

On-Site Monitoring Form

National School Lunch & School Breakfast Program



Prior to February 1, each school food authority (SFA) with more than one site must review lunch service at all sites, including alternate serving locations such as meals delivered or served in classrooms. Monitor the entire meal service.

Meal Observed

☐ Lunch ☐ Breakfast

Sponsor Name		Site Name		Date																					
Arrival Time		Departure Time		Lunch Service Time																					
Meal Counting System																									
All meals in the cafeteria are counted at the point of service, where it is observed that an eligible student receives a reimbursable meal.				Yes	No																				
All meals served at <u>alternate locations</u> , such as in classrooms, hallways, and field trips, are counted at the point of service, where the student receives the reimbursable meal.				Yes	No N/A																				
All food components, including milk, are offered to students before the point of service.				Yes	No																				
If using serve-only at meal service, all meals claimed for reimbursement contain all components, including milk, in full portion sizes.				Yes	No N/A																				
If utilizing Offer vs Serve, all meals claimed for reimbursement have at least: LUNCH - 3 components, including at least ½ cup fruit or vegetable BREAKFAST – 3 items, including at least ½ cup fruit or vegetable				Yes	No N/A																				
Non-reimbursable meals, such as adult or second meals, or student meals missing a required component, are not claimed for reimbursement.				Yes	No																				
If the point of service meal count is taken manually, such as on check lists or classroom rosters, those forms are kept on file as the original daily meal count documentation.				Yes	No N/A																				
There is a procedure for recording non-reimbursable meals: adult meals/second meals/a la carte sales.				Yes	No																				
There is a procedure in place for instances when the primary point of sale person or computer is not available, and a back-up person or method is needed.				Yes	No																				
A current list of students by eligibility is maintained and used to determine the monthly claim for reimbursement.				Yes	No N/A																				
The meal count system prevents overt identification of free/reduced eligible students.				Yes	No N/A																				
The meal count system accurately captures the number of reimbursable meals served to eligible students.				Yes	No																				
A daily & monthly edit check is done before submitting the monthly claim for reimbursement. Grades being served: K-5 6-8 9-12																									
<table border="1"> <thead> <tr> <th>Category</th> <th>Day of Review Meal Count</th> <th># of Eligible Students</th> <th>Attendance Adjusted Eligible Students</th> </tr> </thead> <tbody> <tr> <td>Free</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Reduced</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Paid</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						Category	Day of Review Meal Count	# of Eligible Students	Attendance Adjusted Eligible Students	Free				Reduced				Paid				Total			
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Meal Pattern					
Does the menu comply with meal pattern requirements?				Yes	No
	Menu Items	Serving Size	Component Crediting		
Grain					
MMA					
Fruit					
Vegetable					
Milk					
Alternate choices:					
Food production records are completed for each meal service and include every menu item offered, serving sizes, total amount prepared and leftover.				Yes	No
All meal components are offered with each meal choice.				Yes	No
At least two types of milk are offered (list types):				Yes	No
Non-dairy milk substitutes are only offered to students with a documented medical need.				Yes	No
Signage is posted at the beginning of the serving line to show what's in a reimbursable meal.				Yes	No
Students have access to free, potable water (explain where/how):				Yes	No
General Areas					
The "And Justice for All" civil rights poster displayed in a prominent location for public view.				Yes	No
The most recent food safety inspection is displayed in a prominent location for public view.				Yes	No
There is a Certified Food Protection Manager on site (name & date of expiration):				Yes	No
Temperature logs are available for food and equipment.				Yes	No
A written Food Safety/HACCP Plan is available at this site. List the date was last updated:				Yes	No
Any "NO" response to questions above requires sponsor corrective action and follow-up within 45 days.					
Does the meal counting system include any of the following incorrect/inaccurate practices:					
Pre-counts (morning counts, ordering counts) are used for the meal count claim.				Yes	No
The count system relies on memory or visual identification for eligibility determination.				Yes	No
Meals counted before the student receives a meal.				Yes	No
Second full meals are claimed for reimbursement.				Yes	No
The counting and reporting system does not separate meals served to children, staff, and guests.				Yes	No
Any "YES" response to any part of question 20 requires sponsor corrective action and follow-up within 45 days.					
CORRECTIVE ACTION REQUIRED: YES NO SUBMIT CORRECTIVE ACTION BY:					
Monitor's Name			Date		
Monitor's Signature			Monitor's Title		

Complete the following if corrective action is required

Summary of Findings, Recommended Corrective Action, and Training:	
Corrective Action Taken and Date Completed:	
Monitor's Name	Date
Monitor's Signature	Monitor's Title