<div align="center">

CE Name and #-
Compliance On-site Review
Checklist

</div>

Date/Time:	
Site:	
Grade Levels:	
Meal Service Observed:	
Manager Name/# Staff	

Application/Agreement (ARM Section 2)

	Yes	No
1. Are the collection procedures being used the same as the approved collection procedures stated in the district Policy Agreement?	☐	☐
2. If no, what procedures are in place to count and claim meals?		
3. Are meals served and counted in alternate locations? i.e.: ISS or breakfast in the classroom sites, satellite sites? Locations:	☐	☐
4. If yes, are procedures approved and stated in the district Policy Agreement Attachment B?	☐	☐
Comments:		

Counting and Claiming (ARM Section 7)

	Yes	No
1. Is the count of reimbursable meals served by category taken at the point of service? If no, explain:	☐	☐
2. If the cashier is at the beginning of the line, is there a monitor stationed at the end of the line who removes any meal from the count that does not contain sufficient components or items in order to claim reimbursement? OR does the monitor at the end of the line suggest students take another item? How are those meals counted?	☐	☐
3. Is there a system in place to ensure that second meals are not claimed for reimbursement? If no, what action should be taken?	☐	☐
4. Is there a trained substitute cashier?	☐	☐

	Yes	No
5. In case the computer crashes, does the cashier have a back up roster at the POS?	☐	☐
6. Is a generic key used to count meals when students pay cash for a reimbursable meal?	☐	☐
7. If yes, what system ensures that second meals are not claimed for reimbursement? How are those meals counted?	☐	☐
8. If there is more than one serving line, are the counts from all lines properly consolidated?	☐	☐
9. Does the on-site roster match the roster from central office?	☐	☐
10. Does the manager conduct the daily edit check to compare attendance-adjusted eligible students by category with daily meal counts?	☐	☐
11. When the daily meal counts by category exceed the ADA, does the manager check the absentee list from the office and - compare with the daily report of students served, - make corrections if necessary, - document actions?	☐	☐
Comments:		
12. Has an on-site review of the lunch meal counting and claiming procedure been completed and documented on the required form prior to February 1 Date of review:	☐	☐
13. If corrective action was necessary was a follow up review completed within 45 days of the initial on-site review and documented? Date of follow up review:	☐	☐
14. Are students using other student's ID numbers?	☐	☐
15. After reviewing participation report, are any adult meals claimed for reimbursement?	☐	☐
16. Do any district employees other than Child Nutrition eat free meals? If yes, who and why:	☐	☐

OBSERVATION:
Observe the cashier(s) at the point of service. Is the cashier properly recognizing a reimbursable meal?

Are reimbursable meals being counted and are students claimed at the correct eligibility category?

If implementing Offer vs Serve, observe and determine if students appear to understand OVS and select the proper components under OVS or receive prompting from staff to do so?
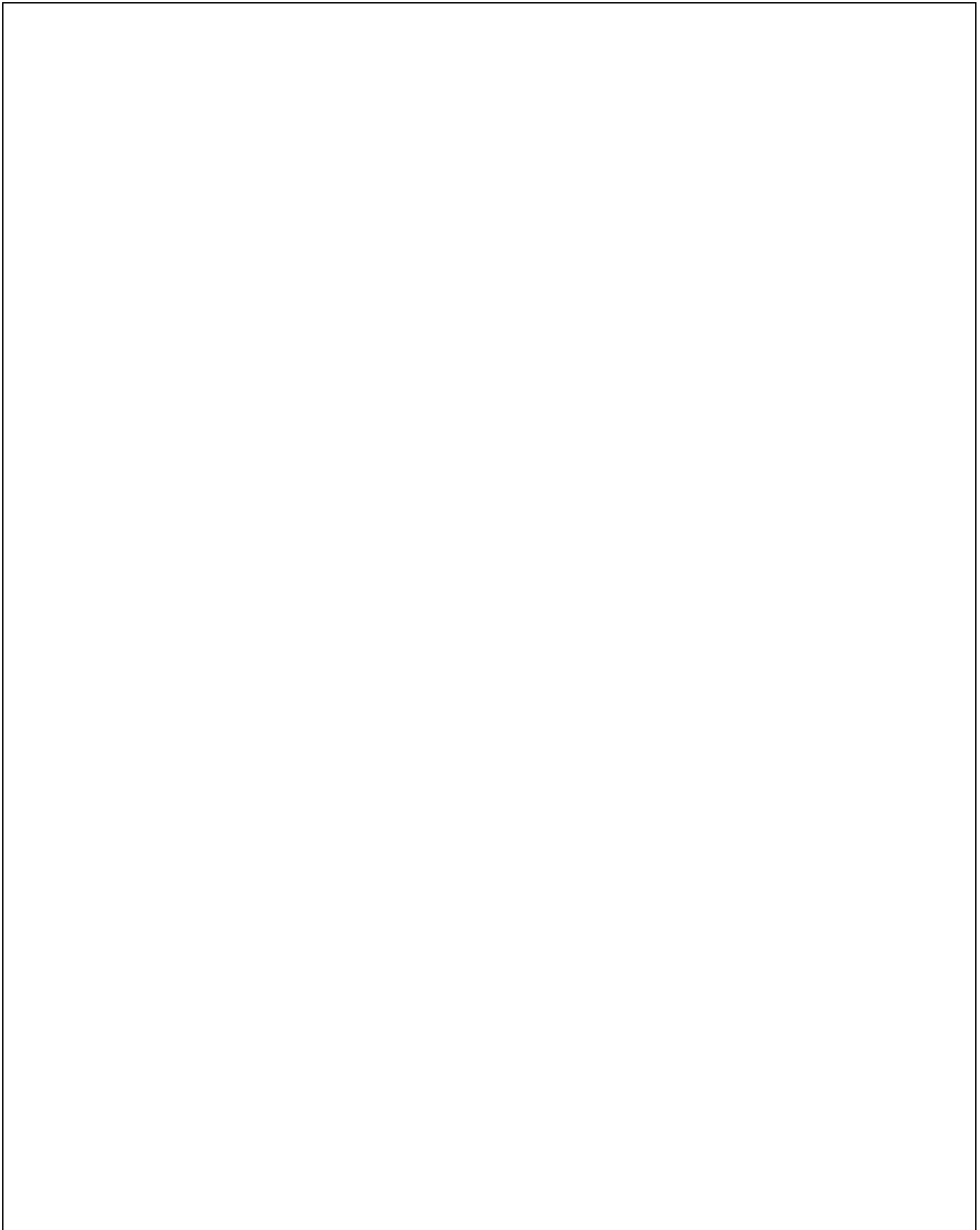
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At the end of the meal period review the daily report to check for cash meals claimed by category, adult meals claimed incorrectly, and a la carte meals put in the free or reduced-price category.
Follow any meals served outside of the cafeteria to observe counting and claiming procedures.
Print out a daily transaction history for breakfast and lunch service. Count all F, R, P students. Does this total match the daily record total that is being claimed?

Count and recount all manual check off lists. Do the F, R, P totals match the daily record total that is being claimed?
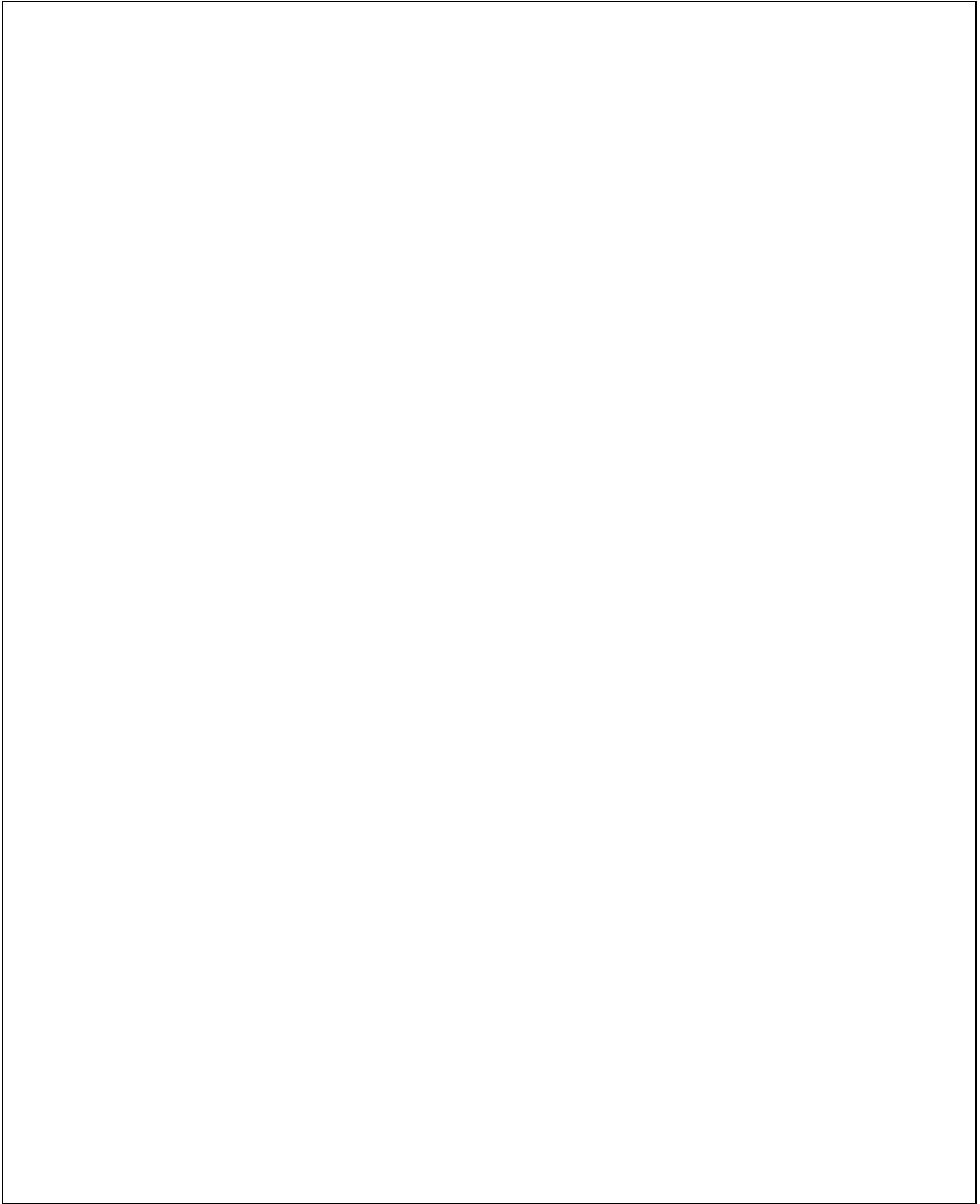
Comments:

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Breakfast and Lunch Program Requirements (ARM Sections 8 & 9)

	Yes	No
1. Are each of the 5 required food components offered also recorded on the lunch food production record, including condiments? If no, list items on line that were not listed on the FPR. Check end of day to ensure all items are recorded (including condiments).	☐	☐
2. Are each of the required food components offered recorded on the breakfast food production record, including condiments? If no, list items on line that were not listed on the FPR. Check end of day to ensure all items are recorded (including condiments).	☐	☐
3. Are food service staff following standardized recipes?	☐	☐
4. Is a variety of fluid milk (1% white and/or no-fat white or flavored) offered as part of the reimbursable lunch meal?	☐	☐
5. Is a variety of fluid milk (1% white and/or no-fat white or flavored) offered as part of the reimbursable breakfast meal?	☐	☐
6. What are the 5 components of a reimbursable lunch? Answer: Meat/Meat Alternate, Fruit, Vegetable, Grain, Milk	☐	☐
7. What categories of foods do we offer for breakfast? Answer: Milk/Grains/Fruit Options: Meat/MA with Grains offering, vegetable or juice option for fruit	☐	☐
8. Are recipes recorded on food production record being used in this kitchen?	☐	☐
9. Is the site following the planned menu? If not, record substitutions and ensure that substitutions are approved by the Menu Planner to ensure that weekly meal pattern requirements are being met.	☐	☐
9. Are food production records completed daily on all meals served for reimbursement?	☐	☐
10. Do food production records show accurate case numbers, serving portions and other required information? Are all columns filled out properly on FPR (see ARM instructions)? Only optional column is "comments".	☐	☐
11. Are leftovers recorded in serving sizes?	☐	☐
12. Are utensils that yield standard-sized servings used for portioning all menu items and do they match food production record?	☐	☐

	Yes	No
13. Is a variety of milk offered on every reimbursable line throughout the entire serving period?	☐	☐
14. If meals are served at alternate locations, are students allowed to select from a variety of allowable milk choices at lunch?	☐	☐
15. Is each student permitted to select from the required choices of milk?	☐	☐
16. Are all required components offered in sufficient amounts before the cashier counts the meal as reimbursable? If no, what items were insufficient at the register?	☐	☐
17. Is Offer vs Serve implemented at this site? If yes, what grades and is this recorded on the FPR?	☐	☐
18. For those grades implementing Offer vs Serve are any meals pre-plated?	☐	☐
19. For those grades implementing Offer vs Serve are students allowed to select their choice from the number of food items offered?	☐	☐
20. If implementing Offer vs Serve, what is required to be on the student's lunch tray at the Point of Service to count the meal as reimbursable at lunch? (Students may decline 2 of the 5 components but must have ½ cup minimum of Fruit, Vegetable, or a combination to be reimbursable.) At breakfast were at least 3 items (determined by the menu planner) on the student's tray at the POS?	☐	☐
21. If implementing Offer vs Serve does each student's breakfast tray at the Point of Service include 3 of 4 food items and a minimum of one half-cup (½ c) of a Fruit, Vegetable, or combination to ensure it is reimbursable?	☐	☐
22. If implementing Offer vs Serve are students instructed on how to properly select food items to create a reimbursable meal on each line?	☐	☐
23. If this is a high school (grades 9-12), do all students have Offer vs Serve available to them during lunch meal service?	☐	☐
24. Are there any barriers at this site to participation in the School Breakfast Program? If yes, what are they?	☐	☐
25. Are children notified that extra items taken would be charged?	☐	☐
26. Are adults observed eating off of student trays?	☐	☐
27. Is lunch service between 10:00 am and 2:00 pm? If not, is approval from TDA on file?	☐	☐
28. Is free potable water available and accessible to students during breakfast and lunch in the cafeteria?	☐	☐
29. Is signage posted in front or near the front of the serving line to help students identify reimbursable meal components?	☐	☐
Comments:		

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Afterschool Care Program Requirements (ARM Section 10)

	Yes	No
1. Does this site offer an Afterschool Care Program with snacks?	☐	☐
If yes, what date did the program begin? If yes, what type of enrichment program is offered? If yes, is the program open to all students?		
2. If yes, has the Afterschool Care Program received the first onsite review within 4 weeks of the start of the program? Date of review:	☐	☐
3. If yes, was a Corrective Action required as a result of the on-site review? Date follow up conducted: Note: Follow up must be made within 45 days of initial review.	☐	☐

	Yes	No
4. If yes, has the Afterschool Care Program received a second on-site review later on in the school year? Date of review:	☐	☐
5. If yes, was a Corrective Action required as a result of the on-site review? Date follow up conducted: Note: Follow up must be made within 45 days of initial review.	☐	☐
6. Are food production records along with daily count and attendance sheets maintained and available to review?	☐	☐
Title of Program: Name and contact number of Program Coordinator:		
Comments:		

Accommodating Children with Special Dietary Needs (ARM Section 13)

	Yes	No
1. Do any children at this site receive special meals?	☐	☐
2. Are doctor's slips on file in the kitchen at this site for all alternate meals?	☐	☐
3. Are substitutions listed on the doctor's note?	☐	☐
4. Are disabled students provided access to program benefits as prescribed by regulations?	☐	☐
5. Are substitutions such as juice or another beverage provided to students who have a request on file for a milk substitution? (**Only a TDA approved milk substitution may be provided in place of milk.**)		
Comments:		

Health Inspections & HACCP Implementation (ARM Section 18)

	Yes	No
1. Has this site received the first of two required health inspections this school year: If yes, when? If no, has the Health Department been contacted? When?	☐	☐
2. Has this site received the second of two required health inspections this school year: If yes, when? If no, has the Health Department been contacted? When?	☐	☐
3. Is the most recent food safety inspection report posted in a visible location to customers?	☐	☐
4. Are the following HACCP forms maintained at this site:		
Temperature logs	☐	☐
Food preparation process charts	☐	☐
Calibration logs	☐	☐
Receiving logs	☐	☐
Standard Operating Procedures	☐	☐
Manager's Weekly Checklist	☐	☐
HACCP Training Sign In sheets	☐	☐
5. Are food service staff able to answer the following questions: What are SOPs? (Standard Operating Procedures) Where are they (SOPs) located for staff to reference should they have any questions about a HACCP procedure?	☐	☐
6. If serving at alternate locations are there SOPs written for handling, transporting and disposing of food?	☐	☐
Comments:		

Civil Rights (ARM Section 19)

	Yes	No
1. Is the most current "And Justice for All" poster in public view in the serving area?	☐	☐
2. Have all food service staff at this site been trained on Civil Rights this school year?	☐	☐
3. Are sign in sheets or training certificates for annual Civil Rights training on file and available for review? Location:	☐	☐
4. Do children have access to all serving lines, eating periods, seating arrangements or eating areas regardless of race, color, national origin, sex, age, or disability?	☐	☐

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	Yes	No
5. Does the school separate students by race, color, national origin, sex, age, or disability in serving lines, eating periods, seating arrangements or eating areas?	☐	☐
6. Are food service staff able to answer the following questions? What is the procedure for handling a discrimination complaint? Answer must describe step by step process including use of the complaint form, forwarding the form to the director, and the director forwarding to TDA so they can forward to USDA.	☐	☐
What are the six protected bases for Child Nutrition Programs? Answer: Race, color, national origin, sex, age, and disability. Staff may refer to the poster.	☐	☐
7. Is overt identification of student's eligibility observed? (Verbal, or written in public view.) Can students view another's status in the line, ex. POS screen shows amount of meal and is visible to customers?	☐	☐
Comments: 		

Local Wellness Policy (LWP) Implementation (ARM Section 19)

	Yes	No
1. Does the manager have a copy of the district Local Wellness Policy?	☐	☐
2. Is documentation of LWP implementation activities for this campus available?	☐	☐
Comments: 		
3. Has the district and/or school developed a reasonable method to inform and update the public about the content, implementation and assessment of the LWP?	☐	☐

Recommendations/Training Needs/Target Dates

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REVIEWED BY:

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