

ON-SITE REVIEW/INSPECTIONS

NAME OF SCHOOL FOOD AUTHORITY	NAME OF BUILDING
NAME OF Review/Inspector/Administrator	DATE OF Review/Inspection

PART I --- CRITICAL AREAS

- PS #1**
- A. Are applications approved correctly? No. on file ____ % in error ____ YES NO
 Is direct certification used and documented? N/A YES NO
- B. Do applications approved match names on the roster? No. on file ____ % in error ____ YES NO
- C. Is there an adequate system for consolidating school counts? YES NO
- D. Is there adequate counting/claiming at point of service? YES NO
- E. Are changes in eligibility status made within time frame? YES NO
- PS #2**
- A. Are required meal component(s) available on day of review? YES NO
- B. Does menu meet meal pattern requirements? YES NO

PART II --- GENERAL AREAS

1. FOODS OF MINIMAL NUTRITIONAL VALUE

- a. Are carbonated beverages, gum, hard candies and/or water ices being sold in the food service area during the lunch period? YES NO
- b. Is the food service account paying for those food items? N/A YES NO

2. PRICING

- a. Is the reimbursable lunch priced as a unit (all required components for one price)? YES NO
- b. Are adult meals priced higher than student meals (student price, plus paid lunch Federal reimbursement, plus commodity allocation payment, plus 6% sales tax equals adult charge)? YES NO

3. PURCHASING

- a. Are there documented records of purchases? YES NO
- b. Are price quotations obtained from at least 3 vendors? YES NO
- c. Are purchasing decisions based upon quality, service, and price? YES NO

4. SANITATION

- a. Are thermometers used to check food temperatures before and during meal service? YES NO
- b. Are there any potentially hazardous or unsanitary conditions? YES NO

5. PRODUCTION RECORDS AND NUTRIENT ANALYSIS

- a. Are production records completed daily for all school meals programs (school breakfast, school lunch and afterschool snack)? YES NO
- b. Do such records document that enough food is prepared and served on a daily basis? YES NO
- c. Which menu planning method is used in this building? NuMenus Assisted NuMenus
 Traditional Food Based Enhanced Food Based Other: _____
- d. Do you have standardized recipes for all menu items that contain more than two ingredients? YES NO
- e. Are the standardized recipes followed as written? YES NO
- f. Do you have nutrition labels for all processed items that appear on the menus for this school? YES NO

5. **PRODUCTION RECORDS AND NUTRIENT ANALYSIS (cont.)**

- g. Do you have a condiment recipe for this school or are condiments included in standardized recipes or production records? YES NO
- h. Are portion sizes listed accurately for all menu items? YES NO

6. **U.S.D.A. DONATED COMMODITIES**

- a. Are U.S.D.A. donated commodities properly ordered, utilized and safely stored? YES NO
- b. Are such commodities inventoried (all) once a month? YES NO

7. **VERIFICATION**

- a. Is verification completed by December 15th of each year? YES NO
- b. Type: RANDOM FOCUSED ALL APPLICATIONS
- c. Is verification documented, including summary sheet? YES NO
- d. Was each verified income recalculated and accurate? (*Weekly income X 4.33 - Bi-weekly income X 2.15*) YES NO

8. **AFTERSCHOOL SNACK PROGRAM (if applicable)**

- a. Has each afterschool snack site been visited at least once this school year?
(*Two visits are required each year.*) YES NO
- b. Does the afterschool snack program provide care for children? YES NO
- c. Is there an educational and/or enrichment element in the afterschool snack program? YES NO
- d. Are care and activities supervised? YES NO
- e. Is there a roster of student names who participate in the afterschool snack program? YES NO
- f. In area eligible sites are all children receiving snack at no charge and being claimed free? YES NO
- g. In non-area eligible sites are children's snacks being recorded in the proper category
(free, reduced price or paid)? YES NO

9. **EDITS**

- a. Do the free and/or reduced price meals recorded exceed the maximum number allowed (100%)?
(*Daily by building*) YES NO
- b. Do the free and/or reduced meals recorded exceed the 92.9% of the maximum allowed?
(*Daily by building*) EXCEPTION YES NO

10. **OTHER**

- a. Is site claiming only one lunch per child per day? YES NO
- b. Is the lunch period adequate to serve all students? EXCEPTION YES NO
- c. Is there a written procedure for handling lost, stolen or misused tickets; or for providing meals to all children? YES NO
- d. Is there overt identification of free and reduced recipients?
(*Use pre-paid list, coded tickets. No discrimination.*) YES NO

INFORMATION

PART III --- CORRECTIVE ACTION/GENERAL

NONE

1. Corrective action plan was discussed and will be implemented by school: YES NO
2. Due date for corrective action plan: _____ (*date*)
3. Corrective action completed on: _____ (*date*)
4. Technical assistance provided: _____ YES NO
5. Areas of concern/problems: _____
- _____
- _____

SIGNATURE OF PRINCIPAL

SIGNATURE OF MANAGER/HEAD COOK