

Compliance Question Card Activity

1. Question: **What are the consequences of a kitchen being out of compliance during an Administrative Review?**

Answer: Fiscal action could occur if there are extensive findings in either one of the two critical areas:

Performance Standard 1) – Meal Access and Reimbursement

Performance Standard 2) – Meal Pattern and Nutritional Quality
2. Question: **What steps would you take to handle a discrimination complaint?**

Answer:

 - A) Complainant or staff completes a Discrimination Complaint form
 - B) Provide the completed form to the District CN Director
 - C) CN Director forwards the complaint to TDA
3. Question: **Do you implement Offer vs Serve and what does that mean?**

Answer: Yes or no; if yes, describe what a student has to take a breakfast and lunch to be reimbursable at the POS.

Breakfast – 4 items must be offered, 3 must be selected, one of which must be ½ cup fruit or vegetable

Lunch – 3 of the 5 offered components must be selected, one of which must be ½ cup fruit or vegetable
4. Question: **Who needs to be trained on Civil Rights?**

Answer: All staff funded by USDA/TDA, the Hearing Official, and all staff that provide program operation at the point of service (whether school or CN staff)
5. Question: **How often do you have to be trained on Civil Rights and how do you document training?**

Answer: Annually (describe where either sign in sheets or certificates are kept)
6. Question: **What documentation are you required to keep for your HACCP Plan?**

Answer: In each serving site:

 - District plan with process charts
 - SOPs
 - Documentation of training (onsite, ongoing not annually)
 - All temperature and monitoring logs to include calibration and receiving logs
 - Manager weekly checklists

7. Question: **What do you post to inform customers how to file a complaint?**
Answer: “And Justice for All” poster, printable from USDA website, 11X17 in color; must be located in serving area, visible to students.
8. Question: **What site activities have been conducted as part of your Local Wellness Policy Implementation Plan?**
Answer: Each manager needs a copy of the site’s implementation plan to answer this question
9. Question: **How often does each cafeteria need to be inspected by the local health department?**
Answer: Twice during the school year
10. Question: **Where should your most recent Health Inspection Report be posted?**
Answer: In a location visible to customers
11. Question: **If you claim After School Care Program snacks, what records are you required to maintain?**
Answer:
Food production records
Labels/analyses to support foods on FPR
Daily count sheets
Monitoring reports
12. Question: **If you claim After School Care Program snacks, when is it monitored and who does that?**
Answer: Once in the first 4 weeks of operation and another time during the school year. Someone other than the manager running the After School Care Snack program must monitor using the required TDA form.
13. Question: **What records document that you meet the meal pattern requirements for reimbursable breakfast, lunches, and After School Care Snack Program snacks served at your site?**
Answer: Food production records, product fact labels and/or analyses
14. Question: **What types of milk may be offered with reimbursable meals?**
Answer: Two choices from the following varieties:
1% white
Flavored or Unflavored fat free

15. Question: **Where and when must potable water be available?**
Answer: Breakfast when meals are served in the cafeteria
Lunch at all locations where reimbursable meals are served
16. Question: **At breakfast and lunch under Offer vs Serve, what must be on a student tray to count the meal as reimbursable?**
Answer: ½ cup fruit or vegetable or a combination of both
17. Question: **What are the 5 components that must be offered under the New Meal Pattern for Lunch?**
Answer: Milk, Meat/Meat Alternate, Grains, Fruits, Vegetables
18. Question: **What are the 3 components that must be offered under the New Meal Pattern for Breakfast?**
Answer: Milk, Fruit, Grain
19. Question: **How do you inform students what they may select to complete a reimbursable meal?**
Answer: Signage at the beginning of the line (this is required), add any additional information about what you do onsite (ex. menu boards, clings on the sneeze guards, etc.)
20. Question: **What do HACCP and SOP stand for?**
Answer:
HACCP – Hazard Analysis Critical Control Points
SOP – Standard Operating Procedure