

- | | YES | NO |
|---|------------|-----------|
| 14. Households are notified in writing of their eligibility determination within 10 working days of receipt of the application. | _____ | _____ |
| 15. For purposes of review, household applications are separated by category: Free, Reduced and Denied. | _____ | _____ |
| 16. Applications for households that have withdrawn from the district have the withdrawal date recorded and are filed separately. | _____ | _____ |
| 17. Households on carryover from the previous school year have those same meal benefits for the first 30 school days OR until a new application is processed, whichever occurs first. | _____ | _____ |

Direct Certification:

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| 18. Alphabetized list(s) of students automatically eligible for free meals: a Direct Certification List from the NE Department of Education (NDE), migrant, homeless and runaway are available. | _____ | _____ |
| 19. For households in which all children's names did not appear on the Direct Certification List from NDE, the district documented this by adding their names to the list. | _____ | _____ |
| 20. If a student appears on the Direct Certification List and the school also received an application for the child, the application has been pulled and filed separately. | _____ | _____ |

Verification - process must be completed & online report submitted to NDE by November 15th:

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| 21. The correct verification method (Standard-Error Prone OR Alternate-Random) was used. | _____ | _____ |
| 22. The correct number of household applications to verify was selected. | _____ | _____ |
| 23. The confirming official reviewed and signed each household application selected for verification. | _____ | _____ |
| 24. Only self-employed income (not regular wages) was verified using an IRS 1040 form from the previous year. | _____ | _____ |
| 25. Households were notified in writing they were selected for verification; selected households were also notified in writing of the results. | _____ | _____ |
| 26. A Tracker form was completed for each selected household. Copies of all required documents are on file for each household selected. | _____ | _____ |

B. A CURRENT MASTER LIST or ROSTER of FREE and REDUCED PRICE ELIGIBLE STUDENTS must:

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| 1. Be alphabetized by household name and separated by category; a list of free students and a list of reduced price students. | _____ | _____ |
|---|-------|-------|

- | | | YES | NO |
|----|---|-------|-------|
| 2. | Be maintained in the office where applications are kept and updated as student eligibility changes. | _____ | _____ |
| 3. | Be used to issue benefits to students eligible for free or reduced price meals. | _____ | _____ |
| 4. | Match the approval reported on the application or Direct Certification List. | _____ | _____ |

C. The MEAL COUNTING PROCEDURE must:

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| 1. | Match what the district reported on their current online Site Application(s) approved by NDE. | _____ | _____ |
| 2. | Protect students receiving free and reduced price meals from being overtly identified: <ul style="list-style-type: none"> ▪ Rosters/computer screens are not coded in such a way that it is obvious to others which students are receiving free or reduced price meals. ▪ Color coding by category and single-symbol codes using obvious identifiers such as F, R and P are NOT used on tickets or cash register/computer keys. ▪ Tickets issued to students receiving free, reduced or paid meals are exactly the same except for the coding. ▪ The same procedures for collecting money apply to all students receiving free, reduced or paid meals. | _____ | _____ |
| 3. | Provide a Point of Service meal count by category: <ul style="list-style-type: none"> ▪ The meal count is taken at the <u>end</u> of all serving lines/self-serve food bars where it can be accurately determined that a reimbursable meal has been served. ▪ If the meal count is taken at the beginning of the line, a written waiver is approved and on file with NDE. ▪ Meal counts are NOT based on tray counts, classroom counts or back-out counts where the number of paid meals is obtained by subtracting the free and reduced price count from the total meal count. | _____ | _____ |
| 4. | Allow a maximum of one breakfast and one lunch per student per day to be claimed for reimbursement. | _____ | _____ |
| 5. | School districts with more than one feeding site must complete the On-Site Review form (Attachment I) for each site by February 1. | _____ | _____ |

D. The DAILY RECORD of MEALS SERVED and EDIT CHECK WORKSHEET must:

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| 1. | Be completed for <i>each feeding site</i> using Attachment J from NDE or a computer-generated report that provides the same information. | _____ | _____ |
|----|--|-------|-------|

		YES	NO
2.	Record correct meal counts by category on a daily basis.	_____	_____
3.	Reflect meal counts that are based on an actual Point of Service meal count.	_____	_____
4.	Report the highest number of students eligible for free, reduced-price and paid meals each month.	_____	_____
5.	Compare the attendance adjusted eligible figures by category to daily meal counts for each feeding site before submitting the monthly claim.	_____	_____
6.	Provide a valid explanation for any days in which the number of meals claimed exceeds the attendance adjusted eligible figures before submitting the monthly claim.	_____	_____
7.	Be kept on file, along with other school food service records, for three years plus the current school year.	_____	_____

E. CIVIL RIGHTS REQUIREMENTS are met when:

1.	USDA’s current nondiscrimination poster is displayed in the kitchen/dining area where it is visible to all students.	_____	_____
2.	There is no separation of students by race, color, national origin, gender, age or disability during meal service.	_____	_____
3.	Special diets, with correct medical documentation on file, are provided at no extra charge to disabled students as prescribed by regulation.	_____	_____
4.	Foreign language translations of program materials are made available as needed.	_____	_____
5.	USDA’s current nondiscrimination statement is included in appropriate program materials such as the student handbook in the section that addresses the School Meals Program.	_____	_____
6.	The Civil Rights Summary (Attachment H-1) is completed and on file at school.	_____	_____
7.	Annual Civil Rights training is conducted for those directly involved in the school meals program with appropriate documentation on file.	_____	_____

F. Schools are in compliance with USDA’S SMART SNACK RULE & NEBRASKA’S COMPETITIVE FOOD RULE when:

1.	Vending machines are off during the school day unless sale items comply with the Smart Snack guidelines.	_____	_____
2.	Food items/snacks are not sold on the school premises by anyone except the school food service program from one-half hour before meal service to one-half hour after meal service (includes breakfast and lunch).	_____	_____
3.	Fundraising activities comply with the Smart Snack guidelines or appropriate documentation is on file for exempt events.	_____	_____

		YES	NO
G.	MEALS may be CLAIMED for REIMBURSEMENT when:		
1.	All serving lines offering reimbursable meals are available to all students.	_____	_____
2.	Meals are priced as a unit.	_____	_____
3.	Menus meet USDA meal pattern requirements. All menus must meet daily/weekly requirements in terms of components and portion sizes.	_____	_____
4.	Meals offer a choice of two kinds of milk; only low-fat (1%) or fat-free (skim) varieties can be served.	_____	_____
5.	Offer Versus Serve has been properly implemented when: <ul style="list-style-type: none"> ▪ All secondary schools allow students to turn down food items. ▪ All required meal components are offered. Breakfast can be claimed if three food items are selected. Lunch can be claimed if three different components are selected. At breakfast and lunch, one of the three must be 1/2 cup of fruit, vegetable or a combination of the two. ▪ Students decide which food items/components they will take; again, they must select a 1/2 cup of fruit, vegetable or a combination of the two. ▪ The meal price is the same whether 3, 4, or 5 food components are taken. ▪ The person responsible for the Point of Service meal count has been trained to evaluate student trays to ensure all meals claimed are reimbursable. 	_____	_____
6.	Meals planned reflect compliance with USDA's required nutrient standards.	_____	_____
7.	Drinking water is available to all students free of charge in the area where lunch is served.	_____	_____
H.	FOOD PRODUCTION RECORDS must:		
1.	Be completed daily by production kitchen and kept on file at the school.	_____	_____
2.	Be completed using the correct forms distributed annually by NDE or an alternate form approved by NDE on an annual basis.	_____	_____
3.	Document that daily/weekly meal pattern requirements are met: <ul style="list-style-type: none"> ▪ Standardized recipes are on file. ▪ Nutrition Fact labels and ingredient statements are on file. ▪ Child Nutrition (CN) labels or product specification sheets are on file, if applicable. 	_____	_____
4.	Delivery Tickets accompany meals sent to be served at another location.	_____	_____
5.	Reflect changes and substitutions made in menus.	_____	_____

		YES	NO
I.	HACCP (Hazard Analysis and Critical Control Point) FOOD SAFETY PROGRAM:		
1.	The district has a written HACCP Plan. Copies of the plan have been distributed to each feeding site.	_____	_____
2.	The HACCP Plan is reviewed annually and revised as necessary.	_____	_____
3.	Temperature logs, food safety checklists completed on a monthly basis and production records or delivery tickets for each feeding site are available for review.	_____	_____
4.	A copy of the most recent health inspection report is posted in a visible location in the kitchen.	_____	_____
5.	Completed temperature logs and food safety checklists are kept on file for one year.	_____	_____
J.	RESOURCE MANAGEMENT:		
1.	The Paid Lunch Equity (PLE) Tool is completed annually to determine the “paid” student lunch price for the next school year. A copy of the PLE Report is on file at school.	_____	_____
2.	“Seconds” or a la carte items sold are priced appropriately to ensure there is no loss of revenue to the school meals program.	_____	_____
K.	SCHOOL WELLNESS POLICY:		
1.	The district has adopted a School Wellness Policy and is available for review.	_____	_____
L.	SEVERE NEED BREAKFAST PROGRAM, if applicable:		
1.	For school districts with multiple feeding sites, data from the second previous school year is on file to document the numbers reported on the online Site Applications.	_____	_____
M.	FRESH FRUIT and VEGETABLE PROGRAM, if applicable:		
1.	Required documentation, including fresh fruit/vegetable invoices, non-food purchases and labor hour records are maintained on a monthly basis by feeding site.	_____	_____
N.	AFTER SCHOOL SNACK PROGRAM, if applicable:		
1.	Each year an on-site review is completed within the first four weeks of the program’s operation and a second review is completed before the end of the school year.	_____	_____
2.	Meal count sheets and production records are available for each participating site.	_____	_____