

## National School Lunch Program Administrative Review Checklist

During the Administrative Review, the Maine Department of Education's Child Nutrition Specialist will review program records for compliance with state and federal regulations. The following checklist will assist in preparing for reviews of the National School Lunch Program, School Breakfast Program, Special Milk Program, Fresh Fruit & Vegetable Program, After-School Care Program, and/or Seamless Summer Option. This list presents an overview of major areas which will be evaluated. Records for the current fiscal year should be available for review.

### Meal Access and Reimbursement

#### **Certification and Benefit Issuance**

*Master list will be requested before the on-site review*

- Dated direct certification reports
  - Direct certification letter
  - Meal benefit applications with household income information contain the following:
    - Names of all household members
    - All household income and how frequently received
    - Correct income conversion factors
    - 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 Temporary Assistance for Needy Families (TANF) or Supplemental Nutrition Assistance Program (SNAP) information contain the following:
    - Accurate case number
    - Signature of an adult household member
  - Eligibility for foster children must be on file and may include:
    - A copy of the current legal document from the court of Department of Health & Human Services
- OR
- A current meal benefit application which includes:
    - The name of 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 an adult guardian with whom the foster child(ren) resides
- Documentation for categorically eligible children must be on file (children documented as homeless, migrant, runaway, and Head Start are categorically eligible to receive free meals)
  - Applications correctly approved for free and reduced-price meals based on current USDA income guidelines
  - Written notification to parents for the denial of applications
  - Certification documentation used to determine the Identified Student Percentage from April 1st (Community Eligibility Provision [CEP] sites only)
  - Master list document used to maintain each child's eligibility status (free, reduced, or paid), eligibility date and how each student was approved

## **Verification**

- Verification of applications completed, documented, and available for review:
  - 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), recipe analysis worksheet, 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’s website

### **Offer Versus Serve**

- Meal signage is posted for breakfast and lunch
- 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 review conducted of the food service program by the LEA, comparing revenues to expenses, to document a nonprofit status
- Documentation to show the Paid Lunch Equity Tool was used to evaluate paid lunch prices
- A la carte revenue is greater than la carte expenses
- Indirect costs are not applied

### **General Program Compliance**

#### **Civil Rights**

- The following public notification requirements must be fulfilled:
  - USDA-approved “And Justice For All” poster must be displayed
  - Informational materials made available in the appropriate translation(s), as needed
  - Program material must include the nondiscrimination statement and procedure for filing a complaint
- Documentation of civil rights training to staff and supervisors

#### **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*

- Locally developed wellness policy in place, available to the public, and evaluated periodically

#### **Smart Snacks**

- Foods and beverages sold to students outside of the NSLP meet Smart Snack requirements
- 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 Point (HACCP)
- Written Standard Operating Procedures (SOPs) up-to-date and available at each meal site
- Two health inspections conducted each school year, or a letter to the local health department requesting the inspection(s) on file
- A copy of the most recent inspection report posted in a location visible to program participants; citations must be corrected

## **Other Federal Programs**

### **After-School Snack Program**

- Snacks are served after the school day has ended and are only claimed on school days
- Meal counts are taken at the point of service
- 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
- Anonymity of children receiving free and reduced-price snacks is protected
- On-site monitoring reviews are conducted twice annually for each site

### **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.
  - Accurately approved Household Eligibility 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