would maintain the current status quo. Conversely, if this waiver request is denied and NCDPI reverts to a 3-year review cycle, NCDPI anticipates substantial negative impact on Program operations as it would upend the current status quo and disrupt how the Program has been operated for the past 5 years.

If this renewal is approved, NCDPI will continue with expanded procedures for technical assistance reviews (*see* attached Criteria for Technical Assistance Risk Assessment), many of which have been in place for the past 5 years, and which were approved by the FNS Regional Office and USDA Headquarters Office with NCDPI's original waiver request. Specifically, if approved, NCDPI agrees to:

- comply with all of the procedures outlined in the *Administrative Review Guidance Manual* and any updates to such materials issued by FNS; NCDPI has worked with a software developer to automate the AR forms as a means of minimizing human error while promoting efficiency and effectiveness of the review;
- conduct ARs in a minimum of one-fifth of all active SFAs on an annual basis such that all SFAs will undergo the AR within the 5-year cycle;
- conduct an annual risk-based assessment of all SFAs; if the risk assessment reveals both Performance Standard 1 and Standard 2 risks and/or other risks identified by NCDPI, then the SFA would automatically be placed on the immediate review cycle, unless there are extenuating circumstances that may preclude the SFA from the review; where serious concerns about the operational, nutritional or financial integrity of a School Nutrition Program exists, NCDPI will conduct an AR for cause;
- conduct on-site technical assistance reviews of all SFAs at least once every 2 years (no technical assistance review will be conducted in SFAs in the year in which it undergoes an AR); all technical assistance reviews will be documented and will, at a minimum, include a technical assistance report including findings, corrective actions, recommendations for program improvement and commendations, where indicated;
- require all SFAs to conduct an independent review of applications;
- conduct a full Resource Management Review (regardless of risk assessment result) of all SFAs that undergo the AR;
- conduct comprehensive State-specific Financial Management Review for all SFAs undergoing an AR;
- conduct Procurement Review in conjunction with all ARs;
- review the monthly invoice from each FSMC to the SFA to ensure the SFA is invoiced based only on the agreed-upon price per meal equivalent;
- apply the same risk assessment to SFAs with FSMCs as we do for all other SFAs;
- require a nutrient analysis and Meal Component and Quantity Worksheet for one week, for each distinct menu, for each age/grade group, and for breakfast and lunch to be submitted annually for review by the Nutrition Specialist;
- conduct at least 3 policy update meetings per year where all Program administrators are encouraged to attend in order to review new policies, discuss developments in

- current policies, and address any questions or issues regarding the implementation of policies;
- track Administrative Review findings on a quarterly basis; use the outcome from the tracking review to develop and implement continuing education opportunities for SFAs;
 - provide the equivalent of 120 days of professional development for SFA personnel in partnership with the North Carolina State University McKimmon Center for Extension & Continuing Education;
 - cooperate with the FNS Regional Office in resolving operational issues and problems, implementation of improvements, and provision of other technical assistance;
 - report administrative review data through the FNS-640 or as otherwise directed by FNS; and
 - notify the FNS Regional Office in advance if the State agency determines the waiver is no longer necessary and seeks to revert to the required 3-year review cycle or to a review cycle that is different from the one originally approved.

7. Description of any steps the State has taken to address regulatory barriers at the State level. [Section 12(I)(2)(A)(ii) of the NSLA]:

See responses to Nos. 6 and 11 for steps taken and procedures implemented by NCDPI. Otherwise, North Carolina does not have state-level regulations or barriers impacting AR cycles.

8. Anticipated challenges State or eligible service providers may face with the waiver implementation:

NCDPI does not anticipate any challenges with the waiver implementation. Pursuant to a prior NCDPI waiver request (dated September 24, 2014) that was granted by the FNS Regional Office and USDA Headquarters Office, NCDPI has been operating under a 5-year review cycle. Since NCDPI has already implemented the waiver, NCDPI does not anticipate any challenges in implementing this renewal as it will maintain the current status quo.

9. Description of how the waiver will not increase the overall cost of the Program to the Federal Government. If there are anticipated increases, confirm that the costs will be paid from non-Federal funds. [Section 12(I)(1)(A)(iii) of the NSLA]:

NCDPI does not anticipate any increase to the overall cost of the Program to the Federal Government. Program administration and operations will remain committed to oversight and compliance. Conversely, however, if this waiver request is denied, NCDPI anticipates increased overall cost to the Federal Government, as evidenced during the year NCDPI operated under the 3-year cycle requirement prior to the approval of its original waiver request in 2014.

During 2012-2013, the first year of the new 3-year cycle requirement and the year prior to the approval of NCDPI's original waiver request, the School Nutrition Division's workload increased by 60% and North Carolina's travel costs associated with conducting the ARs

tripled. NCDPI conducts ARs in teams; each team has a minimum of three professionals serving as reviewers. The team approach has been very successful in prior years when conducting the Coordinated Review Effort (CRE) and School Meal Initiative (SMI) Review. While NCDPI did not compromise the team approach during 2012-2013 when conducting the ARs, doing so meant that School Nutrition Consultants and Specialists spent an extreme amount of time outside their respective regions, leading to a tripling of travel costs, such as mileage, lodging, and meal/per diem.

In the five years since approval of NCDPI's original waiver request, the operational costs and required workload subsided as NCDPI anticipated. However, if this waiver renewal is declined and North Carolina reverts to a 3-year cycle, NCDPI anticipates that the costs and workload will once again increase as seen in 2012-2013.

10. Anticipated waiver implementation date and time period:

NCDPI is intending to implement this waiver for School Year 2019-2020. If the AR cycle is extended to 5 years as requested, then the waiver would be through School Year 2023-2024.

11. Proposed monitoring and review procedures:

As discussed in response to No. 6 above, if this waiver renewal is approved, NCDPI agrees to continue its current monitoring and review procedures, which the FNS Regional Office and USDA Headquarters Office approved in 2014 with NCDPI's original waiver request. NCDPI agrees to:

- conduct ARs in a minimum of one-fifth of all active SFAs on an annual basis such that all SFAs will undergo the AR within the 5-year cycle;
- conduct an annual risk-based assessment of all SFAs; if the risk assessment reveals both Performance Standard 1 and Standard 2 risks and/or other risks identified by NCDPI, then the SFA would automatically be placed on the immediate review cycle, unless there are extenuating circumstances that may preclude the SFA from the review; where serious concerns about the operational, nutritional or financial integrity of a School Nutrition Program exists, NCDPI will conduct an AR for cause;
- conduct on-site technical assistance reviews of all SFAs at least once every 2 years (no technical assistance review will be conducted in SFAs in the year in which it undergoes an AR); all technical assistance reviews will be documented and will, at a minimum, include a technical assistance report including findings, corrective actions, recommendations for program improvement and commendations, where indicated;
- conduct a full Resource Management Review (regardless of risk assessment result) of all SFAs that undergo an AR;
- conduct comprehensive State-specific Financial Management Review for all SFAs undergoing an AR;
- conduct Procurement Review in conjunction with all ARs;
- review the monthly invoice from each FSMC to the SFA to ensure the SFA is invoiced based only on the agreed-upon price per meal equivalent;
- apply the same risk assessment to SFAs with FSMCs as we do for all other SFAs;

- require a nutrient analysis and Meal Component and Quantity Worksheet for one week, for each distinct menu, for each age/grade group, and for breakfast and lunch to be submitted annually for review by the Nutrition Specialist;
- require all SFAs to conduct an independent review of applications; and
- track Administrative Review findings on a quarterly basis; use the outcome from the tracking review to develop and implement continuing education opportunities for SFAs.

12. Proposed reporting requirements (include type of data and due date(s) to FNS):

If this waiver request is approved, NCDPI agrees to conduct ARs in a minimum of one-fifth of all active SFAs on an annual basis to ensure all SFAs undergo the AR within the 5-year cycle and, pursuant to 7 CFR §210.18(n), by March 1st of each school year NCDPI will report to FNS the results of the ARs conducted in the preceding year.

13. Link to or a copy of the public notice informing the public about the proposed waiver [Section 12(l)(1)(A)(ii) of the NSLA]:

<https://childnutrition.ncpublicschools.gov/news-events/waiver-requests>

14. Signature and title of requesting official:



Title: Director, School Nutrition and District Operations Division

Email address for transmission of response: Lynn.Harvey@dpi.nc.gov

TO BE COMPLETED BY FNS REGIONAL OFFICE:

FNS Regional Offices are requested to ensure the questions have been adequately addressed by the State agency and formulate an opinion and justification for a response to the waiver request based on their knowledge, experience and work with the State.

Date request was received at Regional Office:

- Check this box to confirm that the State agency has provided public notice in accordance with Section 12(l)(1)(A)(ii) of the NSLA**

• Regional Office Analysis and Recommendations:

Criteria for Administrative Review and Technical Assistance Risk Assessment

Risk Indicator	Points assigned to Risk
Certification and Benefit Issuance (PS1)	12
Meal Counting, Claiming and Consolidation (PS1)	12
Meal Components/Meal Pattern (PS2)	12
Production Records (PS2)	12
Procurement/Buy American	8
Failure to Conduct Onsite Monitoring/Self Assessments	8
Problems with Financial Management	8
Inadequate Contract Oversight/Management	8
Food Safety/HACCP	4
Complaints (Civil Rights, OIG and Program)	4
General Program Compliance Reporting	4
New SFA/SN Administrator/Staffing Turnover/Staffing Issues	4
Other	Points assigned depending on relative risk in the "other" category

Risk Scale:

- >60 points Administrative Review for Cause
- 48-59 points Risk Based Comprehensive Technical Assistance Review
- 0-47 points Routine Technical Assistance Review (no less than every two years)

Risk indicated in all four Performance Standard 1 (PS1) and Performance Standard 2 (PS2) categories (48 points) results in an automatic Administrative Review for Cause unless there are extenuating circumstances that may preclude the School Food Authority from the review.

Where serious concerns about the operational, nutritional or financial integrity of a School Food Authority exists, NCDPI will conduct an Administrative Review for Cause independent of the risk score.

SFA Name/Number:	
SN Administrator:	
School Name/Number Visited:	
SN Manager:	
Date of Visit:	7/1/2019
Comments/ Reason for Visit:	

Site Level

1-Meal Counting and Claiming-Breakfast

Yes	No	N/A	Question
Observed Menu Options			
Breakfast Meal Options			
<div style="border: 1px solid black; width: 350px; height: 70px; margin: 0 auto;"></div>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Does the meal counting system as implemented prevent overt identification of students receiving free and reduced-price benefits?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Does each line as observed provide an accurate count (by eligibility category) at the point of service (or approved alternate)?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. After the review of the production records and other supporting documentation, did all reviewed meals during the review period indicate that all the required meal components per weekly meal pattern requirements were offered and served to students?
Comments:			

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Were there excessive overrides? If yes, for what purpose?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Were there any days when the free, reduced price or paid meal counts exceeded the number of free, reduced price, or paid eligible students? If YES, indicate which dates and determine if there was an acceptable explanation available for each day
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Were there any days when the free, reduced price, or paid meal counts exceeded the number of attendance adjusted eligible students? If YES, was it 50% or more of the serving days? Was there an acceptable explanation?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Were there patterns in the free, reduced or paid meal counts which appear questionable? If YES, obtain the school's explanation and record in the comments section and determine if the patterns indicate questionable meal count practices?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Were the counts by category correctly used in the Claim for Reimbursement?
Comments:			

2 - Meal Counting and Claiming - Lunch

Yes	No	N/A	Question
Observed Menu Options			
Lunch Meal Options			
<div style="border: 1px solid black; width: 350px; height: 120px; margin: 0 auto;"></div>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Does the meal counting system as implemented prevent overt identification of students receiving free and reduced-price benefits?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Does each line as observed provide an accurate count (by eligibility category) at the point of service (or approved alternate)?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. After the review of the production records and other supporting documentation, did all reviewed meals during the review period indicate that all the required meal

			components per weekly meal pattern requirements were offered and served to students?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Were there excessive overrides? If yes, for what purpose?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Were there any days when the free, reduced price or paid meal counts exceeded the number of free, reduced price, or paid eligible students? If YES, indicate which dates and determine if there was an acceptable explanation available for each day.
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Were there any days when the free, reduced price, or paid lunch counts exceeded the number of attendance adjusted eligible students? If YES, was it 50% or more of the serving days? Was there an acceptable explanation?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Were there patterns in the free, reduced or paid meal counts which appear questionable? If YES, obtain the school's explanation and record in the comments section and determine if the patterns indicate questionable meal count practices?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Were the counts by category correctly used in the Claim for Reimbursement?
Comments:			

3-Production Records

Yes	No	N/A	Question
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Were the production records observed accurate and complete?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Were the Cook, hold, and leftover temperatures recorded properly?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Are observed Production Records being completed and available to support reimbursable meals served?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Are Production Records planned in advance?
Comments:			

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Are substitutions and leftovers properly documented?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Were planned portion sizes and quantities appropriate for each age/grade group?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Is there significant over or under production?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Did the quantities used indicate all reimbursable meals claimed received ½ c. of fruit/vegetable?
Comments:			

4-Offer vs Serve

Yes	No	N/A	Question
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Is Offer vs. Serve being implemented properly by the school at Breakfast?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Is Offer vs. Serve being implemented properly by the school at Lunch?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Has the school nutrition staff been trained on Offer vs. Serve?
Comments:			

5-Civil Rights

Yes	No	N/A	Question
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Are Civil Rights Posters prominently displayed?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Did meal service observations indicate that program benefits were made available to all children without discrimination? If NO, explain.
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Did SN Staff receive the required annual Civil Rights Training? What Date?
Comments:			

6-State Policies

Yes	No	N/A	Question
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Are all food and beverages services available on the school premises from 12:01 a.m. until the last lunch is served operated through the Child Nutrition Department?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Do all receipts from food and beverage sales prior to the time the last child is served accrue to the Child Nutrition Department?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Is all income from the Child Nutrition Program used only for the school's nonprofit lunch and breakfast programs?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Are available a la carte items approved for sale in the Child Nutrition Program?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Are school-operated vending food and beverage machines sales compliant with NC General Statute 115C-264.2 Vending?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Are sugared, carbonated soft drinks, including mid-calorie carbonated soft drinks, offered for sale in middle schools?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Are fifty percent (50%) or less of the offerings for sale to high school students sugared, carbonated soft drinks?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Is there school operated vending in elementary schools?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Are Child Nutrition funds used to subsidize adult meals or beverages?
Comments:			

7-Internal Fiscal Control

Yes	No	N/A	Question
Cash Management			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Are Cash Management Procedures written, and in use, available and compliant with local, state and federal regulations?

Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Are cash receipts counted and verified by two people?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Is all register money and petty cash reconciled and documented daily?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. The manager should not be a regular cashier. If the manager performs cashier duties does another employee count and verify the receipts and participation records?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Does the manager have a cashier schedule and rotate cashiers regularly?
Comments:			

8-Monitoring and Record Keeping

Yes	No	N/A	Question
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Was the on-site review of the meal counting and claiming procedure completed prior to February 1? (Charter/Non-Public: November 1 and April 1)
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Was corrective action of the meal counting and claiming procedure required? If YES, was corrective action sufficient?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Was a follow-up review conducted within 45 days to ensure that the school implemented corrective action?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Are records retained for 3 years after the final claim for reimbursement for the fiscal year or until resolution of any audits? If NO, describe reason.
Comments:			

9-After School Snack Program (ASSP)

Yes	No	N/A	Question

A. Time Snack Served:

B. Snack Charges:

All Free Reduced Paid

C. Reduced Amount (max .15):

D. Paid Amount:

Comments:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Is the school area eligible?
--------------------------	--------------------------	--------------------------	---------------------------------

Comments:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Is documentation maintained that the site is in an area eligible school in which 50% or more of the enrolled students are certified eligible for F/R price meals?
--------------------------	--------------------------	--------------------------	--

Comments:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Is the school non-area eligible? Is documentation maintained of F/R price eligibility for each student that receives a free or reduced-price snack?
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Comments:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Are point-of-service snack counts by student/benefit category maintained?
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Comments:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Are snacks being properly counted and claimed?
--------------------------	--------------------------	--------------------------	---

Comments:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Was the meal service operation in compliance with all program requirements?
--------------------------	--------------------------	--------------------------	--

			MENU FOR THE DAY:	PORTION SIZE:
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Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Are production records completed daily and maintained for a minimum of 3 years? (review 5 days)
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Do production records list each meal component and reflect that the planned portion sizes meet the meal pattern component requirements?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Does it appear that each snack claimed for reimbursement met the 2 components per student requirements?
Comments:			
MONITORING:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Has the Site completed the ASSP Qualifying Checklist? DATE:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Has the program been monitored within the first 4 weeks of operation each year? DATE: Were there any corrective actions noted and was corrective action implemented?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Record the date of the last site monitoring visit conducted by SFA. DATE: Were there any corrective actions noted and was corrective action implemented?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Does the snack program conduct acceptable education or enrichment activities before, during, or after the snack meal service?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. Are snacks properly prepared, held, served, and stored within proper food safety practices?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. Is the USDA/FNS approved non-discrimination poster prominently displayed and visible to program participants?
Comments:			

10-General Areas

Yes	No	N/A	Question
Quality Food Production and Service			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Is a written Work Schedule prepared and in use?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Is the production area clean and organized?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Is the Employees' appearance clean and neat?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Is there a system is in place to reject any and/or all food items delivered?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Are invoices signed, dated and on file?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Does the site know the SFAs procedure for Buy American?
Comments:			
Staffing			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Is the program appropriately staffed to provide the quality service and programs offered at the site? What is the current Meal Per Labor Hour (MPLH)? What is the Target MPLH?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Is the Staff professional and customer-friendly?
Comments:			

11-Participation

Yes	No	N/A	Question
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Do you have a system in place for monitoring participation? (70%-75%)
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Are you concerned about any trends or changes in your participation?

Comments:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>3. Are you aware of ways to increase student and staff participation? Examples: Surveys taste tests promoting menu choices offering alternative meal service locations/delivery, (K-12 Culinary Institute)</p>
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Comments:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>4. Does the Site have any innovative meal programs? If yes, describe. If no, would you consider any of the following? Examples: <i>Breakfast in the Classroom</i> <i>coffee/juice/smoothie</i> <i>Vending Machines</i> <i>Kiosks</i> <i>Food Trucks</i> <i>2nd Chance Breakfast</i> <i>Grab n Go</i></p>
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Comments:

Site Data—Move to top

CEP Site	Data for October 2017		(Data Period)		
Monthly ADA	240	Student ADPL	193	Adult ADPL	5.0
Monthly ADM	346	Student ADPB	123	Adult ADPB	0.0
% Attendance	69.4%				
% Participation for lunch		80.4%	% Participation for breakfast		51.4%
% Participation for lunch, plus meal equivalents for supplemental sales		99.4%			
% Eligible Free Participating LUN		55.8%	BRK		35.7%
% Eligible Reduced Participating LUN			BRK		
% Eligible Paid Participating LUN			BRK		

Comments:

12-Marketing

Yes	No	N/A	Question
Marketing/Image Management			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Does the Site have a current marketing plan?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Does the Site currently have any Social Media Presence (Instagram, Face Book, Twitter, Blog, etc.)
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Is the dining area inviting and provide a pleasant dining experience?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. How are you and your team increasing the awareness of your program?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. How are you and your team promoting the nutritional quality of the program?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. How are you and your team improving the perception of the program? (K-12 Culinary Institute)
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Is the facility appropriately designed and furnished for grade levels served?
Comments:			

13-Signage

Yes	No	N/A	Question
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Is the signage posted at or near beginning of serving line?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Does the signage identify the minimum (items or components) that must be taken to constitute a reimbursable meal?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Does the signage identify the maximum (items or components) that may be taken to constitute a reimbursable meal?

Comments:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Does the signage indicate the required fruit/vegetable component quantity?
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Comments:

14-Competitive Foods

Yes	No	N/A	Question
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Were competitive food sales observed during school review? If yes, provide details:

Comments:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Is district compliant with SS Option selected in annual agreement?
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Comments:

15-Special Milk Program (SMP)

Yes	No	N/A	Question
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OPERATIONS AREAS OF REVIEW

Special Milk Program

General Information

A. Time Period Covered in Review:

B. Dates of Operation:

C. Average Daily Attendance:

D. Program Services:

Meals Served

B

L

D

S

Days per Week

5

6

7

E. Type of Program:

Day School

Boarding School

Kindergarten

Day Camp

Vocational

Camp:

Scout

YWCA/YMCA

4-H

Other

Age of Participants:

Pricing **Non-Pricing**

If the SFA is operating a pricing program, what is the price paid by each student?

Yes	No	N/A	Question
-----	----	-----	----------

Program Compliance, Reporting and Record Keeping

1. Are current and complete records maintained for the following:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. Claim for Reimbursement
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Comments:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. SMP-4 Participation Record (or comparable form)
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Comments:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C. Milk/Meal Counts (or comparable form)
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Comments:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D. Itemized Milk Invoices
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Comments:

2. Are complete records and reports maintained for a minimum of 3 years?

Comments:

3. Does the SFA Count the Milk at the Point of Service and are accurate counts maintained?

Comments:

4. Do Daily Milk Count Records support the most recent claim for reimbursement based on participation records and milk purchases (as indicated below)? If no, please record errors in the comments section.

Total ½ pints purchased for review period	SMP Count	SA Count
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Total ½ pints served to students for review period	SMP Site Count(records)	SMP Claim
Free		
Reduced		
Paid		
Total:		

Comments:

5. If the SFA is operating a pricing program, does the purchase price of milk on the most recent claim for reimbursement match the purchase price reflected on invoices? Are reimbursements being used to reduce student payments?

Comments:

6. If pricing program, was the price charged to the student correctly calculated?

Cost of milk (1/2 pt. invoice price) _____

Admin/Supply Cost _____

Total Cost to SFA _____

Less Current Reimbursement Rate .1975

Max. Price to Student _____

Comments:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Was competition sought for milk purchases?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Does the invoice price match the bid/quoted price by the vendor?
Comments:			
Facilities, Equipment, Sanitation			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Refrigeration is adequate for type of service.
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Milk is stored in a safe, sanitary manner.
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Good housekeeping practices are evident.
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Refrigeration is maintained below 40 degrees.
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Daily documentation is maintained for temperature of milk and refrigeration units?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. Has the required sanitation inspection been made by the local health department? Date: _____ Grade: _____
Comments:			
Civil Rights Compliance			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. Are the free milk applications on file?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16. Are the denied applications for free milk disproportionately composed of minority applications?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17. Is the nondiscrimination statement provided on the application for free milk and the parent letter?
Comments:			

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18. Is there a need for bilingual material or staff?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19. Are proper procedures being used to determine and process civil rights complaints?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20. Do admissions procedures restrict minority enrollment?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21. Is USDA/FNS approved non-discrimination poster clearly displayed?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22. Did Child Nutrition/SMP staff attend annual Civil Rights training per FNS 113-1?
Comments:			

16-Other

Yes	No	N/A	Question
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4.
Comments:			

Commendations/ Recommendations:

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Corrective Action if Applicable:

Finding:	Corrective Action Required/ Due Date:
Finding:	Corrective Action Required/ Due Date:
Finding:	Corrective Action Required/ Due Date:

Reviewer Information

Name:

Date: [Click here to enter a date.](#)

SFA Name/Number:	
SN Administrator:	
Date of Visit:	7/1/2019
Comments/ Reason for Visit:	

SFA Level

1-Central Office Overview

Yes	No	N/A	Question																																				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Does the SFA update the electronic application in a timely manner?																																				
Comments:																																							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Does the SFA have a sufficient number of trained staff in the central office to administer and monitor the meal programs?																																				
Comments:																																							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Does the SFA have a policy and procedures manual and has it been implemented in each site? If yes does it include the following:																																				
		<table border="1"> <thead> <tr> <th colspan="2">Review of Policy Manual:</th> <th colspan="2">Manager Training Rcvd:</th> <th colspan="2">Staff Training Rcvd:</th> </tr> <tr> <th>Policy</th> <th>Yes</th> <th>No</th> <th>Yes</th> <th>No</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>Charged Meal Policy</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Adult Meal Policy</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Competitive Foods Policy</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Written Cash Management Procedure for</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Review of Policy Manual:		Manager Training Rcvd:		Staff Training Rcvd:		Policy	Yes	No	Yes	No	No	Charged Meal Policy						Adult Meal Policy						Competitive Foods Policy						Written Cash Management Procedure for					
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Policy	Yes	No	Yes	No	No																																		
Charged Meal Policy																																							
Adult Meal Policy																																							
Competitive Foods Policy																																							
Written Cash Management Procedure for																																							

Comments:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Are Child Nutrition employees required to attend professional development events conducted/facilitated by the SFA? Are you properly tracking this professional development?
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Comments:

2-Certification and Benefit Issuance (If CEP District wide do not Complete)

Yes	No	N/A	Question
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Certification and Benefit Issuance

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Does the SFA have a copy of the most recent Eligibility Manual for School Meals on file? (Hard Copy or Electronic File)
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Comments:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Were all applications selected for review correctly approved?
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Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Did the SFA conduct an independent review of applications in the previous or current school year according to FNS requirements?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Did the SFA complete and submit the FNS-874 (Local Educational Agency Second Review of Applications Report)?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. For RCCIs with NO day students and no applications on-file, does the SFA have the correct eligibility documentation available for residential students?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Are the correct income eligibility guidelines used to certify applications?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Are the correct conversion factors used when processing applications that indicate more than one income frequency?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Is household notification of eligibility consistent with FNS Requirements?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Is household notification of denied benefits consistent with FNS requirements?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Are any applications denied incorrectly? (based on sample size selected)
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Does the SFA perform Direct Certification matches according to the required timeframes? If NO, how often are matches conducted?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Are the Direct Certification lists retained on file by the SFA?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Are free and reduced-price benefits provided to students in a manner that assures confidentiality and prevents overt identification?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. Are free and reduced price eligible students required to work for their meal? If YES, explain in the Comments section.
Comments:			

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. Did the SFA accurately transfer the correct benefit from the eligibility determination document to the Point of Service benefit issuance document?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16. Did the SFA update the benefit issuance document(s) accurately and in a timely manner, including those students that are new, transferred, or withdrawn?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17. For Manual Systems: If number sheets and coded rosters are used, did the SFA/school document changes in student eligibility/enrollment throughout the month?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18. Did the SFA update benefit issuance documents accurately and in a timely manner upon receipt of Direct Certification updates?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19. Does the SFA have all documentation for benefits that have been extended to students living in a household?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20. Did any family decline or request a lower level of benefits? If yes, were benefits changed on the Benefit Issuance document?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21. Does the SFA use web-based applications? If yes, did they seek approval by the State Agency?
Comments:			

3-Special Provisions—Community Eligibility Provision (CEP)

Yes	No	N/A	Question
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Are the claiming percentages and/or funding levels established during the Base Year for Special Provision Option SFAs/sites being applied correctly to Non-Base Year claims for reimbursement?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Does the SFA documentation support the Identified Student Percentages and claiming percentages at time of latest CEP approval?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Are Free and Reduced-price Meal Applications being distributed in sites operating CEP?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Are non-federal funds being properly allocated to account for the difference of offering all meals to students at no charge and the Federal reimbursement?
Comments:			

4-Verification

Yes	No	N/A	Question
Verification			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Does the SFA have written procedures for conducting verification?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Did the verification process begin on October 1 st ?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Do the verified applications on file match the number reported on the most recent FNS-742?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Were the applications subject to verification properly selected based on verification method used (i.e., error prone)? Was the approved verification method utilized?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Did the SFA choose to replace applications selected for verification, was it done correctly and limited to 5% of the applications selected?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Were all applications selected for review verified correctly?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Did the SFA directly verify selected applications?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Does the SFA's verification notification letter include all required information?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Did the SFA meet the follow-up requirements if the household failed to respond to the request for verification?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. If applicable, did the SFA's notice of adverse action contain all required information, including notification of appeal rights?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Did the SFA make updates to the eligibility status to benefit issuance list?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Were benefits increased no later than 3 calendar days?

Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Were households for whom benefits were to be reduced or terminated given 10 calendar days written advance notice of the change?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. Did the SFA complete verification by November 15? If not, did the SFA request an extension of the verification process from the SA?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. Did the SFA have any applications verified for cause? Were the proper procedures followed?
Comments:			

5-Financial Management

Yes	No	N/A	Question
Central Office Financial Management			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Does the SFA have a separate interest bearing financial account designated for the nonprofit school food service?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Has the SFA submitted the FC-1a as required by the State Agency?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Has the SFA submitted the Quarterly Financial Report as required in the technology system?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Are monthly ending cash balances reconciled with the appropriate documents?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Did the SFA ensure that only allowable costs were charged to the nonprofit school food service account?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Does the SFA charge an adult lunch price? If yes, does it sufficiently cover the cost to produce the meal plus the USDA Foods?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Are claims for reimbursement submitted by the 10 th of each month?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Are invoices or statements on file to support each program expenditure?

Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Are invoices checked against the approved bid list prior to payment?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Are invoice errors corrected prior to payment?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Did the SFA purchase equipment with an acquisition cost of \$5,000 or more (per FNS Policy Memo SP 31-2014)? If so, did the SFA seek approval from the State agency before purchasing the equipment?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Does the SFA have over three months' operating balance? If yes, has the spend down plan been submitted and approved by the SA?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Does the SFA have the proper documentation for all dual employee personnel paid with School Nutrition Funds? Have all benefits been properly split?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. Are all uncollected student meal charges reimbursed to the School Nutrition account prior to September 30 th ?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. Is the minimum State Revenue Match of \$45,000 deposited into the SN account?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16. Does the SFA have a copy of most recent single audit and any accompanying letters to the Board of Education completed for the local education agency (LEA) or facility?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17. Does the SFA pay Workers Compensation? If yes, review the Workers compensation estimated billing Invoice for the school system for current and prior school year.
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18. Has the SFA been reimbursed for the most recent sales and use tax?
Comments:			
Paid Lunch Equity (n/a if SFA is 100% CEP or RCCI w/o Day Students or universal free lunch programs)			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19. Does the SFA have processes and procedures in place to ensure compliance with the USDA requirements for Paid Lunch Equity?
Comments:			

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20. Did the SFA use non-federal funds to support its paid lunch prices?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21. Did the SFA submit the PLE Tool to the SA as required?
Comments:			
Revenue for Non-program Foods			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22. Did the SFA sell non-program foods including, but not limited to, a la carte foods (e.g., milk; 2nd entrees; Smart Snacks), catering (e.g., foods/beverages for school board meetings; foods for outside entities & programs), and/or adult meals (e.g., meals for teachers, parents, etc.)? If yes, were non-program foods adequately priced?
Comments:			
Indirect Costs			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23. Were indirect costs charged to the SFA's nonprofit school food service account? If yes, are all other federal programs in the LEA charged indirect costs (38100392 Report)?
USDA Foods			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24. Does school have current approved processing agreements?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25. Is a record maintained of the amount of commodities released, in storage, and received from processor?
Comments:			

6-Civil Rights

Yes	No	N/A	Question
Civil Rights			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Is the correct non-discrimination statement being used by the SFA on appropriate materials including the SN website and printed materials?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Does the SFA have a copy of the Public Media Release from the State Agency?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Are there services provided by the SFA for Limited English Proficient (LEP) households?
Comments:			

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Does the SFA have a procedure for receiving and processing complaints alleging discrimination?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Has the SFA received any written or verbal complaints alleging discrimination in the current or prior school year?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Has the SFA accommodated students with special dietary needs?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Was civil rights training provided for all school nutrition staff? When was the SFA's most recent civil rights training for staff who interact with program applicants or participants (i.e., cafeteria staff, F/R application approval staff) and their supervisors?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Does the SFA collect racial/ethnic data? How? Explain in comments.
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Did the SFA complete a Civil Rights Compliance Worksheet for the SFA by December 15? Each Site by December 15?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Are denied applications disproportionately submitted by minority households? (based on sample reviewed)
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Has the Civil Rights Pre-Award and Post Award Worksheets been submitted by new SFAs?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Has the SFA complied with requirements regarding use of the student's confidential meal eligibility status? (MOAs)
Comments:			

7-SFA On-Site Monitoring

Yes	No	N/A	Question
SFA On Site Monitoring			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Did the SFA conduct the required on-site monitoring of all sites by the required date? If no, did the SFA receive an extension approval from the SA? (LEA and RCCI by February 1, Charter and Non-Public November 1 and April 1)
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Were 50% or more of the Breakfast Programs monitored during the on-site reviews?

Comments:			
SFA Reporting and Record Keeping			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Are reports submitted to the State Agency as required?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Are records retained for 3 years after the final claim for reimbursement for the fiscal year or until resolution of any audits?
Comments:			

8-Procurement

Yes	No	N/A	Question
Procurement- Overview			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Is the SFA using the State Agency Procurement Template? If no, use the Procurement Checklist to review bid documents.
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Does the school district participate in any cooperative buying?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Were bids sent to 2 or more vendors and in a manner that is open and fair competition?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Did the SFA advertise all bids or proposals over the Local Education Agency's (LEA) simplified acquisition (or small purchase) threshold?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Is Prior approval given for all substitutions?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Is prior approval given for all Non-Domestic products?
Comments:			
Procurement—Competitive Negotiation(RFP)			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Was competitive negotiation used only when appropriate?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Was the RFP initiated by the LEA?
Comments:			

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Did any vendor assist in writing the RFP or the specifications?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Did the RFP identify all significant evaluation factors?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Was the contract awarded to the responsible bidder whose proposal was most advantageous to the SFA?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Were awards made by written notice?
Comments:			
Procurement—Small Purchase Method			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Is this method used only for purchases that do not exceed the SFAs Simplified Acquisition Threshold?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. Does the SFA have a Simplified Acquisition Threshold? If yes, what is the amount?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. Does the SFA have a Fixed Asset threshold? If yes, what is the amount?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16. Were all vendors given the same information for the small purchase?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17. Were quotes received for all individual items?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18. Was the purchase made in accordance with the announced factors for evaluating supplier response?
Comments:			
Competitive Sealed Bids (IFB)			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19. Were the specifications supplied by any vendor?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20. Were all vendors given the same specifications?
Comments:			

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21. Were bids evaluated according to the Procurement Plan?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22. Were bids solicited in sufficient time prior to the date set for the opening of the bids?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23. Were bids evaluated based on the combined total cost of all items to be purchased within the lifetime of the contract?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24. Was the basis for awarding contracts in accordance with the announced factors for evaluating supplier response?
Comments:			
Emergency Purchases			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25. Does the SFA have a procedure for Emergency Purchases?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	26. Is the documentation provided for the Emergency Purchases sufficient?
Comments:			
Micro-Purchasing			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27. Does the SFA have a procedure for micro-purchasing?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	28. Is the SFA tracking the Micro-Purchases?
Comments:			
Non-Competitive Negotiation			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	29. Was non-competitive negotiation used only when other competitive procedures could not be used?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	30. Was complete documentation maintained for all activity related to each purchase?
Comments:			

Procurement Checklist

Procurement Checklist

Goods/Services to be procured: _____

Procurement date: _____

Person overseeing procurement process: _____

This checklist will be used when preparing solicitation documents, conducting informal and formal procurements, evaluating bids and proposals and executing contracts that involve the use of School Nutrition Funds.

Procurement Plan:

- _____ Written procurement plan
- _____ Authorized purchaser(s) specified
- _____ Detailed procurement methods to be used (quotes, IFB, RFP, micro-purchasing, non-competitive negotiation) including detailed procedures for each purchasing method
- _____ Advertising procedures
- _____ Award method clearly described (i.e., line item, bottom line, market basket analysis or written evaluation of product/service)
- _____ Vendor notification of award/non-award of contract
- _____ Code of ethics/conflict of interest policy
- _____ Instructions for documentation and record-keeping
- _____ Assignment for Contract oversight
- _____ Assurance of compliance with all Federal procurement policies
- _____ Assurance of compliance with all State procurement policies
- _____ Other local requirements

Procurement Procedures:

- _____ Letter of invitation
- _____ Intent of procurement activity
- _____ Contract time-period
- _____ Bid/proposal/quote submission procedures (i.e. sealed bid, written, etc.)
- _____ Pre-bid/proposal meeting date/time/location (if applicable)
- _____ Bid opening date/time/location; Proposal opening procedures
- _____ Contact information

- _____ Civil Rights Statement
- _____ Other local requirements

Terms and Conditions:

- _____ Certification regarding disclosure of lobbying (\$100,000+)
- _____ Debarment/suspension certification form (\$25,000+)
- _____ Non-collusion statement
- _____ Assurance of ethical practices

Procurement Checklist (continued)

- _____ Escalation/de-escalation clause
- _____ Price determination statement (fixed, fixed with firm price for delivery, etc.)
- _____ Contract Extension or “roll-over” clause if warranted
- _____ Buy American statement and instructions
- _____ Bid/proposal protest procedures
- _____ Remedy for non-performance/termination of contract
- _____ HUB statement to involve minority business where possible
- _____ “Equal Employment Opportunity” compliance statement (\$10,000+)
- _____ Energy Policy and Conservation Act statement
- _____ Clean Air/Water Act statement (\$100,000+)
- _____ Civil Rights Act statement
- _____ Jessica Lunsford Act requirements
- _____ Return of Discounts, Credits and Rebates to SFA statement
- _____ Record retention and record access requirements (records maintained for three years (plus the current year) from final payment of contract and/or renewal; all base solicitations must be maintained for three years after the final payment on the contract)
- _____ Method of shipment/delivery requirements
- _____ Method of payment, invoices, statements, etc.
- _____ Purchase instrument to be used and how vendor will receive purchase orders
- _____ Compliance with Jessica Lunsford Act
- _____ Bid certification form
- _____ Other State or local requirements
- _____ Specifications that are sufficiently detailed to get what is needed but not so specific as to restrict competition

- _____ Product specifications (approved brand and/or equivalent)
- _____ Quantity
- _____ Quality
- _____ Packaging
- _____ Pricing (unit and extended)
- _____ Procedure for documenting/pre-approving any substitutions and/or deviations
- _____ Other local requirements

Documentation and Records:

- _____ All IFBs/RFPs/RFQs with appropriate documentation and signatures of authorized purchasers maintained on the original solicitations
- _____ Comparison charts and to document procurement decisions and contract awards
- _____ Record of public bid openings and/or proposal openings if proposals will be publicly opened
- _____ Copies of contract award/non-award letters
- _____ Copies of advertisements for solicitation of good/services
- _____ Determination/document of correct procurement method used
- _____ Evaluation of escalation/de-escalation clause
- _____ Evaluation of Contract Extension/Amendment (roll-over clause)

Procurement Checklist (continued)

- _____ Evaluation/documentation of contract re-negotiations/changes to original contract at the timelines and under the same conditions specified in the original solicitation document
- _____ Evaluation of return of discounts, credits and rebates (as applicable) and detailed procedure indicating how/when the discounts, rebates and credits would be assigned to the SFA by the contractor
- _____ Evaluation of whether procurement methods/activities are consistent with the SFA's Approved written procurement plan
- _____ Evaluation of procedures for ensuring records retention requirements are met and where/how all documents pertaining to the solicitation and contract/contract amendments will be maintained
- _____ Non-competitive purchases (sole source, emergency, etc.) are appropriately documented and have received approval from State agency or governing board prior to award, including purchases through means of *piggybacking* onto another SFA's solicitation document

- _____ Invoices/payments for items purchased with school nutrition funds
- _____ Documentation of any contractor performance or breach of contract from vendors
- _____ Provision requiring the Contractor to abide with the Iran Divestment Act of 2015.
- _____ Other local requirements

9-Participation

Yes	No	N/A	Question
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Do you have a system in place for monitoring participation? (70%-75%)
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Are you concerned about any trends or changes in your participation?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Are you aware of ways to increase student and staff participation? Examples: Surveys taste tests promoting menu choices offering alternative meal service locations/delivery,
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Does the Site have any innovative meal programs? If yes, describe. If no, would you consider any of the following? Examples: <i>Breakfast in the Classroom</i> <i>coffee/juice/smoothie</i> <i>Vending Machines</i> <i>Kiosks</i> <i>Food Trucks</i> <i>2nd Chance Breakfast</i> <i>Grab n Go</i>
Comments:			
SFA Data			

CEP Site	Data for October 2017		(Data Period)		
Monthly ADA	240	Student ADPL	193	Adult ADPL	5.0
Monthly ADM	346	Student ADPB	123	Adult ADPB	0.0
% Attendance	69.4%				
	% Participation for lunch	80.4%	% Participation for breakfast	51.4%	
	% Participation for lunch, plus meal equivalents for supplemental sales		99.4%		
	% Eligible Free Participating LUN	55.8%	BRK	35.7%	
	% Eligible Reduced Participating LUN		BRK		
	% Eligible Paid Participating LUN		BRK		

Comments:

10-Marketing

Yes	No	N/A	Question
Marketing/Image Management			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Does the SFA have a current marketing plan?
Comments:			
			2. Does the SFA currently have any Social Media Presence (Instagram, Face Book, Twitter, Blog, etc.)
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. How are you and your team increasing the awareness of your program?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. How are you and your team promoting the nutritional quality of the program?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. How are you and your team improving the perception of the program?
Comments:			

11-Food Service Management Companies (FSMC)

Yes	No	N/A	Question /Topic to Review

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Does the SFA receive discounts, rebates, and credits for commercial food and supplies purchased by the FSMC (since the FSMC acts as an authorized purchasing agent SFA).
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Does the SFA ensure the value of USDA Foods is returned to the nonprofit School Nutrition account (via consultation with NCD&CS)?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Does the FSMC comply with the Buy American provision?
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Did the SFA implement any changes that constituted “material changes to the base FSMC solicitation that were not addressed through a Contract Amendment?
Comments:			

12-Other

Yes	No	N/A	Question /Topic to Review
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4.
Comments:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5.
Comments:			

Commendations/ Recommendations:

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Corrective Action if Applicable:

Finding:	Corrective Action Required/ Due Date:
Finding:	Corrective Action Required/ Due Date:
Finding:	Corrective Action Required/ Due Date:

Reviewer Information

Name:

Date: [Click here to enter a date.](#)

SFA information	
SFA Name/Number:	Choose an item.
SN Administrator:	
School Name/Number Visited:	
SN Manager:	
Date of Visit:	Click here to enter a date.
Comments/ Reason for Visit:	

Meal Pattern

Yes	No	N/A	Question
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Was the menu offered compliant with the appropriate meal pattern offered on the day of the visit? Choose Meal Pattern. Choose Meal Pattern.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the school participate in Offer Versus Serve? Is OVS correctly implemented? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the school have a Pre-K program? Indicate the meal pattern followed for the Pre-K students for Breakfast and Lunch: Choose Breakfast Meal Pattern Choose Lunch Meal Pattern
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Upon observation, portion sizes are prepared and offered as planned for the day.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	At least 2 milk varieties are offered daily (variety of low-fat and/or nonfat milk offered daily). Flavored milk is only available as skim/fat free milk. <input type="checkbox"/> Skim Unflavored <input type="checkbox"/> Skim Chocolate <input type="checkbox"/> Skim Strawberry <input type="checkbox"/> Skim Vanilla <input type="checkbox"/> 1% Unflavored <input type="checkbox"/> 1% Chocolate <input type="checkbox"/> 1% Strawberry <input type="checkbox"/> 1% Vanilla
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Were Meal Component and Quantity Worksheets reviewed? Answer for the planned menu for the daily and weekly requirements for milk, meat/ meat alternate, grain, fruit, and vegetable subgroups?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are whole grain requirements being met? Was a WGR waiver requested and granted? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No more than 2 oz eq of whole grain-based dessert is offered per week at lunch.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No more than half of the weekly fruit offerings are from juice at lunch? Breakfast? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is Free, potable water available? <input type="checkbox"/> Fountain <input type="checkbox"/> Pitcher/Cooler/Dispenser
Comments:			

Catered Meals

Yes	No	N/A	Question
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the SFA catered by a nearby LEA? Caterer's Name: Click or tap here to enter text.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the school site a permitted for onsite food preparation? Is food being prepared at the school? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Indicate how food is served to students:
Comments:			

Pre-K Meal Pattern Breakfast

Yes	No	N/A	Question
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	During the meal service, did you observe that all required meal components for Pre-K are available throughout the entire meal service?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does all the cereal served to Pre-K meet the Pre-K meal requirements (no more than 6 grams of sugar per dry ounce)?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does all the yogurt served to Pre-K meet the Pre-K meal requirements? (no more than 23 grams of sugar per 6 ounces)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Were there any grain-based desserts served as part of the reimbursable meal? e.g. cookies, sweet pie crusts, doughnuts, cereal bars, breakfast bars, granola bars, sweet rolls, toaster pastries, cakes and brownies.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Was a whole grain-rich item served at least one time at any of the 3 meals (lunch, breakfast and/or snack)?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Was a meat/meat alternate used to meet the entire grain requirements at breakfast? If YES, was it used more than three times a week? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are fried foods prepared on site?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Was the appropriate milk type served? (Unflavored low-fat (1 percent) or unflavored fat-free (skim) milk for children 2-5 years of age)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Was pasteurized full strength juice served more than once per day? Pasteurized full strength juice is limited to once per day (including snack).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Was Offer versus Serve (OVS) implemented during meal service? Note: OVS is not an option for preschool age kids
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is family style meal service implemented? Is it implemented correctly? <input type="checkbox"/> Yes <input type="checkbox"/> No
Comments:			

Pre-K Meal Pattern Lunch

Yes	No	N/A	Question
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	During the meal service, did you observe that all required meal components for Pre-K are available throughout the entire meal service?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does all the yogurt served to Pre-K meet the Pre-K meal requirements? (no more than 23 grams of sugar per 6 ounces)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Were there any grain-based desserts served as part of the reimbursable meal? e.g. cookies, sweet pie crusts, doughnuts, cereal bars, breakfast bars, granola bars, sweet rolls, toaster pastries, cakes and brownies.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Was a whole grain-rich item served at least one time at any of the 3 meals (lunch, breakfast and/or snack)?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are fried foods prepared on site?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If a vegetable was served in place of a fruit at lunch, were two different vegetables served?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Was the appropriate milk type served? (Unflavored low-fat (1 percent) or unflavored fat-free (skim) milk for children 2-5 years of age)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Was pasteurized full strength juice served more than once per day? Pasteurized full strength juice is limited to once per day (including snack).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Was Offer versus Serve (OVS) implemented during meal service? Note: OVS is not an option for preschool age kids
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is family style meal service implemented? Is it implemented correctly? <input type="checkbox"/> Yes <input type="checkbox"/> No
Comments:			

Signage

Yes	No	N/A	Question
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the signage posted at or near beginning of serving line?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the signage identify the minimum (items or components) that must be taken to constitute a reimbursable meal?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the signage identify the maximum (items or components) that may be taken to constitute a reimbursable meal?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the signage indicate the required fruit/vegetable component quantity?
Comments:			

Production Records

Yes	No	N/A	Question
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Production Records observed were accurate and complete.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cook, hold, and leftover temperatures are recorded properly.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are observed Production Records being completed and available to support reimbursable meals served?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are Production Records being planned in advance?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are substitutions and leftovers properly documented?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Were planned portion sizes and quantities appropriate for each age/grade group?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is there significant over or under production?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All students have access to all meal components throughout meal service?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Quantities used indicate all reimbursable meals claimed received ½ c. of fruit/vegetable?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are the serving lines defined for all food items?
Comments:			

Nutrient Analysis

Yes	No	N/A	Question
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Was a current nutrient analysis reviewed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Were the dietary specifications met for the grade groups per distinct menu?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Were planned quantities/ portion sizes adequate to meet meal pattern requirements?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Was the analysis a weighted analysis based on planned production numbers?
Comments:			

Standardized Recipes

Yes	No	N/A	Question
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do recipes contain sufficient ingredient quantities that supports the component claim?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Standardized recipes contain HACCP critical control points, clear instructions and correct portion sizes?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reviewer observed food being prepared per standardized recipes.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Allergens identified on the recipe for staff to be aware in preparation/serving?
Comments:			

Recipe Checklist

Review Step	Questions	Yes	No	NA	Action Needed
Recipe Name	Does the recipe name reflect the content?				
	Is the recipe name appealing to the customer?				
Number/category	Does the recipe have a number and/or category for easy access?				
	Is the HACCP category indicated: no cook, same day, complex?				
Ingredients	Are all the ingredient names clear?				
	Are the ingredients listed in the order that they are used?				
	Does each ingredient indicate product type/form (Such as canned frozen, drained, packed in light syrup, dehydrated etc)?				
	Does each ingredient indicate pre-preparation technique to be applied to the ingredient (i.e. diced, chopped, minced, grated) and size if applicable (i.e. ¼ in, ½ in)?				
Weights and Measurements	Are there accurate volume or weight amounts/measures for all ingredients?				
Cooking Temperature and Time	Is the cooking temperature stated on the recipe?				
	Is the cooking time stated on the recipe?				
	Are CCPs for internal cooking temperature, holding, storage and re-heating indicated in bold font or red colors?				

Meal Component Contribution	Does the recipe state the meal component contribution towards the meal pattern? (Meats/Meat Alternates, Fruit, Vegetable, Grain, Milk)				
	Is the component contribution based on the USDA Food Buying Guide, Child Nutrition label, manufacturer's Product Formulation Statement, or USDA Food Fact Sheet?				
Equipment	Is the pan size indicated?				
	If preparation equipment is needed, is it indicated?				
	Is the cooking equipment indicated?				
	Is the serving utensil listed?				
Serving Size	Is serving size stated on the recipe?				
	Is the serving size weight given?				
	Does the recipe provide enough product to meet the contribution to the meal component?				

Reference: Measuring Success with Standardized Recipes, National Food Service Management Institute.

All Foods Sold in Schools/ Smart Snacks/ Competitive Foods

Yes	No	N/A	Question
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	At least 10% of the Smart Snacks available were reviewed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Smart Snacks reviewed were in compliance with the <i>All Foods Sold in School</i> regulations.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Were competitive food sales observed during school review? If yes, provide details:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is district compliant with SS Option selected in annual agreement? Choose SS Option

Comments:

Local Wellness Policy

Yes	No	N/A	Question

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is there a LWP designee or the position/title of the individual available? If Yes, name: Click or tap here to enter text.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Local Wellness Policy was reviewed for the LEA?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is there language related to permitting public involvement in LWP development, implementation, and review in the written policy?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the LWP committee include appropriate members?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SFAs are adhering to meal regulations and include language related to this in the written policy.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are foods sold outside of the school meals program adhering to Smart Snacks standards and include language related to this in the written policy.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the LWP address foods provided but not sold in school (e.g., class parties, class snacks, rewards) – USDA has not defined specific guidelines. The SFA is responsible for defining guidelines to include in their written policy.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is there food and beverage marketing present? SFAs may only market products that adhere to Smart Snacks guidelines during the school day and include language related to this in the written policy. SFAs may develop guidelines related to food marketing that are stricter than the Smart Snacks guidelines.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the LWP contain goals in the four required areas: Nutrition Education <input type="checkbox"/> Yes <input type="checkbox"/> No Nutrition Promotion <input type="checkbox"/> Yes <input type="checkbox"/> No , Physical Activity <input type="checkbox"/> Yes <input type="checkbox"/> No, and Other School Based Activities that Promote Student Wellness <input type="checkbox"/> Yes <input type="checkbox"/> No ?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is there a plan for periodic, triennial assessment/ measurement? <input type="checkbox"/> Yes <input type="checkbox"/> No Is there public notification of progress in implementing the goals of the LWP? <input type="checkbox"/> Yes <input type="checkbox"/> No Is a copy of the assessment available? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the SFA informed and updated the public about the content and implementation of the policy.? <input type="checkbox"/> School Website <input type="checkbox"/> Flyer <input type="checkbox"/> News Paper <input type="checkbox"/> Other: Click or tap here to enter text.
Comments:			

HACCP

Yes	No	N/A	Question
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NC HACCP prototype is implemented in the school.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Monitoring logs are completed for each food storage area and holding unit.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HACCP monitoring for temperatures and other monitoring are within acceptable limits.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The facility and equipment was in good repair.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A health inspection has been made by the local health department and is posted. Click here to enter a date.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The school has received at least two inspections per year?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Manager/PIC has current food safety certification. Click here to enter a date.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Employees' appearance is clean and neat.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Leftovers properly handled during cooling and storage procedures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are share tables utilized at the school? If yes, provide comments: Click or tap here to enter text.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Foods are properly covered, labeled and dated.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TPHC procedures are followed correctly, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning chemicals stored separately from foods; Safety Data Sheets (SDS) available for all chemicals; containers in use properly labeled?

Comments:

HACCP Checklist

Yes	No	N/A	Item	Comments/Action Needed
Part 1: HACCP Plan				
			The HACCP Plan including Parts 1, 2, 3, 4, and 5 are located in/near the manager's office and contain most recent version of the templates (or equivalent).	
			If Part 1 of the HACCP Plan is available only in electronic format, assess if the plan is current and if the manager and employees are able to access and use the HACCP Plan information with ease.	
Part 2: HACCP Plan Assessment				
			Food Safety Team is fully completed and inserted.	
			School Description is fully completed and inserted.	
			Operation Assessment of Prerequisite Programs and Safe Food Handling Procedures is fully completed and inserted.	
			Environmental Health inspections are available and inserted into the Operation Assessment.	

			Equipment Maintenance Schedule is inserted into Operation Assessment of Prerequisite Programs.	
			Cleaning Schedule is inserted into Operation Assessment of Prerequisite Programs.	
			HACCP Verification form for previous year is completed and filed.	
Part 3: Monitoring and Record Keeping				
			Monitoring Summary is fully completed and included.	
			HACCP Monitoring sections of the Daily Meal Production Record are properly completed and filed.	
			Daily – Cooling Log is completed and filed for all hot TCS foods that will be saved for re-service.	
			Daily – Dry Storage Inspection is completed and filed.	
			Daily – Freezer Inspection is completed and filed. (Reach-in, Walk-in, and Ice Cream Freezers as applicable are monitored.)	
			Daily – Hot-holding Unit Inspection is completed and filed.	
			Daily – Hand sink Assessment for all employee hand sinks in the food establishment is completed and filed.	
			Daily – Kitchen Assessment is properly completed and filed.	
			Daily – Refrigerator Assessment is completed with cross-contamination check noted and filed. (Reach-in and Walk-in as applicable are monitored.)	
			Daily – Milk Box Assessment is completed with cross-contamination check noted and filed.	
			Monthly/Weekly inspections are completed and filed.	
			Monthly Pest Control Inspection is completed and filed.	
Part 4: Continuing Education and Professional Development				
			Employee Health Policy Agreements are signed by all employees annually and filed.	

			Food Safety Checklist for New Employees is completed for all who began work during the current school year and filed. (Note if checklist is used as optional review for returning employees.)	
			School Nutrition (SN) Employees are educated in food safety as required (4 hours every 3-5 years), or a plan for 4-hour food safety continuing education for SN employees is in place. (Refer to Prerequisite Programs for employee continuing education requirements.)	
Part 5: Menus and Recipes				
			Menus and standardized quantity recipes/procedures for all menu items are available and used.	
			Preparation and/or cooking temperatures and CCPs are noted on recipes/procedures for Time-Temperature Controlled for Safety (TCS) foods.	
			List of Pre-prepared foods is completed and filed.	
			List of foods held using Time as a Public Health Control (TPHC) procedures is completed and filed.	
Other: Central Warehouse				
			Does the district have a central warehouse used to store foods?	
			Does the Central Warehouse have a HACCP Plan? If yes, complete the HACCP checklist for the Central Warehouse. If no, require corrective action to implement a Central Warehouse HACCP plan.	

Comments:

Central Warehouse Checklist

Yes	No	N/A	Question
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The HACCP Plan including Parts 1, 2, 3, 4, and 5 are located in/near the manager's office and contain most recent version of the templates (or equivalent).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If Part 1 of the HACCP Plan is available only in electronic format, assess if the plan is current and if the manager and employees are able to access and use the HACCP Plan information with ease.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Food Safety Team is fully completed and inserted.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Warehouse Description is fully completed and inserted.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Operation Assessment of Prerequisite Programs and Safe Food Handling Procedures is fully completed and inserted.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Equipment Maintenance Schedule is inserted into Operation Assessment of Prerequisite Programs.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning Schedule is inserted into Operation Assessment of Prerequisite Programs.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HACCP Verification form for previous year is completed and filed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Monitoring Summary is fully completed and included.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Daily – Warehouse Assessment is properly completed and filed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Daily – Dry Storage Inspection is completed and filed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Daily – Freezer Inspection is completed and filed. (Reach-in, Walk-in, and Ice Cream Freezers as applicable are monitored.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Daily – Refrigerator Assessment is completed with cross-contamination check noted and filed. (Reach-in and Walk-in as applicable are monitored.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Monthly/Weekly inspections are completed and filed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Monthly Pest Control Inspection is completed and filed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Employee Health Policy Agreements are signed by all employees annually and filed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Food Safety Checklist for New Employees is completed for all who began work during the current school year and filed. (Note if checklist is used as optional review for returning employees.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Continuing Education Reports for all food safety teaching sessions for all employees are completed as required and filed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Warehouse Manager/Person in Charge (PIC) is a Certified Food Protection Manager (CFPM) which is indicated by passing an American National Standards Institute (ANSI) approved exam.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Warehouse Employees are educated in food safety as required (4 hours every 3-5 years), or a plan for 4-hour food safety continuing education for employees is in place. (Refer to Prerequisite Programs for employee continuing education requirements.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Inventory Summary is properly completed and filed.
Comments:			

Special Dietary Needs

Yes	No	N/A	Question

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the school use a Fluid Milk Substitute? If so, is it an approved substitute? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the SFA use the NC Medical Statement? If no, provide comments at the end of this section.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the school have a procedure in place for receiving Medical Statements and disseminating information?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are dietary accommodations being appropriately made for students with special dietary needs?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are students with dietary accommodations identified at the point of sale?

Comments:

Professional Standards

Yes	No	N/A	Question
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the SFA hired any new directors on or after July 1, 2015? If yes, were PS hiring requirements met? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the School Nutrition Director received an accredited Food Safety Certification?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the SFA tracking the continuing education credits that are obtained by SN staff? If so, indicate tool: Choose an item.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the SFA's Professional Standards Tracking Tool contain the required fields listed in the USDA's Professional Standards Module? Employee Name <input type="checkbox"/> Training Title <input type="checkbox"/> Topic/Objectives <input type="checkbox"/> Training Source <input type="checkbox"/> Dates <input type="checkbox"/> Total Training Hours <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are new employees being provided the required continuing education?

Comments:

Meal Participation

Yes	No	N/A	Question
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are participation numbers regularly monitored? District Level (SND) <input type="checkbox"/> Site Level (Manager) <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is there a noticeable or concerning trend in changing participation numbers? If yes, Upward <input type="checkbox"/> Downward <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is there a request from the SND for assistance or has the reviewer identified areas of need regarding increasing participation?

Comments: *Were any recommendations agreed upon by the reviewer and SN administrator that might impact meal participation*

Other

Yes	No	N/A	Question
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the SFA in compliance with Buy American provision?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are Civil Rights Posters prominently displayed?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does this school/SFA participate in the Community Eligibility Program?
Comments:			

Observed Menu Options:

Choose an item.

Choose an item.

Commendations/ Recommendations:

<p><u>Recommendations:</u></p> <p><u>Commendations:</u></p>
--

Corrective Action if Applicable:

Finding:	Corrective Action Required/ Due Date:
Finding:	Corrective Action Required/ Due Date:
Finding:	Corrective Action Required/ Due Date:

Reviewer Information

Name:

Date: [Click here to enter a date.](#)