

ILLINOIS STATE BOARD OF EDUCATION

Nutrition Programs Division
100 North First Street, W-270
Springfield, Illinois 62777-0001

<input type="checkbox"/> 1st Review
<input type="checkbox"/> Follow-up Review

**NATIONAL SCHOOL LUNCH PROGRAM
ON-SITE REVIEW FORM
ASSESSMENT OF SCHOOL MEAL COUNTING AND CLAIMING PROCEDURES**

INSTRUCTIONS: Each school year, prior to February 1, school districts with more than one school are required to perform at least one On-Site Review of the lunch counting and claiming system in operation at each school administrated by your School Food Authority (SFA). In addition, an observation of staff in action, e.g. cashiers, managers, and servers must be conducted. Answer the following questions by checking the appropriate response.

DISTRICT NAME	SCHOOL NAME (One Per Building)
LEA REVIEWER'S NAME	DATE OF VISIT (By February 1) TIME OF VISIT In: _____ Out: _____

Approved Menu Planning Approach: Traditional Enhanced NuMenu Assisted NuMenu

Offer vs. Serve used with approved menu planning approach: Yes No
(High schools must implement Offer vs. Serve.)

Grades participating in Offer vs. Serve (Circle all that apply): Pre-K K 1 2 3 4 5 6 7 8 9 10 11 12 or not participating

MEAL COUNT SYSTEM

Yes No N/A

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | | 1. Are meals counted at the point of service? (The person responsible for monitoring meals is located where a complete meal can be observed, usually at the end of the service line.) |
| <input type="checkbox"/> | <input type="checkbox"/> | | 2. Does the person taking meal counts understand what constitutes a reimbursable meal under the menu planning approach being implemented? |
| <input type="checkbox"/> | <input type="checkbox"/> | | 3. Does the person monitoring the meals know the school's policies for handling the following meal count procedures? If no, check the procedures that are not known below and follow-up with staff on the correct procedures. |
| | | <input type="checkbox"/> | a. Lost, stolen, forgotten, or destroyed tickets, tokens, IDs |
| | | <input type="checkbox"/> | b. Power failure (for automated systems) |
| | | <input type="checkbox"/> | c. Student worker meals |
| | | <input type="checkbox"/> | d. Adult meals |
| | | <input type="checkbox"/> | e. A la carte selections |
| | | <input type="checkbox"/> | f. Second meals |
| | | <input type="checkbox"/> | g. Incomplete meals |
| | | | h. field trips |
| | | | i. visiting student meals |
| <input type="checkbox"/> | <input type="checkbox"/> | | 4. Is there a back-up system if the automated system(s) is down? |
| <input type="checkbox"/> | <input type="checkbox"/> | | 5. Is someone trained as a "back-up" to count meals if routine employees are absent? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Does the meal count system produce an accurate count of reimbursable meals by category (free, reduced-price, and paid) served to eligible children? Community Eligibility Option (CEO) Schools only should mark N/A. If no, check reasons(s): |
| | | <input type="checkbox"/> | a. Math errors |
| | | <input type="checkbox"/> | b. Counts taken at beginning of line |
| | | <input type="checkbox"/> | c. Free and/or reduced-price backed out |
| | | <input type="checkbox"/> | d. Cash backed out |
| | | <input type="checkbox"/> | e. Tray counts |
| | | <input type="checkbox"/> | f. Attendance counts |
| | | <input type="checkbox"/> | g. Morning/classroom counts |
| | | <input type="checkbox"/> | h. Incomplete meals |
| | | <input type="checkbox"/> | i. Based on meals delivered/prepared, not meals observed |
| | | <input type="checkbox"/> | j. Student workers not claimed by correct category |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Does the meal counting system prevent overt identification? Community Eligibility Option (CEO) Schools only should mark N/A. If no, check reasons(s): |
| | | <input type="checkbox"/> | a. Unacceptable coding system |
| | | <input type="checkbox"/> | b. Use of special tickets, tokens |
| | | <input type="checkbox"/> | c. Cash only line |
| | | <input type="checkbox"/> | d. Visual or vocal ID |
| | | <input type="checkbox"/> | e. Separate serving times, lines, or dining areas |
| | | <input type="checkbox"/> | f. All meals offered/served not available to students eligible for free or reduced-price meals |
| | | <input type="checkbox"/> | g. Checklist visible to students in line |
| | | <input type="checkbox"/> | h. Cash register display identifies price of meals |

MEAL PATTERN REQUIREMENT

Yes No N/A

- 1. Was the menu reviewed prior to the meal serviced?
- 2. Is the meal pattern met for the menu planning approach being used?
- 3. If Offer vs. Serve is utilized at the school, does each child have the opportunity to select their own food items for a reimbursable meal? (Under NuMenu, the child must take the entrée).
- 4. Were all required food items/components available through the meal service on all serving lines?

MEAL CLAIMING PROCEDURES

- 1. Are meal counts recorded daily?
- 2. Is the school following procedures to ensure only one reimbursable meal per child per meal service is claimed? (It must be ensured that seconds are not claimed even when there are multiple service stations.)
- 3. Are daily counts in this building properly taken from each serving line, meal period, etc. and correctly totaled and recorded on the daily cashier report?
- 4. Are counts correctly reported to the local education agency (LEA)?
- 5. Are meal count edits completed monthly? If required, was follow-up performed?

MEAL/MENU SUPPORT FUNCTIONS

Sanitation

- 1. Did the school received two (2) food safety inspections? **If no**, a letter must be sent requesting sanitation reviews from the local health department.
- 2. Is the school’s Hazard Analysis and Critical Control Point (HACCP) plan in effect?
- 3. If yes, has the plan been reviewed and/or revised for the current school year?
- 4. Does staff implement the HACCP plans in their daily activity? (for example, temperature logs and procedures for deliveries)

Illinois School Food Rules

- 1. Are all school foods and beverages compliant with the School Food Service Rules (23 IL Administrative Code Part 305)?

School Wellness

- 1. Has the evaluation of school wellness goals been completed? **If yes**, what changes were implemented based on the goals and results?

IF ANY OF THE ABOVE QUESTIONS WERE ANSWERED “NO,” A CORRECTIVE ACTION PLAN IS MANDATORY AND MUST BE COMPLETED WITH 45 DAYS.

CORRECTIVE ACTION PLAN

Recommend corrective action for above “No” answers
 Follow-Up Reviews (within 45 days of initial review)
 Corrective action taken by school and date implemented

_____ Site Administrator Signature

_____ Date

_____ LEA Reviewer Signature

_____ Date

Follow-Up Review completed and approved by LEA reviewer.

_____ Date