Site:			Date Completed:
Eligibility/ Certification	**Yes**	**No**	**Comments**
1. Are applications and parent letters distributed to each household, including new enrollees, throughout the year?			
2. If applications were approved at this site: a. Were they approved correctly and contain all required information? b. Are denied applications kept on file? c. Were applications denied correctly?			
3. Is direct certification completed **at least** three times per year?			
4. Are direct certification benefits extended to all students in the household, even if they did not all appear on the DC list?			
5. Does the system prevent overt identification of students receiving free and reduced priced benefits?			
Meal Service	**Yes**	**No**	**Comments**
1. Is meal pattern being met for each grade group in the school? a. Minimum daily portion sizes are met b. Weekly minimum oz. eq. for M/MA and grains are met c. Vegetable subgroups (DG, RO, BP, S, O) are met d. Zero trans fat in all products			
2. Are two milk types (FF Flavored, FF non-flavored, or 1% non-flavored) available to students during the meal service?			
3. Is potable water available to students during the meal period at no cost to the student?			
4. Do the *observed* portion sizes correspond to the *planned* portion size of each menu item?			
5. Is offer vs. serve correctly implemented (if applicable)?			
6. Do production records for the day of observation and past month: a. Contain all required information and documentation? b. Show all required food components were offered? c. Document substitutions?			
7. Are standardized recipes being followed?			
8. Are CN labels, product spec sheets, and nutrient fact sheets being kept on file?			
Special Diets	**Yes**	**No**	**Comments**
1. Does the site have proper documentation on file for all special diet requests?			
2. Are food service staff aware of any and all special dietary needs and how to respond in case of an emergency?			
3. Are special dietary meals documented daily to verify a reimbursable meal?			
Daily and Monthly Meal Counting and Claiming System	**Yes**	**No**	**Comments**
Validate one month of claims. To do this, review the daily free, reduced and paid meal counts, taken at the site, for one month. Add the daily counts by category to arrive at a monthly total of meals claimed in each category (free, reduced and paid). Compare these total numbers to the numbers reported to and claimed by the SFA. The numbers should be the same.			
1. Is the approved POS system (site sheet lines 113-115 in CNPweb) implemented as stated?			
2. Is a current eligibility list kept up-to-date and used by the meal count system to provide an accurate daily count of reimbursable meals by category (free, reduced price, paid)? a. Are eligibility changes made prior to the meal service?			

Daily and Monthly Meal Counting and Claiming System (cont.)	Yes	No	Comments
3. Is the school correctly identifying and counting: a. Incomplete meals b. Second meals c. Lost, stolen, misused IDs or PINs d. Visiting student meals e. Adult and non-student meals f. Program and non-program meals g. A la carte h. Student worker meals i. Field trips j. Charged and/or prepaid meals			
4. Is staff at the point of service correctly identifying reimbursable meals?			
5. Is staff correctly documenting non-reimbursable meals?			
6. Is a back-up point of service system in place and staff trained on how to use the back-up system?			
7. Are daily meal counts by category correctly totaled and recorded?			
8. Are daily meal counts correctly totaled and consolidated?			
9. Is the point of service meal counts used for the claim for reimbursement?			
10. Are edit checks and internal controls in place (according to 7 CFR 210.8(a)(3)), to ensure: a. Daily counts by category (F/R/P) do not exceed the number of students eligible (F/R/P). b. Total number of meals do not exceed the daily attendance c. Meal counts do not exceed **total enrollment times the attendance factor** (attendance factor reported on line 27 in CNPweb) _____ x _____% =_____ If meals exceed, record explanation in comments. d. Record and compare today's counts and attendance below.			
Today's Eligibility: Free Reduced Paid Total **Today's Meal Counts:** Free Reduced Paid Total			
Foods of Minimal Nutritional Value/ Competitive Foods	**Yes**	**No**	**Comments**
1. Are foods of minimal nutritional value accessible to students in the food service and dining areas during the meal service period (e.g. vending machines, school stores, fundraising, etc.)?			
2. Are there competitive foods (any food sold in competition with the reimbursable meal) sold to children in the food service areas during the meal service?			
3. If competitive foods are sold, are these foods purchased with money from the school foodservice account? a. If yes to 3, does the revenue from these items cover the cost of these items (including labor and commodities)? b. If no to 3, does the sale of these items accrue to the benefit of another non-profit school account, as required?			
HACCP/Food Safety	**Yes**	**No**	**Comments**
1. Has the school received two annual health dept. food safety inspections? a. If not, is there a documented request for two inspections on file? b. Have violations been corrected?			

c. Is the current inspection visible to the public?			
2. Are food items stored properly (on shelves or pallets up off the floor and away from walls)?			
3. Are thermometers present in storage areas?			
4. Are correct temperatures maintained? Ranges: dry = 50-70, cooler = 36-40, freezer = -10-0			
5. Are proper sanitation procedures followed during preparation, serving and cleanup of the meal?			
6. Are all areas (storage, meal prep., serving and eating) of the food service facility clean?			
Civil Rights	**Yes**	**No**	**Comments**
1. Is the "Justice for all" poster displayed where it is visible to recipients?			
2. Is the correct nondiscrimination statement included on all materials that are sent to parents and the public?			
3. Are Limited English Proficient households identified and accommodated?			
4. Are procedures established to receive complaints alleging discrimination? Do these procedures include reporting the complaints to the State Agency?			
5. Have there been any written or verbal complaints alleging discrimination? If yes, have these complaints been reported to the State agency?			
6. Do admission procedures restrict enrollment of minority persons?			
Outreach	**Yes**	**No**	**Comments**
1. Are households informed of the School Breakfast Program at the beginning of the school year and at least once more during the year?			
2. Are households informed Summer Food Service Program prior to its operation?			
Wellness Policy	**Yes**	**No**	**Comments**
1. Is the wellness policy being implemented as it is written?			

Site Summary
Site Suggestions/Requests
Corrective Action (must follow up in 45 days)

Corrective Action Due Date:	**Corrective Action Completed (date):**
Site Manager Signature:	**Date:**
SFA Reviewer Signature:	**Date:**