HOMEWORK ASSIGNMENT – DUE November 28, 2018
Aldine Child Nutrition Center
1802 Aldine Bender Road
Houston, Texas 77032
281.985.6450
8:30 a.m. – 3:00 p.m.

Name: _____

District: _____

District Name _____

Compliance On-site Review
Checklist

Date:	
Site:	
Grade Levels:	
Meal Service Observed:	
Manager Name:	

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 backup roster at the POS?	☐	☐
6. Is the on-site roster updated at least weekly?	☐	☐
7. Is a generic key used to claim meals by category without tying the meal to a student ID # and eligibility?	☐	☐
8. If yes, what system ensures that second meals are not claimed for reimbursement? How are those meals counted?	☐	☐
9. If there is more than one serving line, are the counts from all lines properly consolidated?	☐	☐
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?	☐	☐
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. Has an on-site review of at least 50% of the breakfast sites been completed and documented on the required form prior to February 1? Date of review:	☐	☐
14. Are students using other student's ID numbers?	☐	☐
15. Do any district employees other than Child Nutrition eat free meals? If yes, who and why:	☐	☐
16. Are meals served outside of the cafeteria being counted and claimed according to approved procedures?	☐	☐

Comments:

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?

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

BREAKFAST	Yes	No
1. Are each of the required food components offered recorded on the breakfast food production record, including condiments? Were all items listed actually served? If No, list discrepancies	☐	☐
2. ASK - 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	☐	☐
3. 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?	☐	☐
Breakfast Menu/Comments:		

LUNCH	Yes	No
1. Are each of the 5 required food components offered also recorded on the lunch food production record, including condiments? Were all items listed actually served? If No, list discrepancies	☐	☐
2. ASK - What are the 5 components of a reimbursable lunch? Answer: Meat/Meat Alternate, Fruit, Vegetable, Grain, Milk	☐	☐
3. If implementing Offer vs Serve, does the staff understand that a student meal must contain a minimum of 3 items including ½ cup fruit or vegetable (Students may decline 2 of the 5 components but must have ½ cup minimum of Fruit, Vegetable, or a combination to be reimbursable.)	☐	☐

Lunch Comments/Menu:

MILK	Yes	No
1. Infant – 1, whole unflavored milk offered	☐	☐
2. Ages 2-5 and Pre-K, unflavored 1% or fat free (selected by CE)	☐	☐
3. K-12 choices offered (1% and/or fat free, flavored or unflavored)	☐	☐
4. Is the milk variety offered throughout meal service?	☐	☐
5. If meals are served at alternate locations, are students allowed to select from a variety of allowable milk choices at lunch?	☐	☐
PRODUCTION RECORDS		
1. Are recipes recorded on food production records being used in this kitchen?	☐	☐
2. Are food production records completed daily on all meals served for reimbursement?	☐	☐

	Yes	No
3. Are leftovers recorded in serving sizes?	☐	☐
4. Are food service staff following standardized recipes?	☐	☐
5. Do food production records show accurate case numbers, serving portions and other required information?	☐	☐
6. Are utensils that yield standard-sized servings used for portioning all menu items and do they match food production record?	☐	☐
7. Is the age/grade group that the meal is planned for identified on the food production record?	☐	☐

	Yes	No
OFFER VS SERVE		
1. 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?	☐	☐
2. Is Offer vs Serve implemented at this site? If yes, what grades and is this recorded on the FPR?	☐	☐
3. For those grades K- 12 implementing Offer vs Serve are any meals pre-plated?	☐	☐
4. For those grades implementing Offer vs Serve are students allowed to decline a food item offered?	☐	☐
5. If implementing Offer vs Serve are students instructed on how to properly select food items to create a reimbursable meal on each line?	☐	☐
6. If this is a high school (grades 9-12), do all students have Offer vs Serve available to them during lunch meal service?	☐	☐
7. For grades Pre-K and younger are they straight serve?	☐	☐
8. Are Pre-K students comingled at the point of service (POS)? If no, is the CE following the approved meal pattern requirements for Pre-K under CACFP for breakfast? For lunch?	☐	☐
9. Are children notified that extra items taken would be charged?	☐	☐
10. Are adults observed eating off of student trays?	☐	☐
11. Is lunch service between 10:00 am and 2:00 pm? If not, is approval from TDA on file?	☐	☐
12. Is free potable water available and accessible to students during breakfast and lunch in the cafeteria? And meals served outside the cafeteria?	☐	☐
13. Is signage posted in front or near the front of the serving line to help students identify reimbursable meal components? Is the current ND statement included?	☐	☐

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?		

	Yes	No
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.	☐	☐
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 daily count sheets maintained, totaled and rolled into food production records?	☐	☐
Title of Program:		
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 or central office 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?	☐	☐
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. Have all food service workers received their Food Handler's permit? If so, are certificates posted?	☐	☐
5. 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	☐	☐
6. 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?	☐	☐
7. 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. 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?	☐	☐
4. Does the school separate students by race, color, national origin, sex, age, or disability in serving lines, eating periods, seating arrangements or eating areas?	☐	☐
5. Are food service staff able to answer the following question? What is the procedure for handling a discrimination complaint? 6. Answer must describe step by step process including use of the complaint	☐	☐

	Yes	No
form, forwarding the form to the director, and the director forwarding to TDA so they can forward to USDA.		
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?	☐	☐
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?	☐	☐
Comments:		

Recommendations/Training Needs

Observer's Name: _____

*To enhance compliance, efficiency, and quality
in delivering healthy school meals.*

*Our Services are provided through the Texas Department of Agriculture's Food and Nutrition Division
funded by the U.S. Department of Agriculture, Food and Nutrition Service.*