

Coordinated Review Effort (CRE)—Table of Contents

Review Cycle	23.1
Review Schedule	23.1
Review Period	23.2
Number of Schools to Be Reviewed	23.2
School Selection Worksheet	23.2
Program Areas to Be Reviewed	23.3
<i>Performance Standard 1 (Meal Counting and Claiming)</i>	
<i>Performance Standard 2 (Meal Components)</i>	
<i>General Review Areas</i>	
The Review Process	23.4
First Review	23.4
What Will Reviewer Look For?	23.5
<i>Application/Benefit Issuance Process</i>	
<i>Direct Certification</i>	
<i>Head Start Documentation</i>	
<i>Even Start Documentation</i>	
<i>Runaway Youth Documentation</i>	
<i>Homeless Youth Documentation</i>	
<i>Migrant Youth Documentation</i>	
<i>Master List/Roster</i>	
<i>Documentation of Any Change</i>	
<i>Verification Process</i>	
<i>Meal Count/Collection Procedures</i>	
<i>Point-of-service Count</i>	
<i>Consolidation of the Claim</i>	
<i>Menu Requirements for All Meal Patterns</i>	
<i>General Record Keeping Policies</i>	
<i>Records to Maintain Daily</i>	
<i>Records to Maintain Monthly</i>	
<i>Financial Records</i>	
<i>Policy Statement</i>	
<i>Civil Rights Issues</i>	
<i>Procurement Process</i>	
<i>Procurement</i>	
<i>Competitive Foods and Exclusive Beverage Contracts</i>	
<i>Parent/Student Involvement</i>	
<i>Provision 2 Base Year</i>	
<i>Provision 2 Non-Base Year</i>	
<i>Food Service Management Company Operations</i>	
<i>USDA-Donated Foods (Commodities)</i>	
<i>Health Inspections</i>	

What Triggers a Follow-up Review?	23.10
Review Threshold	23.10
Fiscal Action	23.11
Lack of Response or Corrective Action Plan (CAP) Past Due	23.11
Appeals Procedure	23.11
Scope of a Follow-up Review	23.11
Timelines for Follow-up Review	23.11
Withholding of Funds after First Follow-up	23.11
TDA Termination of District From Participating in Child Nutrition Programs	23.11
Child Nutrition Program Self-Assessment Tool	23.12
School Selection Worksheet	23.30
Checklist of Materials Needed for SMI Review	23.32

Coordinated Review Effort (CRE)

A Coordinated Review Effort (CRE) review is a standardized review process developed by the U.S. Department of Agriculture (USDA) that includes a comprehensive on-site evaluation of a district participating in the Child Nutrition Programs (CNP). The review includes both critical and general areas of review, as well as areas the state agency deems as important. USDA provides specific guidance and instructions for the review process so that all districts nationwide are evaluated in the same manner.

The purpose of the CRE is to ensure compliance with the National School Lunch Program (NSLP), the School Breakfast Program (SBP), the After School Care Program (Snack) and the Summer Program. However, only the National School Lunch Program is required by federal regulations to be reviewed on the first review.

Review Cycle

Districts participating with the Texas Department of Agriculture (TDA) must be reviewed at least once during the established five-year cycle. Districts entering the program at any point during the cycle must be reviewed during that five-year cycle. State agencies are encouraged to conduct more reviews of large districts and of any other districts that may benefit from more frequent visits. A large district is defined as any district with an enrollment of 40,000 or more.

The current five-year cycle is July 1, 2008, through June 30, 2013.

USDA has no per year minimum number of reviews for state agencies to conduct; therefore, the state agency has flexibility to schedule district reviews within the five-year cycle as it best sees fit.

Review Schedule

Usually in May the state agency (SA) provides the Educational Service Center (ESC) with a tentative list of the districts that have been selected for review for the following year. The state agency has the discretion to review a district at any given time; therefore, all districts should be ready for a review during any of the five years of the review cycle.

Usually in August of each year, the SA will officially inform a district it is to be reviewed. A second review announcement is mailed to the district at least 30 days prior to the review date.

Review Period

The review period must include the most recent month for which a claim for reimbursement was submitted, provided it has at least 10 operating days. The latest claim information can be found in the Child Nutrition Programs Information Management System (CNPIMS).

The SA has the right to review a district early in the school year based on a Claim for Reimbursement from the previous year. In this case, the SA would have to review the previous school year's eligibility determinations, benefit issuance documents and procedures for updating eligibility. If fiscal action is required due to errors noted, it must be taken back to the beginning of the previous school year. Additionally, the SA would also have to review the current year's eligibility determinations and benefit issuance documents in order to evaluate the meal counting process on the day of the review.

Number of Schools to be Reviewed

When selecting schools for review, the SA must use USDA's required procedures and criteria. To determine the minimum number of schools to review, use the table below.

<i>Number of Schools in District</i>	<i>Minimum Number of Schools to Review</i>
1 to 5	1
6 to 10	2
11 to 20	3
21 to 40	4
41 to 60	6
61 to 80	8
81 to 100	10
101 or more	12*

*12 plus 5 percent of the number of schools over 100. Fractions must be rounded upward to the nearest whole number.

School Selection Worksheet

The SA provides a school selection worksheet to districts in the CRE announcement letters. The district must complete it according to the instructions and submit it to the reviewer for the schools to be selected prior to the review date. If a district has more than one school, the school selection worksheet must be completed. Use October school data if reviewed after October. If reviewed in September or October, use the most current completed month's data or the previous October's data. The completed worksheet can provide insight to the school(s) that would or probably could be selected for a CRE review.

In evaluating the completed school selection worksheet, USDA provides the following criteria for the selection of schools to be reviewed. All schools with a free average daily participation of 100 or more and a free participation factor of 100 percent or more must be reviewed. Selection of additional schools to meet the minimum number of schools to review must be based on the following criteria:

- Elementary schools (Pre-K, K-8) with a free average daily participation (ADP) of 100 or more and percent free participation of 97 percent or more.
- Combination schools (K-12, 7-9, 7-12, etc.) with a free average daily participation of 100 or more and percent free participation of 87 percent or more.
- Secondary schools (grades 9-12) with a free average daily participation of 100 or more and a percent free participation of 77 percent or more.

Occasionally all schools in the district do not meet the USDA criteria, therefore the SA has created other optional criteria for reviewers to use for school selections. The optional criteria is as follows:

- Satellite sites, alternative schools, Juvenile Detention Centers (JDCs)
- High participation sites
- Low participation sites
- Findings from daily records or claims review process
- Questionable patterns in daily lunch counts and claiming patterns
- New or unusual accountability system
- New school
- New manager or supervisor
- School or manager never reviewed by state
- Recommendations from the Child Nutrition Program Director

If a district has two schools that meet the criteria for school selection but the SA is required to visit only one school, then the reviewer will select only one school from those two schools to review.

Program Areas To Be Reviewed

Critical areas of the review are composed of Performance Standard 1 (Meal Counting and Claiming) and Performance Standard 2 (Meal Components and Quantities). Another section of the review, General Areas, covers a variety of subjects.

Performance Standard 1 (Meal Counting and Claiming)

All free, reduced-price and paid lunches claimed for reimbursement are served only to children eligible for free, reduced-price and paid lunches, respectively, and counted, recorded, consolidated and reported through a system that consistently yields correct claims. Specific areas that are examined for Performance Standard 1 are as follows: free/reduced-price application process, benefit issuance, student eligibility changes, on-site point-of-service count and claim consolidation.

Performance Standard 2 (Meal Components)

Lunches claimed for reimbursement within the district contain food items/components as required by program regulations. Specific areas that are examined for Performance Standard 2 are as follows: day of review menu and review month menus, correct portion sizes for age/grade groups on the food production records, CN labels, menu components, product formulation statements, fact sheets and nutrient analysis.

General Review Areas

General review areas cover a wide variety of subjects and include the following: the verification process, policy statement, school collection procedures, civil rights issues, overt identification, edit checks or Accuclaim, financial records, meal pricing, procurement procedures, record keeping procedures, competitive foods, exclusive beverage contracts, parent-student involvement, commodities, health inspections and the monitoring of the Snack Program and Summer Program, if applicable. The SA can also add areas to the review in the General Area as deemed necessary.

The Review Process

1. In May/June TDA notifies the ESC of districts selected for an anticipated CRE review.
2. CRE announcement letter is issued to the district in August.
3. The district should contact ESC for technical assistance prior to CRE review. The district will also want to evaluate their operation using the self-assessment at the end of this section.
4. Second CRE announcement letter issued to district approximately 30 days before review date.
5. The district must complete and submit the School Selection Worksheet to TDA based on October data.
6. Compliance reviewers will conduct the entrance conference with the superintendent and/or his/her designee(s). Compliance reviewers may observe a breakfast meal service prior to the entrance conference in the district.
7. Compliance reviewers will conduct on-site visits to selected schools and the Child Nutrition director's office.
8. Compliance reviewers will conduct an exit conference with the superintendent and/or his/her designees to discuss the review findings, if any.
9. Compliance reviewers will issue a Corrective Action Plan (CAP) within 30 days from the exit conference date. The district should contact the ESC to discuss any findings and seek possible solutions to ensure the district CAP responses are adequate and timelines are met.
10. The district has 30 days to adequately respond to all findings noted in the CAP. Should the CAP be incomplete or past due, the district's claims will be placed on "HOLD" until all review findings are corrected.
11. If there are no findings or the CAP has adequately been addressed, the SA will issue a Letter of Closure for the review conducted.

First Review

The lunch program must be reviewed on the first review and the SA may review the breakfast program as well. Breakfast may be reviewed on first review based on the following: past review problems noted, the size of the district, complaints from parents, etc.

What Will Reviewer Look For?

The following information is a summary of what the reviewer will examine when conducting a review. The Child Nutrition Program Self-Assessment Tool, located at the end of this section, is also helpful in preparing for a CRE.

Application/Benefit Issuance Process

- Applications should be readily retrievable by school.
- 50-100 percent of all applications will be reviewed.
- Temporary and denied applications will be reviewed.
- Approved eligible student counts vs. reviewer's count will be established.
- Applications will be checked for correct approval based on income and family size.
- Determine if questionable applications were researched before determination made.

Direct Certification (DC)

- Official TDA-formatted downloaded DC list to be reviewed.
- If a student's name is not on the DC list, the student must have an application on file, Head Start, Even Start, runaway, homeless or migrant certification.
- Is DC list updated regularly?
- Was Predetermined Eligibility Letter for DC sent to household?
- Are siblings of directly certified students added to the direct certification list?
- Is DC list used only for first 30 operating days of the school year?

Head Start Documentation

- Are Head Start students enrolled in the school district in an academic program?
- Is a statement of low income provided by an authorized Head Start employee (signed and dated)?

OR

- A list of income eligible Head Start students.
- Is the list new for each school year?
- Was Predetermined Eligibility Letter (Head Start) sent to households?

Even Start Program Documentation

- Approved Even Start application; or
- A statement of enrollment in Even Start; or a list of children in Even Start must be on file.
- Confirmation of pre-kindergarten status.
- Re-certify each year.

Runaway Youth Documentation

- To document a child's runaway status and eligibility for free meal benefits, the school must obtain a list with each child's name and the signature of the local runaway coordinator.

Homeless Youth Documentation

- To document a child's homeless status and eligibility for free meal benefits, the school must obtain a list with each child's name and the signature of the local homeless coordinator.

Migrant Youth Documentation

- To document a child's migrant status and eligibility for free meal benefits, the school must obtain a list with each child's name and the signature of the local migrant coordinator.

Master List / Roster

- Is there a listing of all students and their approved categories by school?
- The list/roster should include:
 - Child's name
 - Approved status
 - Date approved
 - Date noting a change (such as drop, transfer, status change) must be on roster or application.
- School master list will be compared to all F/R applications, direct certification list, runaway, homeless, migrant, Head Start/Even Start lists at review school to make sure approval is correct.
- Denied (paid) applications will be checked for correct approval and student's status will be checked on roster to make sure student is receiving proper benefits.

Documentation of Any Change

- Any change on the master list/roster or the application or other documents **MUST** be initialed and dated by the person making the change.

Verification Process

1. Is correct sample size based on October 1 count of applications?
2. Is the district summary sheet completed?
3. Did the district document by application?
4. Was verification completed by November 15?
5. Were an adequate number of applications selected?
6. Were required income and SSN documentation obtained?
7. Is the Verification Record completed?
8. Were correct letters sent to households? (See Verification Section.)
9. Was the verification review report submitted to TDA?

Meal Count/Collection Procedures

- Is the counting, recording, and claiming of the number of meals served to students by category accurate?
- Is there adequate documentation to support the claim?
- Is the coded medium of exchange (use common location and time for distribution; overt identification is prohibited) used correctly? Is the collection procedure observed the same as the one submitted and approved by TDA?
- Are all required food items offered prior to the point-of-service?
- Is there equal access for all students?

Point-of-Service Count

- Is the system used providing an accurate point-of-service count of reimbursable meals served (one per eligible student per day) by category (free, reduced and paid) each day without overtly identifying students' eligibility?
- Is the system utilizing base year percentages to point-of-service count, if Provision 2?

Consolidation of the Claim

- Are the Accuclaim edit checks conducted to prevent claiming more students than in attendance?
- Are edit checks performed **daily** (Compare each school's daily claim against the number of students approved for free and reduced-price lunches, the school's average daily attendance and the school's enrollment)?
- Is monitoring performed annually (each district with more than one feeding site shall perform an on-site review of the meal counting and recording procedures in each school prior to February 1)?

Menu Requirements for All Meal Patterns

- Are all required components/food items available in correct portion sizes on every reimbursable serving line?
- Are all items offered before the point-of-service count?
- Are food production records complete and adequate to support claims?
- Do the Day of Review/Review Period menus meet meal pattern requirements?

General Record Keeping Policies

- Are records kept for five years (including applications)?
- Are approved applications (date approved, level of benefits, signature or initials of reviewing official) kept?
- Are denied applications (reason for denial, date of denial, date notice sent, signature of reviewing official) kept?
- Is supporting information, such as dates of transfers, withdraws and changes in eligibility, maintained for five years?

Records to Maintain Daily

- Is the Daily Record of Reimbursable Meals maintained?
- Is the Daily Record of Income updated?
- Are food production records completed by the end of each day?
- Is the system that notes transfers, withdrawals, etc. updated as needed?
- Are Accuclaim edit checks conducted daily?

Records to Maintain Monthly

- Is the consolidation of school meal counts by category correct?
- Is the reimbursement claim submitted electronically via CNPIMS on or before the 10th of each month but no later than 60 days following the completion of the claim month?
- Is the Record of Program Expenditures updated as needed?
- Is student-parent involvement documented?

Financial Records

- Are financial records, purchasing procedures, meal pricing and exclusive beverage contract available for review?
- Is the fund balance from last year carried forward (positive or zero)?
- Is the net cash balance less than three months' operating expenditures? If more than three months' operating balance, submit plan to state office's Food and Nutrition Division for approval.
- Is all interest posted to Child Nutrition Program account?
- Does payroll account for only Child Nutrition (CN) personnel?
- Do school bank deposits balance with monthly bank statements?
- Are meals priced as a unit?
- Do reduced-price charges exceed maximum allowed? (40 cents for lunch, 30 cents for breakfast, 15 cents for snacks)
- Are adult meal prices sufficient to cover costs?
- Is there a bidding process in place? Is district purchasing awarded items?
- Are state matching funds deposited in the CN account?

Policy Statement

Is the district following all attachments of the policy statement submitted and approved by TDA?

Civil Rights Issues

- What are procedures for accommodating the feeding of disabled students?
- Is the nondiscrimination poster posted?
- Is the nondiscrimination statement printed on correspondence?
- How is the district handling complaints of discrimination?
- Is the district providing / using foreign language translations applications, if needed?
- Is there separation by race, color, national origin, sex, age or disability in the eating periods, seating arrangements, serving lines or eating areas?
- Is there overt identification?

Procurement Process

- Is there a copy of the invitation to bid, including instructions to vendors and specifications, maintained on file?
- Are bids advertised?
- Is there a dated mailing list of vendors who were mailed a copy of the bid?
- Are copies of bids submitted by vendors?
- Are bid evaluation sheet(s) completed, if used?
- Are copies of Bid Award letters and letters to unsuccessful bidders on file?
- Are copies of contracts on file?
- Are copies of RFPs on file?

Procurement

- Are Competitive Bid procedures used on all items of \$25,000 or more?
- Is a review of the process of bid awards, specifications and delivered items in compliance?
- In reviewing, do bids include the following:

- Lobbyist Certification Form?
- Debarment/Suspension Form?
- Clean Air/Clean Water Verbiage?
- Well-written specifications?
- Buy American Provision?
- Nutrient Analysis/Product Formulation Statement Information Requested?
- Is geographical location used as a tie-breaker?

Competitive Foods and Exclusive Beverage Contracts

- Is serving/purchasing of Foods of Minimal Nutritional Value (FMNV) in foodservice area or with CNP funds observed?
- Is CN required to purchase off the exclusive beverage contract? A copy of the exclusive beverage contract will be required by the reviewer.
- Does documentation show the percentage of sales that Child Nutrition purchased as a part of the contract?
- Does an audit trail indicate Child Nutrition has been paid their share of the contract payments?

Parent/Student Involvement

- Is there a district plan for community involvement?
- Is there documentation of activities?

Provision 2 Base Year

- Is a prototype notification document to parent/guardian on file including media release?
- Are 100 percent of applications for schools selected for review retrievable by school? Approved correctly?
- Is the master list/roster of eligible students updated regularly?
- Was the roll-over of first 30 day students handled properly? Terminated on 31st day if did not reapply?
- Has verification been established? Followed? Completed?
- Does overt identification occur?
- Is there a collection/deposit of cash income for adults and a la carte? Are daily deposits accurately reflected in monthly statement?
- Is the count of free/reduced/paid for the day of review and review month correct?
- Are second meals being claimed?
- Are edit checks (Accuclaim) being reviewed?
- Is direct certification being used properly?
- Is the reimbursement claim being consolidated correctly?
- Are on-site monitoring visits being conducted and documented?

Provision 2 Non-Base Year

- Is documentation of public announcement regarding Provision 2 on file?
- Is the total count of free/reduced/paid for the day of review and review month accurate?
- Is there a collection/deposit of cash income for adults and a la carte? Are daily deposits

- accurately reflected in monthly statement?
- Are second meals being claimed?
- Is the percentage (%) of free / reduced / paid established in the base year being applied to monthly count correctly?
- Is the reimbursement claim being consolidated correctly?

Food Service Management Company Operations

- Is the Request for Proposals (RFPs) followed?
- Is there time and effort documentation of the Child Nutrition director, especially if shared?
- Is the procurement of contract for district, as well as indirect costs, billed to the district?
- How is the operation of ala carte items on lines managed?
- Is the district monitoring / responsibilities over the management company operation?

USDA-Donated Foods (Commodities)

- Is a temperature log maintained? (*not required*)
- Is the district storing foods properly:
 - Off floor / away from walls?
 - Cleaning supplies stored separately?
 - Old, excessive or damaged commodities utilized or removed?

Health Inspections

- Has the school been inspected twice within the last 12 months?
- Are violations addressed, if noted on inspection?

What Triggers a Follow-up Review?

Findings or errors noted on the day of review and the review month will be addressed at the exit conference and on the CAP. When a reviewer determines there is a finding, the findings are generally classified into the three categories for review purposes:

- 1. Nonsystemic** — which means the contributing factors are unusual or are not part of the normal operating procedure, and the system does not have to be changed to achieve accurate results.
- 2. Systemic** — means if any of the contributing factors are built into the process and would likely reoccur if the process is not changed. The reviewer must determine the scope of the error, which could involve reviewing the records for previous periods to make that determination.
- 3. Clerical** — means the errors may or may not be nonsystemic or systemic. The determination should be based on an examination of internal controls, the magnitude of the errors and the ability of the district to generate accurate records over a period of time.

Review Threshold

If the review threshold or the degree of error in a critical area of review is exceeded, a follow-up review may be triggered for the district. Review thresholds are designed to limit the number of follow-up reviews to only those districts with serious problems.

For a Performance Standard 1 (Meal Counting and Claiming) violation, if 10 percent or more and 100 or more free and reduced-price lunches were claimed incorrectly, the school has violated Performance Standard 1.

For a Performance Standard 2 (Meal Components) violation, if 10 percent or more of the total number of lunches observed in a school are missing one or more of the required food items/components, the school has violated Performance Standard 2.

Fiscal Action

Fiscal action could result if an overclaim is noted during the review. An overclaim is the portion of a district's claim for reimbursement that exceeds the federal financial assistance that is properly payable. The SA has an option to disregard any overclaim of \$600 or less per program.

Lack of Response or Corrective Action Plan (CAP) Past Due

The state agency can "HOLD" all future district claims until all findings in the CAP are addressed and approved. This is in accordance with federal regulations.

Appeals Procedure

An appeals procedure is provided when fiscal action is required. A school district can appeal fiscal action resulting from the denial of all or part of a claim for reimbursement or withholding of payments established by a CRE. Findings cannot be appealed.

Scope of a Follow-up Review

USDA authorizes the SA to address only the areas of the review where problems were noted on the previous review(s). On a follow-up review, the SA is required to review all other Child Nutrition Programs, such as the breakfast, snack and summer programs.

Timelines for Follow-up Review

For districts that exceed the review threshold, federal regulations require that a follow-up review must be conducted before December 31 of the following year.

Withholding of Funds after First Follow-up Review

Should a second Follow-up Review be required in a district, the SA will place a "HOLD" on program funds until the problems identified in the reviews are corrected. This is in accordance with federal regulations. It is suggested that districts request technical assistance from their ESCs to eliminate second follow-ups from occurring.

TDA Termination of District From Participating in Child Nutrition Programs

According to federal regulations, the SA will evaluate whether the degree of noncompliance by a district warrants program termination when multiple follow-up reviews are required.

Child Nutrition Program Self-Assessment Tool

<p>The self-assessment tool can be used by a school district to evaluate its program and identify areas for improvement. To be in compliance, school district staff should be able to respond “Yes” to the questions. Questions are separated by topics. Additional information can be found in referenced sections in the Administrator’s Reference Manual (ARM). If the assessment reveals areas that need improvement, they should inform their ESC Child Nutrition Staff to arrange to get the technical assistance they need.</p>				
<p>¹ APPLICATION/AGREEMENT REFERENCE ARM, SECTION 2</p>				
SECTION A		Yes	No	N/A
	1. Is the reviewing official the same as stated in the Policy Statement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2. Is the hearing official stated in the Notice/Letter to Households the same as that stated in the Policy Statement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3. Is the hearing official a person who is not involved in the determination, confirmation and/or verification process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4. Is the collection procedure in use at each serving site the same as the approved collection procedure stated in the Policy Statement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	5. Is a copy of the free and reduced-price meals Policy Statement available to each school in the district?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	6. Is the medium of exchange for free, reduced-price and full-price meals:			
	a. Coded in a manner that does not cause overt identification of children receiving free and reduced-price meals? (Prohibited codes include color-coding and use of obvious identifiers such as F, R and P).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Available through prepayment or charging thus making free and reduced-price meal recipients appear as students who have prepaid or charged?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Distributed using a common location at a common time for all students to obtain their tickets or tokens?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Collected in a manner that ensures that the same procedures are used for all categories of meals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Did the school district send out a public release to the media and community/grass roots organizations that includes the letter to parents, application form and the complete income eligibility guidelines?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Was a copy of the newspaper article or the letter of transmittal page, along with the media package, kept as documentation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Has the school district updated Schedule A as part of the annual renewal process through Child Nutrition Programs Information Management System (CNPIMS)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Has the school district updated the eligibility numbers using the most current October information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Has the school district updated the enrollment using the most current October information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comments:				

¹ELIGIBILITY REFERENCE ARM, SECTION 4		Yes	No	N/A
SECTION B	1. Are the school district’s free and reduced-price meal applications readily retrievable by school?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2. Were the current school year’s application, notice/letter to households and eligibility guidelines used by each school in the district?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3. Are the parents or guardians of all children enrolled in the school district given a free and reduced-price meal application at the beginning of the school year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Are foreign language translations available or is a translator available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4. Have the applications been reviewed for accuracy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Do all income applications include:			
	€# name(s) of student(s) for whom application is made?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	€# names of all household members?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	€# signature of an adult household member?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	€# social security number of the adult who signed the application or an indication that he/she does not have one?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
€# income of each household member; by source?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
€# income boxes checked if no income?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Do all Food Stamp/TANF applications include:				
€# name(s) of students?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
€# valid Food Stamp/TANF number (Eligibility Group Number)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
€# signature of an adult household member?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Are all foster and institutionalized children on individual applications?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Is the school district using a multiple child or multiple use application?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Was the correct eligibility determination made for each application processed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Are all children in each household receiving the same level of benefits? Exception: Siblings of Head Start, Direct Certification, Migrant, or Homeless students may receive a different level of benefits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Does the school district have a system for handling temporarily approved applications (applications indicating “zero income” or “not working”) which includes:				
a. Temporary approval for approximately 90-calendar days after the first approval date and every 30-calendar day thereafter?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. A process for notifying the household that their benefits will expire unless the information on the application is updated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Termination of benefits if the household fails to respond?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. If benefits are being increased, are they changed within 3-operating days?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Yes	No	N/A
10. If benefits are being reduced or terminated, are they changed within 10-calendar days?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. According to the following chart, is the school district required to use the Direct Certification (DC) list? 10,000 or more students enrolled for SY 2007-08 All districts for SY 2008-09 a. Is the original DC list kept on file at the district? b. Is the school district updating the second list as needed? c. Is the school district updating the DC list quarterly? d. Are benefits being issued for the entire year? e. Is the school district maintaining each year's list for 5 years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Is the Notice of Predetermined Eligibility sent to the parent or guardian of each directly certified student?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Does the Notice of Predetermined Eligibility include: a. Their children are eligible for free meals? b. No further application is required? c. The household should notify the school district if they do not want their children to receive free benefits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Is the date that the notice is sent noted beside the name of the student on the DC list or elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

¹ VERIFICATION REFERENCE ARM, SECTION 6				
	Yes	No	N/A	
SECTION C	1. Based on count taken of approved meal applications on file on October 1, were an adequate number of meal applications selected for verification?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2. Did the district conduct the Error Prone method of verification?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3. Were the applications reviewed for accuracy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. If the application was incorrectly approved, did the household receive an adverse action letter?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Was a new application pulled for verification?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Did the confirming official sign on the application?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Is the confirming official signature different than the <i>reviewing</i> official signature?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4. If the school district has a technology based system:			
	a. Has the school district requested a waiver to review applications as part of the verification process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Does the school district have the letter on file?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	5. During verification:			
	a. Was all required documentation obtained during the verification process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Were 4 consecutive weeks used to determine the household's income?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. On the non-response households, was a follow-up done?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. Was the follow-up notification documented and signed on the application?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Was the verification process completed by November 15?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Is the verification process documented on the application?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Or is the information documented on the summary form?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Is the District Summary Form completed and on file?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Is the Verification Record used for each application?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Are households whose benefits must be reduced or terminated given the required 10-day notification prior to the change?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comments:				

¹ COUNTING AND CLAIMING REFERENCE ARM, SECTION 7				
	Yes	No	N/A	
SECTION D	1. Is the count by category taken at the point-of-service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2. If the cashier is at the beginning of the line, is there a monitor stationed at the end of the line who removes any meal from the count that does not contain sufficient components in order to claim reimbursement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3. Is there a system in place to ensure that second meals are not claimed for reimbursement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4. Is there a trained substitute cashier?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	5. After viewing the collection procedure in operation, does it appear that it yields an accurate count by category? Observe the cashier(s) at the end of the serving period to ensure that the count as taken on the line is the same as that reported on the daily record. Perform the same procedures the cashier performs. Count the number of meals by category from the tickets, roster, etc. and compare your numbers to the cashiers' reported numbers. Compare the counts by category taken on the day of the review to counts recorded for prior days that month to determine if they are reasonable. Have a report run from the point of sale to show what meals were served and what the level of benefits were provided to students. Manually count the categories and check against what the report shows is the count. Look for adult meals or AI A Carte sales being put in the free or reduced-price category.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	6. If there is more than one serving line, are the counts from all lines properly consolidated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	7. Is the master roster/ list current?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	8. Do the names on the list of eligible students match approved applications on file and on the direct certification, homeless, migrant or runaway list?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	9. If more than one master roster/list is used, are all lists the same?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	10. Are changes due to withdrawals, transfers, etc. reflected on the list or on another tracking document dated and initialed by responsible person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	11. Is the count of eligible students updated on a daily basis or in a timely manner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	12. Are attendance-adjusted eligible students by category compared to daily meal counts for each school (Accuclaim edit check)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	13. When the daily meal counts by category exceed the ADA, is the validity of the count examined and documented prior to the submission of the claim?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	14. Are counts on the daily record of meals served that reflect patterns of numbers; repetition of numbers; constant counts by category; served count equal to delivered count; identical counts for breakfast and lunch; 100 percent participation; or category count exceeding the number of eligible students: a. Researched for errors? b. Corrected as required?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

SECTION D CONT'D		Yes	No	N/A
	15. Are prepaid and charged meals counted on the day served, not the day the money is collected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	16. Are students issued one original and a minimum of three replacement meal tickets or are special meal arrangements allowed before a student is charged for the fourth replacement ticket?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	17. Is an on-site review of the lunch meal counting and claiming procedure completed and documented prior to February 1, unless the district has only one feeding site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	18. Is corrective action of the counting and claiming procedure developed as needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	19. Is a follow-up review conducted within 45 days to ensure that corrective action was taken?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				

¹ BREAKFAST PROGRAM AND LUNCH PROGRAM				
REFERENCE ARM, SECTIONS 8 AND 9				
SECTION E		Yes	No	N/A
	1. Are each of the required food items offered on every lunch menu?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2. Are each of the required food items offered on every breakfast menu?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3. Have all school district recipes been checked to ensure that they actually contribute the expected yield per serving? This is determined by using the Food Buying Guide, the amount of creditable ingredient called for in the recipe, and the number of portions the recipe yields to determine contribution per portion.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4. Is fluid milk offered as part of a reimbursable meal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	5. Do any menus using dry peas or beans as contributing to the meat/meat alternate component of the meal exclude dry peas or beans as part of the fruit/vegetable component?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	6. Are two different sources of fruits and vegetables being used to meet the fruit/vegetable component?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	7. Is a CN Label or Product Analysis, with regard to the contribution of all purchased-prepared meat/meat alternate food items, on file? Documentation is not required for products that are 100% meat and can be weighed in the cooked state; example 100% beef patty.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Are the purchased-prepared items documented the same as those received, prepared and served in all of the school district kitchens? Product labels attached to the back of food production records are an easy way to monitor the products actually used in each of the district kitchens.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

		Yes	No	N/A
SECTION E CONT'D	9. Are complete food production records maintained on all meals claimed for reimbursement including breakfasts, snacks, food bars, and various other serving lines?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	10. Do production records show accurate case numbers, serving portions and other required information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	11. If breaded fruit and/or vegetable products are used, is a CN Label or Product Analysis regarding their contribution to the meal pattern on file?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	12. Is full-strength fruit juice contributing no more than one-half of the required serving size of fruit/vegetable component for lunch?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	13. Are 50% or greater juice-based drinks that are used to contribute to the breakfast and/or lunch patterns credited properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	14. Are utensils that yield standard-sized servings used for portioning all menu items?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	15. Is the required number of bread servings offered each week?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	16. If using Enhanced Food Based Menu Planning System, does only one grain-based dessert for grades K-12 count as a grain/ bread serving?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	17. Are the required number of meat/meat alternate servings offered each week?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	18. Does the variety of milk offered during the meal include a variety of fat content? Variety of fat content for milk includes skim milk, 1% milk, 2% milk or whole milk.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	19. Is the variety of milk offered on every reimbursable line throughout the entire serving period?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	20. Is each student permitted to select from the required choices of milk?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	21. Are all required components offered in sufficient amounts before the cashier counts the meal as reimbursable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	22. If the school district is operating under offer versus serve, is the student allowed to select his/her choice from the number of food items offered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	23. Do the senior high school students (grades 9 – 12) have offer versus serve available to all students?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	24. Will the school district conduct any activities to promote participation in the School Breakfast Program (SBP)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	25. Have all barriers to participation in the SBP been removed? Example: Bus schedules are changed so students have time to eat breakfast and/or breakfast is offered during non-traditional hours.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		Yes	No	N/A
SECTION E CONT'D	26. Targets for growth in the SBP: a. Has the school district set targets for growth in the SBP? b. Have they met those targets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	27. Does the school district analyze the meals if on the Nutrient Standard Menu Planning System or on Assisted Nutrient Standard Menu Planning System? a. Are menus analyzed using USDA-approved software? b. Is the school district serving the menu that was analyzed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	28. Nutrient Standard Menu Planning System or an Assisted Nutrient Standard Menu Planning System? a. Does the planned menu and nutrition analysis reflect the correct age/grade grouping? b. Does the documentation show the appropriate age/grade groups?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	29. Do portion sizes of the served menu appear to match portion sizes of the planned menu?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	30. Do the calorie amounts listed on the analysis appear reasonable for the portion sizes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	31. Are all items on the served menu accounted for on the planned menu and nutrient analysis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	32. Does the planned menu and nutrient analysis meet the nutrition standards for the week?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	33. Are appropriate substitutions being made within the 2-week time frame?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	34. Is the menu-planning pattern well advertised to the students?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	35. Does the cashier know the minimum amount of items the students may choose?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	36. Are children notified that extra sides taken would be charged?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	37. If school district is on the Assisted Nutrient Standard Menu Planning System, did the state office review and approve the menu planning system prior to implementation? (The review is required if the school district changes their menu planning system after May 2005)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Comments:			

¹ ACCOMODATING CHILDREN WITH SPECIAL DIETARY NEEDS REFERENCE ARM, SECTION 13				
SECTION H		Yes	No	N/A
	1. Are disabled students provided access to program benefits as prescribed by regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2. Is a doctor's note on file if menu substitutions are being made to claim a reimbursable meal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Comments:			

¹ FINANCIAL REFERENCE ARM, SECTION 14				
SECTION I		Yes	No	N/A
	1. Are records maintained for a period of five years after the final claim for reimbursement for the fiscal year or until five years after resolution of any audits or reviews?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2. Are records readily retrievable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3. Are records available for review?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4. Does the record keeping system separate program income by adult and student sales?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	5. Are program expenditures kept by food, labor and other?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	6. Was the remaining fund balance carried forward from last year to this year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	7. Child Nutrition (CN) Funds:			
	a. Are the CN account's net cash resources less than three month's operating expenditures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. If not, is documentation on file explaining reasons for the excess?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Was a plan to reduce or use surplus resources submitted to TDA?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Is interest earned on invested CN revenues credited to the CN account?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Do all employees paid from the CN account have direct responsibility to the operation of the programs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Do daily deposit slips balance with the bank's monthly statement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comments:				

¹ MEAL PRICING				
REFERENCE ARM, SECTION 15				
	Yes	No	N/A	
SECTION J	1. Are all serving areas where meals are claimed for reimbursement available to all students (free, reduced-price, and full paying students)? Meals sold on an all-cash line cannot be claimed for reimbursement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2. Are meals priced as a unit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3. If reimbursable premium meals are offered to the students, are free and reduced-price meal recipients given the option of receiving the premium meal at no additional charge?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4. a. Is the reduced-price breakfast \$.30 or less?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Is the reduced-price lunch \$.40 or less?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Is the reduced-price snack \$.15 or less?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Does the cost of an adult meal cover the cost of the meal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comments:				

¹ PROCUREMENT				
REFERENCE ARM, SECTION 17				
	Yes	No	N/A	
SECTION K	1. Did the school district use competitive procurement procedures on purchases of \$25,000 or more?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2. Does the school district contract by a method other than cost-plus-percent-of-cost?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3. Is the school district purchasing items as awarded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4. Is the school district receiving items awarded on bid?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	5. For contracts that exceed \$100,000, does the school district have on file a copy of the companies' Clean Air and Water Act, Suspension/Debarment Certification Statement, Certification Regarding Lobbying, and Disclosure of Lobbying Activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Comments:			

¹ HEALTH INSPECTIONS REFERENCE ARM, SECTION 18				
		Yes	No	N/A
SECTION L	1. Has the school district received one health inspection within the school year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2. Has the school district received two health inspections within the school year July 1 – June 30?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3. Has the school district contacted the health inspector to schedule the required health inspections?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Requested one health inspection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Requested the second health inspection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4. Has the school district reported the dates and scores into the CNPIMS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Has the school district posted its most recent food safety inspection report in a visible location?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comments:				

¹ HACCP POLICY REFERENCE ARM, SECTION 18				
		Yes	No	N/A
SECTION M	1. Has the school district developed a Hazardous Analysis Critical Control Points (HACCP) policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2. Has the school district implemented the HACCP policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3. Are the standard operating procedures readily retrievable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4. Is there a written plan at each school food preparation and service site for applying HACCP principles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	5. Are the temperature logs readily retrievable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	6. Does each site maintain food preparation process charts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	7. Is HACCP training conducted and documented with employee participation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				

¹ OTHER OPERATIONAL ISSUES REFERENCE ARM, SECTION 19					
SECTION N		Yes	No	N/A	
	1. Does the school district have a non-discrimination poster displayed in a prominent place in the cafeteria area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	2. Is the current nondiscrimination statement and information as to where a complaint may be filed included on program materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	3. Are procedures established to receive complaints alleging discrimination?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	4. Are complaints forwarded to the Texas Department of Agriculture/USDA?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	5. Do children have access to <u>all</u> serving lines, eating periods, seating arrangements or eating areas regardless of race, color, sex, handicap, age, or national origin?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	6. Are all meals claimed intended to be eaten on campus or school-sponsored field trips?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	7. When preparing the monthly reimbursement claim, are the numbers of meals claimed by category for all schools consolidated correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	8. Does the district have a documented plan for student and parent involvement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	9. Do all employees paid from Child Nutrition Funds receive annual training on Civil Rights?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	10. Are the sign in sheets for annual Civil Rights training kept on file for review?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comments:					

¹ COMPETITIVE FOODS/EXCLUSIVE BEVERAGE CONTRACTS REFERENCE ARM, SECTION 20					
SECTION O		Yes	No	N/A	
	1. Foods of Minimal Nutritional Value (FMNV – carbonated beverages, pure sugar candies, pure water ices, and gums) are not being sold/consumed during meal times in the foodservice area where reimbursable meals are sold/consumed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	2. If the Child Nutrition Department is part of the exclusive beverage contract, is the department receiving the prorated share?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	3. Is a copy of the contract on file and available for review?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comments:					

¹ TEXAS PUBLIC SCHOOL NUTRITION POLICY REFERENCE ARM, SECTION 20				
		Yes	No	N/A
SECTION P	1. ELEMENTARY SCHOOLS (EC-6)			
	a. Is access and service prevented to FMNV at any time during the school day, anywhere on school campuses, until the end of the last scheduled class?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Are fried potato products (including breakfast) served a maximum of once a week (excluding potato chips)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Do fried potato products weigh less than or equal to 3 ounces per serving (excluding potato chips)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Are students limited to purchasing no more than one fried potato product at a time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Has deep fat frying been eliminated as a method of preparation? (But have until the 2009-10 school year if equipment modifications are necessary)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f. Are chips limited to 1.5 ounces, and have no more than 7.5 grams of fat per bag?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	g. Are portion sizes for baked chips, crackers, popcorn, cereal, trail mix, nuts, seeds, dried fruit, jerky, and pretzels limited to 1.5-ounce portions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	h. Are cookie/cereal bars no more than 2 ounces per portion, and do not exceed 30% of calories from total fat, or no more than 3 grams of total fat per 100 calories? Do they also not exceed 10% of calories from saturated fat, or no more than 1 gram of saturated fat per 100 calories? Do they also not exceed 10 grams of sugar per ounce?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	i. Are bakery items (pastries, muffins, bagels) no more than 3 ounces per portion? (This excludes items that count as two bread components at breakfast) Do bakery items not exceed 30% of calories from total fat, or no more than 3 grams of total fat per 100 calories? Do they also not exceed 10% of calories from saturated fat, or no more than 1 gram of saturated fat per 100 calories? Do they also not exceed 10 grams of sugar per ounce?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	j. Are frozen desserts and ice cream limited to a maximum portion size of 4 ounces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	k. Is yogurt limited to a maximum portion size of 8 ounces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	l. Is whole milk, flavored or unflavored, limited to a maximum portion size of 8 ounces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	m. Are juices (100% fruit or vegetable juice) limited to a maximum portion size of 6 fluid ounces per serving, and limited to no more than 30 grams of total sugar per portion?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	n. Do frozen fruit slushes served contain a minimum of 50% fruit juice and not exceed 6 ounces per portion?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				

		Yes	No	N/A
SECTION P CONT'D	3. HIGH SCHOOL (9-12)			
	a. Is access and service prevented to FMNV where meals are served or consumed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Is access prevented to competitive foods during meal periods in the areas where reimbursable meals are served or consumed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Are students limited to purchasing no more than one fried or baked potato product at one time (excluding potato chips)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Has deep-fat frying been eliminated as a method of preparation? (But, have until the 2009-10 school year if equipment modifications are necessary)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Are chips limited to 1.5 ounces, and have no more than 7.5 grams of fat per bag?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f. Are portion sizes for baked chips, crackers, popcorn, cereal, trail mix, nuts, seeds, dried fruit, jerky, and pretzels limited to 1.5-ounce portions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	g. Are cookie/cereal bars no more than 2 ounces per portion, and do not exceed 30% of calories from total fat, or no more than 3 grams of total fat per 100 calories? Do they also not exceed 10% of calories from saturated fat, or no more than 1 gram of saturated fat per 100 calories? Do they also not exceed 10 grams of sugar per ounce?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	h. Are bakery items (pastries, muffins, bagels) no more than 3 ounces per portion? (This excludes items that count as two bread components at breakfast) Do bakery items not exceed 30% of calories from total fat, or no more than 3 grams of total fat per 100 calories? Do they also not exceed 10% of calories from saturated fat, or no more than 1 gram of saturated fat per 100 calories? Do they also not exceed 10 grams of sugar per ounce?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	i. Are frozen desserts and ice cream limited to a maximum portion size of 4 ounces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	j. Is yogurt limited to a maximum portion size of 8-ounces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	k. Is whole milk, flavored or unflavored, limited to a maximum portion size of 8 ounces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	l. Are beverages, other than milk or those restricted as FMNV, limited to a maximum portion size of 12 ounces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	m. Do frozen fruit slushes served contains a minimum of 50% fruit juice, and do not exceed 12 ounces per portion?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	n. Are candy bars and packaged candies that are not restricted by the FMNV policy limited to a maximum portion size of 1.5 ounces? Including vended candy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	o. Does each vending machine and each point of service provide no more than 30% sugared, carbonated beverages?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Comments:			

SECTION P CONT'D				Yes	No	N/A
	4. ALL GRADE LEVELS					
	a.	Do new exclusive beverage and snack contracts starting March 3, 2004 and contract renewals prohibit the sale of sugared, carbonated beverages in containers larger than 12 ounces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	b.	Are all grade levels serving individual food items containing no more than 23 grams of fat, with an exception of one individual food item per week not to exceed 28 grams of fat?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	c.	Are all grade levels limiting beverages to no more 30 grams per 8 ounce serving of total sugar?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	d.	Are all grade levels offering fruits and vegetables daily on all points of service, packed in natural juice, water or light syrup, whenever possible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	e.	Are all grade levels offering 2%, 1% or skim milk at all points where milk is served?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	f.	Is flavored milk limited to 30 grams of sugar or less per 8 ounce serving?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	g.	Is the district including a request for trans fat information on all product specifications?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	h.	Is the district reducing the purchase of any products containing trans fats?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
i.	Is the district serving 100% fruit and/or vegetable juices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
j.	Does each campus in the district allow no more than 3 events per year where students may be given FMNV or candy items during the school day? (Events are determined by school officials and are not during meal times in the food service area.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
k.	Are the 3 events documented on the school calendar?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
l.	Is the event schedule readily retrievable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Comments:						

SECTION Q	¹ WELLNESS POLICY			
	REFERENCE ARM, SECTION 20			
		Yes	No	N/A
1.	Has the district developed a wellness policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Has the district implemented the wellness policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Is the district following the adopted plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				

SECTION R	¹ SCHOOL MEALS INITIATIVE (SMI) REFERENCE ARM, SECTION 24			
		Yes	No	N/A
	1. Are menus analyzed using USDA-approved software?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2. If the district is using the Nutrient Standard Menu Plan, have the meals been analyzed twice per year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3. Does the analysis show the nutrient standards are being met?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4. a. Is a copy of the most current SMI available for review at the district/ campus? b. Were improvement plans implemented?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
	5. Does the district follow standardized recipes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				

Instructions for the School Selection Worksheet

At top right, enter the county-district number, ESC region number and the name of the TDA monitor for the CRE.

Below School Selection worksheet, enter the name of the school district and the month and year used to complete the form.

In column A, indicate the type of school for each campus listed in column B; E (elementary) for grades Pre-K-8, S (secondary) for grades 9-12, C (combination) any combination of E and S.

In column B, list the names of all of the participating schools in the district.

In column C, enter the campus number.

In column D, enter the number of serving days in the review month.

In column E, enter the highest count of free eligible students for each school for the review month.

In column F, enter the number of free meals claimed for the month.

In column G, calculate free ADP by dividing the number free claimed in column F by the number of serving days in column D.

In column H, determine the percent free participating by dividing the free ADP in column G by the number of free eligible in column E and multiplying the result by 100.

In column I, enter the highest count of reduced eligible students for each school for the review month.

Column J will be completed by the TDA reviewer.

In column K, indicate with an "X" those schools participating in the School Breakfast program.

In column L, indicate with an "X" those schools participating in the After School Snack Program.

If your school district has more than two schools listed on the School Selection Worksheet, please fax the worksheet to the state office at (888) 203-6593, at least seven days prior to the review date.

Checklist of Materials Needed for SMI Review

School Name:	Period of Analysis:	
Source Documents	Complete	Additional Data Needed
Menus (for the school week being reviewed)		
• Choices indicated		
• Menu changes or substitutions indicated (dated)		
Production Records (for the school week being reviewed)		
• Site name, meal date and menu type (breakfast or lunch)		
• Forecasted number of meals by age/grade group		
• All planned menu items, including milk types and desserts		
• All condiments used as a complement to the reimbursable meal (i.e., mustard, salad dressing, margarine, etc.)		
• Recipes or food products used including form of food (i.e., canned, frozen, dried, halves, slices, etc.)		
• Brand names and product code numbers of commercially processed foods		
• Serving sizes for each age/grade group of each menu item or food item served, including condiments		
• Number of portions planned for each menu item, by age/grade group		
• Total amount of food prepared for the planned number of servings (i.e., number of servings, pounds, cans, etc.)		
• Number of leftovers and substitutions (serving size or portion amount)		
• Number of portions and serving sizes for adult meals		
• Number of reimbursable meals served (for each age/grade group)		

School Name:	Period of Analysis:	
Source Documents	Complete	Additional Data Needed
<ul style="list-style-type: none"> Number of non-reimbursable meals served (such as to adults or as a la carte sales) 		
<ul style="list-style-type: none"> Number of meals served that contain substituted foods in order to accommodate special dietary needs (if applicable) 		
Recipes (for any menu item indicated on production records that contains more than one ingredient)		
<ul style="list-style-type: none"> Yield (includes serving size and number of servings) 		
<ul style="list-style-type: none"> List all ingredients; including form, packing medium and fat content 		
<ul style="list-style-type: none"> Correct measures, weights and/or pack size 		
<ul style="list-style-type: none"> Include preparation procedures 		
Nutrition information for commercially processed food items		
<ul style="list-style-type: none"> "Nutrition Facts" label or equivalent information from manufacturer 		
Printout of nutrient analysis (if available)		
Indication that re-analysis is warranted	<input type="checkbox"/> Yes <input type="checkbox"/> No	