****

**Summary and Self Evaluation Checklist**

Administrative Review 2017-2018

**Certification and Benefit Issuance**

Benefit issuance document (also known as the eligibility roster) is a list of all students eligible for free or reduced price meals at your school district/agency (not to include paid students) from your point of service system. The list should contain the student’s name, school name, benefit status (eligibility), method of certification (application, direct certification, etc.), date of certification, and total number of eligible students in the school. There should be no duplication of names on the list.

**Meal Benefit Applications and Direct Certification**

Free, reduced price, and denied applications will be checked. Direct certification will be reviewed and checked. These documents will be checked against the benefit issuance document (eligibility roster) to ensure accuracy. Either all applications and certifications or a statistically valid sample of applications and certifications will be reviewed at the School Food Authority (SFA) level.

**Verification**

Verification procedures begin October 1 (or the next business day if October 1 falls on a weekend) and completion is required by November 15 of each year. The “Verification Summary Report 742” report will be reviewed to ensure proper verification procedures were followed. Any changes in meal status eligibility as a result of verification will be checked. Copies of documents submitted by households should be available during this review.

**Meal Counting and Claiming Procedures – Participation Records**

Methods of collection and meal counting used by the school will be observed and compared to the procedure described to the State Agency on the annual agreement with CANS. Appropriate source documentation, for example, daily meal counts and actual point of service meal count sheets per district sites will be reviewed with monthly claims. Documentation of monthly claim edit checks made before claim submission to the State Agency/CANS will also be examined.

**Nutritional Quality and Meal Pattern**

Meal components and quantities, offer vs. serve, production records, menus, documentation of food crediting – such as CN-labels, product formulation statements, recipes, and food receipts will be evaluated. Meal service lines will be observed on the day of review for breakfast (if applicable) and lunch.

**Civil Rights**

Proper location of Civil Rights Poster (in view of program participants) will be noted. Use of current nondiscrimination statement on program materials will be verified. Civil Rights Training is required annually and will be reviewed. Training materials and certificates are available on the CANS website: <http://doe.sd.gov/cans/index.aspx>

**Local School Wellness Policy**

The following items will be reviewed and discussed:

* The Local School Wellness Policy
* Documentation demonstrating the Local School Wellness Policy has been made available to the public
* Documentation of the SFA’s efforts to review and update the Local School Wellness Policy, including an indication of who is involved in the update and methods the SFA uses to make stakeholders aware of their ability to participate
* Solicitation of the Local School Wellness Policy to stakeholders (parents, students, PE teachers, SFA representatives, School Health Professionals, School Administration, School Board members, and general public)
* The SFA’s most recent assessment on the implementation of the Local School Wellness Policy and its availability to the public

**Smart Snacks**

Breakfast and Lunch periods will be observed to ensure that foods of minimal nutritional value are not being sold during the school day (midnight thru 30 minutes after end-of-day bell). An assessment will be made to ensure that Smart Snack rules are being properly implemented and the State policy on exempt fundraiser standards is met. Documentation of foods sold will be requested.

**Food Safety**

The written food safety plan for compliance with Hazard Analysis Critical Control Point (HACCP) will be reviewed. The two most recent food safety inspections will be reviewed and the most recent report should be in a visible location. Temperature logs and food storage areas will be observed.

**Resource Management**

Maintenance of nonprofit school food service account, paid lunch equity (PLE) tool, revenue from non-program foods, and indirect costs will be evaluated.

**Professional Standards**

Ensure documentation is on file to demonstrate hiring and annual training requirements are met, including tracking of training hours of employees.

**Other Federal Programs**

When applicable, the review will include an assessment of After School Snacks, Fresh Fruit and Vegetable Program (FFVP) and Special Milk Program.

Self-Evaluation Checklist

The following checklist can be used as a self-review for compliance with USDA program regulations prior to the Administrative Review.

1. **FREE and REDUCED PRICE MEAL APPLICATIONS have been correctly approved when: YES NO**
   1. The current household application for free and reduced price meals is used. \_\_\_\_ \_\_\_\_

**For Income Applications:**

* 1. Each participating child’s name is listed at the top of the application. \_\_\_\_ \_\_\_\_
  2. All household members are listed on the application with income and frequency of   
     of income reported for each wage earner. For those without income, 0 is entered into   
     the income boxes. \_\_\_\_ \_\_\_\_
  3. An adult household member signed the application. They reported the last four digits   
     of their Social Security Number or marked the box stating they don’t have one. If   
     applying for a foster child only, the last four digits of a Social Security Number are not  
     required. \_\_\_\_ \_\_\_\_

**For SNAP, TANF, or FDPIR Applications:**

* 1. Each participating child’s name is listed at the top of the application. \_\_\_\_ \_\_\_\_
  2. Household has reported their case number. SNAP and TANF case numbers are 9 digits  
     starting with zeros (000123456 or 000001234). FDPIR case number format is a Social  
     Security Number (123-45-6789). \_\_\_\_ \_\_\_\_
  3. An adult household member signed and dated the application. \_\_\_\_ \_\_\_\_

**Other Application Information:**

1. Missing information on an application is obtained and documented before eligibility is  
   determined. \_\_\_\_ \_\_\_\_
2. Before determining eligibility, household applications reporting multiple frequencies of  
   income (weekly, monthly) are converted to annual income using the conversion formulas  
   listed on the Income Eligibility Guideline chart (applications reporting the same or only   
   one frequency do not need any conversions). \_\_\_\_ \_\_\_\_
3. To determine eligibility on an income application, the school’s determining official  
   calculates the household’s current income and compares the amount to the current   
   Income Eligibility Guideline chart. \_\_\_\_ \_\_\_\_
4. The determining official completed, signed, and dated each application indicating the  
   benefit level for each approved child. \_\_\_\_ \_\_\_\_
5. Applications reporting zero income are approved for free meal benefits for the   
   remainder of the school year. Temporary approval is not granted. \_\_\_\_ \_\_\_\_

**YES NO**

1. A change in a student’s eligibility is made within 3 calendar days if benefits increase  
   or within 10 calendar days if benefits are reduced or terminated. \_\_\_\_ \_\_\_\_
2. Households are notified in writing of their eligibility determination within 10 working  
   days of receipt of the application. \_\_\_\_ \_\_\_\_
3. Household applications are maintained at a central location rather than by feeding site. \_\_\_\_ \_\_\_\_
4. For purposes of the review, household applications are separated by category: Free,   
   Reduced, and Denied. \_\_\_\_ \_\_\_\_
5. Applications for households that have withdrawn from the district have the withdrawal  
   date recorded and are filed separately. \_\_\_\_ \_\_\_\_
6. Households on carryover from the previous school year have the same meal benefit  
   for the first 30 school days OR until a new application is processed, whichever occurs  
   first. \_\_\_\_ \_\_\_\_
7. Alphabetized list(s) of students automatically eligible for free meals: migrant, homeless,   
   runaway, or a Direct Certification List from CANS/iMATCH are on file. \_\_\_\_ \_\_\_\_
8. For districts with multiple feeding sites, the list of directly certified students is available  
   by feeding site. \_\_\_\_ \_\_\_\_
9. For households in which all children’s names did not appear on the Direct Certification  
   List from CANS/iMATCH, the district documented this by adding their names to the list. \_\_\_\_ \_\_\_\_
10. Direct Certification benefits supersede all other methods of application, and SNAP Direct  
    Certification supersedes all other methods of Direct Certification. \_\_\_\_ \_\_\_\_
11. If a student appears on the Direct Certification List and the school also received an   
    application for the child(ren), the application has been pulled and filed separately. \_\_\_\_ \_\_\_\_

**Verification – Process must be Complete by November 15:**

1. The correct verification method was used. \_\_\_\_ \_\_\_\_
2. The correct number of household applications to verify was selected. \_\_\_\_ \_\_\_\_
3. The confirming official reviewed and signed each household application selected for  
   verification. \_\_\_\_ \_\_\_\_
4. Only self-employed income (not regular wages) was verified using the IRS 1040 form  
   from the previous school year. \_\_\_\_ \_\_\_\_
5. Households were notified in writing they were selected for verification; selected  
   households were also notified in writing of the results. \_\_\_\_ \_\_\_\_

**YES NO**

1. A tracker form was completed for each selected household. Copies of all required   
   documents are on file for each household selected. \_\_\_\_ \_\_\_\_

**A Current BENEFIT ISSUANCE DOCUMENT (also known as a Master List or Roster of Free and Reduced Price Eligible Students) must:**

* 1. Be alphabetized by household name and separated by category; a list of free students   
     and a list of reduced price students. \_\_\_\_ \_\_\_\_
  2. Be available by feeding site. \_\_\_\_ \_\_\_\_
  3. Be maintained in the office where applications are kept and updated as student   
     eligibility changes. \_\_\_\_ \_\_\_\_
  4. Be used to issue benefits to students eligible for free or reduced price meals. \_\_\_\_ \_\_\_\_
  5. Match the approval reported on the application or Direct Certification List. \_\_\_\_ \_\_\_\_

1. **The MEAL COUNTING PROCEDURE must:**
   1. Match what the district reported on their current agreement approved by CANS. \_\_\_\_ \_\_\_\_
   2. Protect students receiving free and reduced price meals from being overtly identified:
2. Rosters/computer screens are not coded in such a way that it is obvious to others  
   which students are receiving free, reduced price, or paid meals. \_\_\_\_ \_\_\_\_
3. 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. \_\_\_\_ \_\_\_\_
4. Tickets issued to students receiving free, reduced, or paid meals are identical except  
   for the coding. \_\_\_\_ \_\_\_\_
5. The same procedures for collecting money apply to all students receiving free,   
   reduced or paid meals. \_\_\_\_ \_\_\_\_
   1. Provide a Point of Service meal count by category:
6. The meal count is taken at the end of all serving lines/self-serve food bars where it   
   can be accurately determined that a reimbursable meal has been served. \_\_\_\_ \_\_\_\_
7. If the meal count is taken at the beginning of the line, a written waiver is approved  
   and on file with your current agreement with CANS. \_\_\_\_ \_\_\_\_
8. 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. \_\_\_\_ \_\_\_\_

# YES NO

1. Allow a maximum of one breakfast and one lunch per student per day to be claimed  
   for reimbursement. \_\_\_\_ \_\_\_\_
   1. If meal count is combination manual/electronic (count taken on sheet and later   
      entered in computer system, ensure that original meal count sheets are kept for 3   
      years plus the current year. \_\_\_\_ \_\_\_\_
   2. School districts with more than on feeding site must complete the On-Site Review form   
      (CANS NSLP memo #52.1) for each site by February 1. \_\_\_\_ \_\_\_\_
2. **The DAILY RECORD OF MEALS SERVED and EDIT CHECK WORKSHEET must:**
   1. Be completed for each feeding site that includes student name, type of meal, meal date,   
      and eligibility will later be linked to this paper worksheet, or a computer-generated  
      report that provides the same information. \_\_\_\_ \_\_\_\_
   2. Record correct meal counts by category on a daily basis. \_\_\_\_ \_\_\_\_
   3. Reflect meal counts that are based on actual Point of Service meal counts. \_\_\_\_ \_\_\_\_

* 1. Report the highest number of students eligible for free, reduced price, and paid meals  
     each month. \_\_\_\_ \_\_\_\_
  2. Compare the attendance adjusted eligible figures by category to daily meal counts for  
     each feeding site before submitting the monthly claim. \_\_\_\_ \_\_\_\_
  3. 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. \_\_\_\_ \_\_\_\_
  4. Be kept on file, along with other school food service records, for three years plus the   
     current school year. \_\_\_\_ \_\_\_\_

1. **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. \_\_\_\_ \_\_\_\_

**YES NO**

* 1. 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. \_\_\_\_ \_\_\_\_
  2. The school has a process for accepting and filing complaints alleging discrimination with   
     the School Meals Program. \_\_\_\_ \_\_\_\_
  3. The Civil Rights Training is completed annually. A summary of training date and topics is  
     on file along with a signed training certificate with all attendee names. \_\_\_\_ \_\_\_\_

1. **Schools are in Compliance with USDA’s SMART SNACKS Rule when:**
   1. Vending machines are off during meal service times unless sale times comply with   
      Smart Snack guidelines and if machines are located in the meal service area funds   
      accrue to the foodservice account. \_\_\_\_ \_\_\_\_
   2. Food/snacks are not sold by other groups/programs in competition with the school  
      breakfast program or school lunch program. \_\_\_\_ \_\_\_\_
   3. Fundraising activities comply with Smart Snack guidelines or the state Policy on Exempt  
      Fundraisers (<http://doe.sd.gov/cans/documents/SD_Policy.pdf>). Proper documentation  
      is maintained as required. \_\_\_\_ \_\_\_\_
2. **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 pasteurized milk; only low-fat (1%) unflavored or  
      fat-free (skim) unflavored or flavored varieties can be served. \_\_\_\_ \_\_\_\_
   5. Offer Versus Serve has been properly implemented when:
      1. All secondary schools allow students to turn down food items. \_\_\_\_ \_\_\_\_
      2. 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;   
         and one of the three required components must be 1/2 cup serving of fruit,   
         vegetable or a combination of the two. \_\_\_\_ \_\_\_\_

**YES NO**

* + 1. At lunch, students decide which 3, 4, or 5 components they will take; again, they   
       must select a 1/2 cup fruit, vegetable, or a combination of the two. \_\_\_\_ \_\_\_\_
    2. At lunch, the meal price is the same whether 3, 4, or 5 components are taken. \_\_\_\_ \_\_\_\_
    3. The person responsible for the Point of Service meal count has been trained to   
       evaluate student trays to ensure all meals claimed are reimbursable. \_\_\_\_ \_\_\_\_

1. Meals planned reflect compliance with USDA’s required nutrient analysis. \_\_\_\_ \_\_\_\_
2. Drinking water is available to all students free of charge in the area where lunch and  
   breakfast are served. \_\_\_\_ \_\_\_\_
3. **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 CANS or an alternate   
      form approved by CANS on an annual basis. \_\_\_\_ \_\_\_\_
   3. Document that enough food was prepared to meet meal pattern requirements:
      1. Standardized recipes are followed and on file. \_\_\_\_ \_\_\_\_
      2. Food labels with ingredient and nutrient statement, Child Nutrition (CN) labels,   
         or Product Formulation Statements (PFS) are on file, when applicable. \_\_\_\_ \_\_\_\_
   4. Accompany meals sent to be served at another satellite location. \_\_\_\_ \_\_\_\_
   5. Reflect all changes and substitutions made in menus. \_\_\_\_ \_\_\_\_
4. **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 and food preparation kitchen. \_\_\_\_ \_\_\_\_
   2. The HACCP Plan is reviewed (and signed) annually and revised as necessary. \_\_\_\_ \_\_\_\_
   3. Temperature logs, food safety checklists, and production records 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 a minimum  
      of 6 months. \_\_\_\_ \_\_\_\_

**YES NO**

1. **SCHOOL WELLNESS POLICY:** 
   1. The district has adopted a School Wellness Policy and is available for review. \_\_\_\_ \_\_\_\_
   2. Maintain documentation of policy review/update. \_\_\_\_ \_\_\_\_
   3. Solicit appropriate parties to be included on wellness committee. \_\_\_\_ \_\_\_\_
   4. Complete assessment of Local Wellness Policy, and make available to public. \_\_\_\_ \_\_\_\_
2. **PROFESSIONAL STANDARDS:**
   1. Ensure hiring requirements are met (if applicable). \_\_\_\_ \_\_\_\_
   2. Ensure documentation is available to demonstrate annual training requirements are met  
      for Food Service Director, Manager, and Food Service Employees. \_\_\_\_ \_\_\_\_
   3. Ensure training is tracked at SFA level. \_\_\_\_ \_\_\_\_
   4. Ensure Food Service Director has documentation of 8 hours of Food Safety Training  
      within the last 5 years. \_\_\_\_ \_\_\_\_
3. **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 annual agreement with CANS. \_\_\_\_ \_\_\_\_
4. **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. \_\_\_\_ \_\_\_\_
5. **AFTER SCHOOL SNACK PROGRAM, if applicable:**
   1. Each year, an on-site review is completed and documented within the first four weeks   
      of the program’s operation. \_\_\_\_ \_\_\_\_
   2. Each year, a second on-site review is completed and documented before the end of   
      the school year. \_\_\_\_ \_\_\_\_
   3. Meal count sheets and production records are available for each participating site.   
      Ensure that snack items are creditable and menu planner provides at least two items   
      (not both liquids). \_\_\_\_ \_\_\_\_

**YES NO**

1. **SPECIAL MILK PROGRAM, if applicable:**
   1. If pricing, ensure that milk from recent claim for reimbursement is consistent with   
      invoices. \_\_\_\_ \_\_\_\_
   2. Ensure daily milk count records support recent claims for reimbursement. \_\_\_\_ \_\_\_\_
   3. Ensure counting procedures yield accurate milk counts (point of service). \_\_\_\_ \_\_\_\_
2. **FOOD SERVICE MANAGEMENT COMPANY (FSMC), if applicable:**
   1. Reminder to observe the FSMC and complete the Monitoring form (attached) if your   
      agency contracts with an FSMC. \_\_\_\_ \_\_\_\_