

On-Site Review Checklist
 Assessment of the Meal Counting and Claiming System at Lunch

According to USDA regulation, 7 CFR 210.8(a)(1), a School Food Authority (SFA) with two or more feeding sites is required to visit each site and complete the following checklist for each site by **February 1** each year.

The on-site review must ensure the school's claim is based on the counting system, as implemented, and yields the actual number of reimbursable free, reduced and paid lunches served for each day of operation. If the review discloses problems with a school's meal counting or claiming procedure, the school or SFA must ensure that the school implements corrective action. Within 45 days of the review, a follow-up on-site review must be conducted to determine that the corrective action resolved the problems.

Completed checklists are to be kept on file at the school district or Residential Child Care Institution (RCCI).

School District: _____ **Review Date:** _____

Feeding Site: _____ **SFA Reviewer:** _____

Check the approved *Point of Service (POS)* meal count method used at this site: _____ Roster
 _____ Ticket
 _____ Electronic Device

YES NO

1. Is the *POS* meal count taken at the end of the serving line after all food items contributing to a reimbursable meal have been offered? (This includes the end of salad bars and/or food bars.)

2. If no, does the SFA have an approved waiver on file from NDE-Nutrition Services? If a waiver is not on file, contact Nutrition Services immediately.

3. Is the *POS* meal count used to determine the school's meal count for the day? (Morning meal counts or tray counts cannot be used for the day's meal count.)

4. Is the person who is responsible for the *POS* meal count correctly identifying reimbursable meals?

5. Does the school have guidelines for handling the following situations, if applicable:

YES	NO	N/A	Situation	YES	NO	N/A	Situation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A la carte sales?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Selling second meals?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Field trip meals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Offer Versus Serve?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Incomplete student meals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Claiming student worker meals
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adult and non-enrolled student meals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Feeding students from another school district?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lost, stolen or misused tickets, cards or IDs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Charging meals or prepayment of meals?

6. Is there a method to track non-reimbursable meals (i.e. not meeting meal pattern requirements, seconds, adult meals, etc.) that distinguish them from reimbursable meals?

7. Is someone trained as a backup for the person responsible for determining reimbursable meals and the *POS* meal count?

8. Is there a procedure in place if the primary counting and claiming system goes down or is unavailable and do staff know when and how to implement it?

9. Are meal counts correctly totaled and recorded by category on a daily basis?

10. Are meal counts from the multiple feeding sites correctly combined for the claim for reimbursement at the end of the month?

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