**Administrative Review Checklist for the**

**National School Lunch Program and School Breakfast Program**

The following checklist will assist in preparing for the Administrative Review. This list presents an overview of major areas which will be evaluated.

**Meal Access and Reimbursement**

**Certification and Benefit Issuance -** *A master list of student eligibility may be requested before the on-site review*

* Dated direct certification lists (electronic or paper)
* A copy of the direct certification notification letter sent to families
* All approved and denied meal benefit applications.
* Meal benefit applications approved on income contain the following:
* Names of all household members
* Income, if applicable, for each household member and how frequently received
* Correct income conversion factors (if mixed frequencies are provided, all income must be converted to annual and processed based on the annual figure).
* Signature of an adult household member
* Last four digits of the social security number of the adult household member who signs the application, or indication that there is none
* Meal benefit applications with Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF) information contain the following:
* Accurate case number- 8 numbers followed by letter
* Signature of an adult household member
* Meal benefit applications for Foster children contain the following:
* the name of the foster child
* the ‘foster child’ box checked to apply for the foster child or children; more than one foster child may be included on a single application
* The signature of the guardian with whom the foster child(ren) resides
* Documentation for categorically eligible children (children documented as homeless, migrant, runaway, and Head Start are categorically eligible to receive free meals)
* Written notification to parents for the approval/denial of applications
* For CEP sites only - Certification documentation used to determine the Identified Student Percentage from April
* Master list document used to maintain each child’s eligibility status (free, reduced, or paid), eligibility date and how each student was approved

**Verification**

* Documentation including:
* Adequate number of applications verified
* Verification notification letter(s) include required information
* Documentation used to verify Household Eligibility Application
* Summary of verification maintained and include the number of applications on file as of October 1, selection method used, number verified, and results
* Termination/reduction notice to households (if applicable) contains all required information including notification of right to appeal
* Verification process completed by November 15

**Meal Counting and Claiming**

* Available claim data, by site, for each month including:
* Daily meal counts by category (free, reduced, or paid)
* Number of children eligible for free and reduced-price meals
* Meal Count Procedures include:
* Free, reduced-price, and paid meals are counted, by category, at the point of service
* Meals counted for reimbursement contain required components or menu items
* Anonymity of children receiving free and reduced-price meals is protected
* If Offer versus Serve is used, it must be implemented correctly
* Claim information is checked to ensure:
* No mathematical errors occurred
* Figures are not transposed or copied incorrectly
* Site meal counts are claimed by calendar month
* Accurate number of days are reported for each claim period
* Ineligible meals such as adult meals, second meals, and a la carte meals are not claimed

**Edit Checks**

* Before submitting the monthly Claim for Reimbursement for each site, the district must conduct and document an edit which:
* Compares meals claimed to the maximum claimable meals for the month
* Compares daily meal counts to the number of eligible students in each category
* Compares meals claimed to the average daily attendance by category
* Corrects the claim or identifies reasons for meals claimed in excess of the number of eligible students

**Meal Pattern and Nutritional Quality**

**Meal Components and Quantities**

*Breakfast and lunch menu and production records for one week with supporting documentation will be requested before the on-site review*

**Menus**

* Completed menus and production records must contain all required components/menu items and must meet the daily and weekly requirements
* Child Nutrition (CN) labels, Manufacturers Product Formulation Statements (MPFS), standardized recipes and/or other crediting documentation, and nutrition facts labels including ingredient list to document meal pattern contribution
* CN labels must be photocopies or photographs of the original – not printed labels from the manufacturer or distributor’s website

**Offer Versus Serve**

* Meal signage is posted for breakfast and lunch so students know how to make a reimbursable meal
* At breakfast, a minimum of three food *items* are selected, one of which must be ½ cup fruit or vegetable
* At lunch, a minimum of three *components* are selected, one of which must be ½ cup fruit or vegetable
* Point of service staff are trained on how to identify a reimbursable meal

**Resource Management**

* Annual statement of revenues and expenses for most recently completed school year
* General ledger detail of revenues and expenses for one month
* Documentation to show the Paid Lunch Equity Tool was used to evaluate paid lunch prices (if required)
* A la carte revenue is greater than la carte expenses
* Indirect costs are not applied to the federal school nutrition program

**General Program Compliance**

**Civil Rights**

* The following public notification requirements must be fulfilled:
* USDA-approved “And Justice For All” poster must be displayed for public view
* Informational materials made available in the appropriate translation(s), as needed
* Program material must include the Federal and State of Maine nondiscrimination statements and procedures for filing a complaint
* Documentation of annual civil rights training to all who perform duties pertaining to food service programs

**Professional Standards & Training**

* Documentation of professional standards training hours for each food service employee
* Training documentation for school staff that has responsibilities in the school nutrition program (for instance, teacher assisting with meal counts, secretary processing applications, etc.)

**On-Site Monitoring**

* On-site monitoring form by February 1 of each year (only for SFAs with more than one site)

**Local Wellness Policy**

*A copy of the Wellness Policy will be requested before the on-site review*

* District’s wellness policy has been updated to reflect the most recent requirements
* Documentation of policy notification, stakeholder involvement, notifying the community (for instance, website with policy listed, meeting dates and minutes, newsletters to families, etc.)
* Documentation of assessment of the local wellness policy for each school under the district; this must be done at least once every three years or more often if the policy dictates differently

**Smart Snacks**

* Foods and beverages sold to students outside of the NSLP meet Smart Snack requirements; this includes vending machines that are accessible to students
* Documentation of compliance for all foods and beverages sold to students on the school campus during the school day
	+ Nutrition Fact Labels
	+ Smart Snack Calculator results

**Water**

* Drinking water available at no charge to all students during breakfast and lunch

**Food Safety**

* Each site has a food safety plan based on Hazard Analysis Critical Control Points (HACCP)
* Written Standard Operating Procedures (SOPs) are current, followed by staff, and available at each meal site
* A copy of the most recent health inspection report is posted in a location visible to program participants; any citations have been corrected. A copy of the prior health inspection report must also be on file for review.
* Each kitchen retains a sample meal, or ghost tray, for 48 hours
* Each site has a Certified Food Protection Manager
* Food and equipment temperature logs from the current school year are available

**Buy American**

🞏 Any item that can credit as a meal component is an American product

🞏 Documentation to support inability to follow the Buy American provision (price analysis, product is not produced in sufficient quantities in the United States

**Other Federal Programs**

**Afterschool Snack Service**

* Snacks are served after the school day has ended
* Snacks are claimed only on days when school is in session
* Meal counts are taken at the point of service after the student has selected at least two components
* Monthly counts validate the number of snacks served to eligible children and claimed for reimbursement
* Menus and production records are complete and contain all components in the correct serving sizes (serving size of fruit & vegetable is ¾ cup)
* Anonymity of children receiving free and reduced-price snacks is protected
* On-site monitoring reviews are conducted twice annually for each site (within the first four weeks of operation and again, later in the school year)

**Fresh Fruit & Vegetable Program (FFVP)**

* Documentation of reported costs on the Claim for Reimbursement for one month
* FFVP guidelines are followed

**Special Milk Program**

* Claim for Reimbursement is supported by adequate documentation
* Free and reduced price meal applications, Direct Certification documentation, extension of benefits documentation, or categorical for children receiving free milk
* Monthly milk counts to validate the number of half-pints of milk served
* Receipts to document an adequate amount of milk is purchased to support the monthly milk counts

**Pre-K Meal Pattern**

🞏 Pre-K meal pattern must be followed if these students are not co-mingled with other grades during meal service

🞏 If Pre-K meal pattern is being used, documentation to support the meal pattern is being met