

Summary and Self Evaluation Checklist

Administrative Review 2016-2017

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, other), 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 statically valid sample of applications and certifications will be reviewed at the School Food Authority (SFA) level.

Verification

Verification procedures begin October 1 and completion is required by November 15 of each year. The "Verification Summary Report 742" form 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, such as, 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 certificate are available on the CANS website:

<http://doe.sd.gov/cans/index.aspx>

Local Wellness Policy

The following items will be reviewed and discussed:

- The Local Wellness Policy.
- Documentation demonstrating that the Local Wellness Policy has been made available to the public.

Child and Adult Nutrition Services - DOE

Website: <http://www.doe.sd.gov/cans/>

This institution is an equal opportunity provider.

- 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 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 Wellness Policy

Smart Snacks (formerly the Competitive Foods rule)

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 are met. Documentation of foods sold may 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 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 also include an assessment of After School Snacks, Fresh Fruit and Vegetable Program (FFVP) and/or Special Milk Program.

Self-Evaluation Checklist

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

- | A. | 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: | | |
| 2. | Each participating child’s name is listed at the top of the application. | _____ | _____ |
| 3. | All household members are listed on the application with income and frequency of income is reported for each wage earner. For those without income, the “No Income” box has been checked. | _____ | _____ |
| 4. | An adult household member signed the application. They reported the last four digits of their social security number or marked the box they don’t have one. If applying for a foster child only, the last four digits of a social security numbers are not required. | _____ | _____ |
| | For SNAP, TANF or FDPIR Applications: | | |
| 5. | Each participating child’s name is listed at the top of the application. | _____ | _____ |
| 6. | 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, e.g. 123-45-6789 | _____ | _____ |
| 7. | An adult household member signed and dated the application. | _____ | _____ |
| | Other Application Information: | | |
| 8. | Missing information on an application is obtained and documented before eligibility is determined. | _____ | _____ |
| 9. | Before determining eligibility, household applications reporting multiple frequencies of income (e.g. weekly, monthly) are converted to annual income using the conversion formulas listed on the application. | _____ | _____ |
| 10. | To determine eligibility on an income application, the school’s determining official calculates the household’s current income and compares the amount to the Income Eligibility Guideline chart. | _____ | _____ |

	YES	NO
11. The determining official completed, signed, and dated each application indicating the benefit level for each approved child.	_____	_____
12. Applications reporting zero income are approved for free meal benefits for the remainder of the school year. Temporary approval is <u>not</u> granted.	_____	_____
13. 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.	_____	_____
14. Households are notified in writing of their eligibility determination within 10 working days of receipt of the application.	_____	_____
15. Household applications are maintained at a central location rather than by feeding site.	_____	_____
16. For purposes of review, household applications are separated by category: Free, Reduced and Denied.	_____	_____
17. Applications for households that have withdrawn from the district have the withdrawal dates recorded and are filed separately. _____	_____	_____
18. Households on carryover from the previous school year have that same meal benefit for the first 30 school days OR until a new application is processed, whichever occurs first.	_____	_____
Direct Certification:		
19. Alphabetized list(s) of students automatically eligible for free meals: migrant, homeless, runaway, or a Direct Certification List from CANS/iMATCH are on file.	_____	_____
20. For districts with multiple feeding sites, the list of directly certified students is available by feeding site.	_____	_____
21. 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.	_____	_____
22. Direct certification benefits supersede all other methods of application, and SNAP direct certification supersedes all other methods of direct certification.	_____	_____
23. 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 by November 15th:		YES	NO
24.	The correct verification method was used.	_____	_____
25.	The correct number of household applications to verify was selected.	_____	_____
26.	The confirming official reviewed and signed each household application selected for verification.	_____	_____
27.	Only self-employed income (not regular wages) was verified using an IRS 1040 form from the previous year.	_____	_____
28.	Households were notified in writing they were selected for verification; selected households were also notified in writing of the results.	_____	_____
29.	A tracker form was completed for each selected household. Copies of all required documents are on file for each household selected.	_____	_____

B. A Current Benefit Issuance Document (also known as 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.	_____	_____

C. 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: <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, reduced price, or paid meals. 	_____	_____

	YES	NO
<ul style="list-style-type: none"> ▪ 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. 	_____	_____
<ul style="list-style-type: none"> ▪ Tickets issued to students receiving free, reduced, or paid meals are identical except for the coding. 	_____	_____
<ul style="list-style-type: none"> ▪ 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. 	_____	_____
<ul style="list-style-type: none"> ▪ 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. 	_____	_____
<ul style="list-style-type: none"> ▪ 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. If meal count is combination manual/electronic (count taken on sheet, and later entered into computer system, ensure that original meal count sheets are kept for 3 years plus current year.		
6. School districts with more than one feeding site must complete the On-Site Review form (CANS NSLP memo # 52.1) for each site by February 1.	_____	_____

D. The Daily Record of Meals Served and Edit Check Worksheet must:

1. Be completed for <i>each feeding site</i> 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 an actual Point of Service meal count.	_____	_____
4. Report the highest number of students eligible for free, reduced-price, and paid meals each month.	_____	_____

- | | YES | NO |
|--|------------|-----------|
| 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 school has a process for accepting and filing complaints alleging discrimination with the School Meals Program. | _____ | _____ |
| 7. The Civil Rights Training completed annually. A summary of training date and topics is on file along with a signed training certificate with all attendee names. | _____ | _____ |

F: Schools are in compliance with USDA’s Smart Snacks Rule when:

- | | YES | NO |
|--|------------|-----------|
| 1. Vending Machines are off during meal service times unless sale items comply with Smart Snack guidelines and if machines are located in the meal service area funds accrue to 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. | 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 pasteurized milk; only low-fat (1%) unflavored or fat-free (skim) flavored or unflavored varieties can be served. | _____ | _____ |
| 5. | Offer Versus Serve has been properly implemented when: | | |
| | ▪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; and one of the three required components must be a 1/2 cup serving of fruit, vegetable or a combination of the two. | _____ | _____ |
| | ▪At lunch, students decide which 3, 4 or 5 components they will take; again, they must select a ½ cup of fruit, vegetable or a combination of the 2. | _____ | _____ |
| | ▪ At lunch, the meal price is the same whether 3, 4, or 5 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 and breakfast is served. | _____ | _____ |

H. Food Production Records must:

- | | | | |
|----|---|-------|-------|
| 1. | Be completed <u>daily</u> 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. | _____ | _____ |

	YES	NO
3. Document that enough food was prepared to meet meal pattern requirements: <ul style="list-style-type: none"> ▪ Standardized recipes are followed and on file. ▪ Child Nutrition (CN) labels, food labels with the ingredient statement and the nutrient statement, or product formulation statements 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.	_____	_____
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 and food preparation kitchen.	_____	_____
2. The HACCP Plan is reviewed 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.	_____	_____
J. 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	_____	_____
K. 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 Food Safety Training within last 5 years		
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 annual		

agreement with CANS.

YES NO

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.
2. Each year, a 2nd on-site review is completed 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)

O. 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 claim for reimbursement
3. Ensure counting procedures yield accurate milk counts (point of service)

P. FOOD SERVICE MANAGEMENT COMPANY (FSMC), if applicable:

1. Reminder to observe the FSMC Monitoring Form (attached) if your agency contracts with a FSMC