

**Administrative Review Document Checklist**

Please use the checklist below to ensure all required documents are uploaded into the CNP Administrative Review attachments by [date]. Ensure the documents are named correctly for easy identification.

Complete the checklist below by marking the “Done” box/column for each item. Email the completed checklist to [email address] by [date].

Review month: [month year]

Provide records for the [site name] site when specified in the checklist.

Providing all requested documents requires collaboration by both the SFA Bookkeeper and Food Service Director.

**BOOKKEEPER DOCUMENTS**

MEAL COUNTING & CLAIMING DOCUMENTS		
Done	What	How or Where
	Consolidated report showing daily meal counts for [Breakfast, Lunch, Snack, and Special Milk] for [review month].	Upload to Attachment List of the Administrative Review in <a href="#">CNP</a>
	Meal counts for the day of the visit for reviewed sites (provide during on-site review).	Email to the NDE Program Specialist after the meal observation is complete.
	Unpaid Meal Charge Policy.	Upload to Attachment List of the Administrative Review in <a href="#">CNP</a>
Access resources here: <a href="https://www.education.ne.gov/ns/forms-resources/national-school-lunch-program/charge-policy/">https://www.education.ne.gov/ns/forms-resources/national-school-lunch-program/charge-policy/</a>		

PROFESSIONAL STANDARDS DOCUMENTS		
Done	What	How or Where
	List of all food service employees with the number of weekly scheduled work hours for [review month].	Upload to Attachment List of the Administrative Review in <a href="#">CNP</a>
	Tracking documentation (training tracker, certificates, etc.) for all NSLP employees for the previous school year and current school year.	Upload to Attachment List of the Administrative Review in <a href="#">CNP</a>
Access resources here: <a href="https://www.education.ne.gov/ns/nslp/professional-standards/">https://www.education.ne.gov/ns/nslp/professional-standards/</a>		

CIVIL RIGHTS TRAINING		
<i>All staff involved in the school meals program are required to complete civil rights training annually.</i>		
Done	What	How or Where
	Documentation that all staff with a role in school meals completed annual civil rights training.	Upload to Attachment List of the Administrative Review in <a href="#">CNP</a>

	Civil Rights Summary – <a href="#">Attachment H-1</a> must be completed annually.	Upload to Attachment List of the Administrative Review in <a href="#">CNP</a>
The NDE Nutrition Services recommends the ICN's Civil Rights Training. Access civil rights training resources <a href="#">here</a> .		

STUDENT HANDBOOK		
Done	What	How or Where
	Your district's student handbook	Upload to Attachment List of the Administrative Review in <a href="#">CNP</a> or email to me the link for it from the school's website.

WELLNESS POLICY DOCUMENTS		
Done	What	How or Where
	District's school wellness policy	Upload to Attachment List of the Administrative Review in <a href="#">CNP</a>
Access resources here: <a href="https://www.education.ne.gov/ns/forms-resources/national-school-lunch-program/wellness-policy/">https://www.education.ne.gov/ns/forms-resources/national-school-lunch-program/wellness-policy/</a>		

ON-SITE MONITORING & OUTREACH DOCUMENTS		
Done	What	How or Where
	All completed on-site monitoring forms for each site, if SFA has > 1 meal service site.	Upload to Attachment List of the Administrative Review in <a href="#">CNP</a>
	Outreach materials for SBP and SFSP.	Upload to Attachment List of the Administrative Review in <a href="#">CNP</a>

CERTIFICATION & BENEFIT ISSUANCE DOCUMENTS		
		How or Where
	Blank application packet provided to households; including notification of benefits letter.	Upload to Attachment List of the Administrative Review in <a href="#">CNP</a>

VERIFICATION DOCUMENTS		How or Where
	All applications selected for verification during the current school year.	Upload to Attachment List of the Administrative Review in <a href="#">CNP</a>
	All documentation related to verification: Verification Tracker Form - Attachment H-2; notification letter sent to households; all materials provided by households, and results letter.	Upload to Attachment List of the Administrative Review in <a href="#">CNP</a>
	Alphabetized lists of Free and Reduced-meal price eligible students as of October 31, 2022.	Upload to Attachment List of the Administrative Review in <a href="#">CNP</a>
	Direct Certification match list as of last day of <a href="#">[review month]</a> .	Have available for on-site review

**FOODSERVICE DIRECTOR**

DIETARY SPECIFICATIONS & MEAL COMPONENT/QUANTITY DOCUMENTS		
Done	What	How or Where
	Breakfast, Lunch, Snack [list applicable meal/snack types based on site application] production records for [review month]	Upload to Attachment List of the Administrative Review in <a href="#">CNP</a>
	Standardized recipes, food labels, ingredient lists, Child Nutrition (CN) labels, product formulation statements for menu items served during [the M-F 5 consecutive days in review month]	Upload to Attachment List of the Administrative Review in <a href="#">CNP</a>
	Meal Pattern Check Worksheet for [the M-F 5 consecutive days in review month]	Upload to Attachment List of the Administrative Review in <a href="#">CNP</a>
	Calendar style menu for [review month]	Upload to Attachment List of the Administrative Review in <a href="#">CNP</a>
	Calendar style menu for [week of observation]	Upload to Attachment List of the Administrative Review in <a href="#">CNP</a>

FOOD SAFETY DOCUMENTS		
Done	What	How or Where
	Two most recent health inspections for [site name] (The most current copy must be posted in the food service area and visible to the public.)	Upload to Attachment List of the Administrative Review in <a href="#">CNP</a>
	Refrigerator and freezer logs for [review month]	Upload to Attachment List of the Administrative Review in <a href="#">CNP</a>
	Sanitizer log for [review month]	Upload to Attachment List of the Administrative Review in <a href="#">CNP</a>
	Most current food safety checklist	Upload to Attachment List of the Administrative Review in <a href="#">CNP</a>
	Ensure HACCP plan is complete; use <a href="#">Outline of HACCP Plan</a> .	On-site observation
Access resources here: <a href="https://www.education.ne.gov/ns/nslp/hazard-analysis-and-critical-control-point/">https://www.education.ne.gov/ns/nslp/hazard-analysis-and-critical-control-point/</a>		

COMPETITIVE FOODS DOCUMENTS		
Done	What	How or Where
	Smart Snack product labels for a la carte foods, vending machines, and other foods sold in all schools	Upload to Attachment List of the Administrative Review in <a href="#">CNP</a>
Access resources here: <a href="https://www.education.ne.gov/ns/forms-resources/national-school-lunch-program/competitive-foods/">https://www.education.ne.gov/ns/forms-resources/national-school-lunch-program/competitive-foods/</a>		

RESOURCE MANAGEMENT		
Done	What	How or Where
	Completed <a href="#">Food Costs and Selling Price Form</a>	Upload to Attachment List of the Administrative Review in <a href="#">CNP</a>
	Documentation of Indirect Costs charged to food service department, if applicable.	Upload to Attachment List of the Administrative Review in <a href="#">CNP</a>
Access resources here: <a href="https://www.education.ne.gov/ns/nslp/administrative-review/3-resource-management/">https://www.education.ne.gov/ns/nslp/administrative-review/3-resource-management/</a>		

PROCUREMENT DOCUMENTS		
Done	What	How or Where
	District/school's written food service procurement plan and code of conduct.	Upload to Attachment List of the Administrative Review in <a href="#">CNP</a>
	Bid/solicitation documents for food distributor selection, milk/bread suppliers, and any equipment purchases.	Upload to Attachment List of the Administrative Review in <a href="#">CNP</a>
	Vendor paid list/Summary of expenditures by vendor from previous school year (provide prior to on-site review). <i>Please do not include identifiable student information (e.g. student transactions with their name).</i>	Upload to Attachment List of the Administrative Review in <a href="#">CNP</a>
	Completed SFA Procurement Table tab from <a href="#">Procurement Tool</a> based on vendors that provided goods and services during previous school year.	Upload to Attachment List of the Administrative Review in <a href="#">CNP</a>
	<a href="#">SFA Procurement Information</a>	Upload to Attachment List of the Administrative Review in <a href="#">CNP</a>
Access resources here: <a href="https://www.education.ne.gov/ns/forms-resources/national-school-lunch-program/procurement-information/">https://www.education.ne.gov/ns/forms-resources/national-school-lunch-program/procurement-information/</a>		