

## Onsite Monitoring Form | School Breakfast Program (SBP)

Contracting Entity (CE) Name:

Date of Review:

CE ID Number:

Attendance Factor:

Site Name:

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
<b>I. Application Approval</b>			
1. Are applications approved at this school? Responsible Party	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are applications on file correctly approved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>II. Direct Certification</b>			
1. Is direct certification for SNAP/TANF correctly utilized by the school?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is direct certification for foster, migrant, homeless, runaway, displaced, Head Start, Early Head Start, Even Start, and comparable state funded pre-K used by the school?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>III. Master List Roster</b>			
1. Do names listed on the master list match approved applications on file and on the direct certification lists (SNAP, TANF, foster, migrant, homeless, runaway, displaced, Head Start, Early Head Start, Even Start, and comparable state funded pre-K)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are all lists updated as needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the CE retain documentation related to all eligibility determinations in a central location?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>IV. Meal Count System</b>			
1. Does the meal count system produce an accurate count of reimbursable meals (free/reduced-price/paid) served to eligible children?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Is the implemented collection procedure the approved collection procedure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Is the method used for counting reimbursable meals in compliance with the approved point of service requirement? (Meal counts must be taken at the location where complete meals are served to children.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. If the meal count is not taken at the end of the foodservice line, does the school have a system to account for reimbursable meals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Is the point-of-service meal count used to determine the school's claim for reimbursement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Is the person responsible for monitoring meals taken by students correctly identifying reimbursable meals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Is there a method of identifying non-reimbursable meals (i.e., not meeting meal pattern requirements, seconds, a la carte, adult meals, etc.) and distinguishing them from reimbursable meals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
g. Is someone trained as a backup for the monitor identifying reimbursable meals and the meal counter?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Does the counting procedure in use ensure that only one meal per child per day is claimed for reimbursement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the school have a back-up counting system in case of mechanical failure of the automated system and do staff know when and how to implement it?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the meal count system prevent overt identification?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Is the medium of exchange made available to all students at the same location?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Does the medium of exchange use accepted codes for identifying students as free, reduced price or paid?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is the school correctly implementing policies for handling the following issues?			
a. Incomplete meals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Second meals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Lost, stolen, misused, forgotten or destroyed tickets, tokens, IDs, PINs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Visiting student meals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Adult and non-student meals (and identifying program vs. non-program)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. A la carte	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Student worker meals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Field trips	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Charged and/or prepaid meals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j. Offer versus serve (OVS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**V. Meal Count Recording and Edit Checks**

1. For any day during the review month, does the number claimed for free and reduced-price meals exceed the number of free and reduced-price eligible students?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. For any day during the review month, does the number of meals claimed exceed the attendance factor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the school have proper procedures to manage and safeguard cash (reconciliation, extra item sales, adult meals, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are daily counts correctly totaled and recorded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. If claims are aggregated, are the meal counts correctly totaled and consolidated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are internal controls (edits, monitoring, etc.) established to ensure that daily meal counts do not exceed the number of students eligible or in attendance and that an accurate claim for reimbursement is made?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Yes    No    N/A

7. Record today's meal counts by category and compare to the number of students eligible by category.

      

	Number of Students Approved by Category	Today's Meal Counts by Category
Free		
Reduced-Price		
Paid		

NOTE: Do not answer these questions for sites operating Provision 2 in non-base years or RCCIs with only residential children.

8. 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)?
9. If applicable, are edit checks completed and documented which compare the daily counts of free, reduced-price and paid breakfasts against the product of the number of children currently eligible for free, reduced-price and paid breakfasts, respectively, times an attendance factor (and any discrepancies accounted for)?

      

      

**VI. Results of Review**

1. Is corrective action plan required?
2. Is a follow-up review required?

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**Comments, Notes and Observations During the Review**

**VII. Suggest Corrective Action (Follow-up within 45 days)?**

**VIII. Signatures**

Signature of Reviewer

Signature of Site Manager

## Directions: Onsite Monitoring Form | School Breakfast Program (SBP)

### Purpose

This form is intended to be used annually as an onsite monitoring instrument to ensure that CEs are correctly operating their counting and claiming systems.

CEs must complete this form annual for 50 percent of its sites at least once before February 1. CEs must review the breakfast operation at every site at least once every two years. However, staff may find conducting an onsite monitoring review more frequently will support preparation for an onsite review and promote effective management.

The monitoring reviews should be conducted by the School Nutrition Program (SNP) director or designee.

For additional guidance for the issues included in this form, see *Administrator's Reference Manual (ARM), Section 7, Breakfast Meals* and *Section 20, Counting & Claiming*.

### Directions for Completing This Form

#### General Information

- **Contracting Entity (CE) Name:** Record the name of the CE in the designated space.
- **CE ID Number:** Record the ID number of the CE in the designated space.
- **Site/School Name:** Record the site or school location name in the designated space.
- **Date of Review:** Record the date the review was completed.
- **Attendance Factor:** Record the site's attendance factor in the designated space.

[NOTE: This number is also reported on the Daily Record/Accuclaim Form.<sup>1</sup> This form includes a sheet that auto-populates the attendance factor when the daily record section is completed.]

#### To calculate the Attendance Factor for reimbursable breakfast meals,

- Calculate the Average Daily Attendance (ADA) for the month by summing the site's daily attendance for the claim month and dividing that sum by the number of operating days for the claim month/period.
- Divide the ADA by the highest daily total enrollment for the month. The highest daily enrollment is the highest number of students enrolled on any day of the month at the site.

[NOTE: Sites located in schools may find that the attendance clerk is able to provide the information needed to identify this number.]

Use of This Form	
<b>Frequency</b>	CEs must complete this form for 50 percent of their sites at least once annually before February 1; recommended every other month.  CEs must review the breakfast operation at every site at least once every two years.
<b>Required Form Format</b>	Use this form or a similar reporting instrument.
<b>Record Retention</b>	Completed forms kept onsite and made available on request. Public and charter schools are required to keep documentation related to school nutrition programs for 5 years. Private schools, other nonprofit organizations, and residential child care institutions (RCCIs) are required to keep documentation for 3 years.

<sup>1</sup> Form available at [www.SquareMeals.org](http://www.SquareMeals.org).

Calculating the Attendance Factor								
Average Daily Attendance (ADA) for the Month			÷	Highest Daily Total Enrollment for the Month	=	Attendance Factor for the Month		
(Sum of Daily Attendance for Month)	÷	(Number of Operating Days)					=	ADA
22,626	÷	18	=	1,257	÷	1,425	=	0.8821

This calculation should be completed and recorded at the end of the month.

- Multiply the highest number of possible participants for the month for each eligibility status by the Attendance Factor—free, reduced-price, and paid—and compare the results to the actual number claimed.

Applying the Attendance Factor					
Highest # Possible Participants		x	Attendance Factor (ADA ÷ Highest Daily Total Enrollment)	=	Highest # of Meals Expected to Be Claimed Each Serving Day
<i>Free:</i>	825	x	0.8821	=	727.7 (728)
<i>Reduced-Price:</i>	165	x	0.8821	=	145.5 (146)
<i>Paid:</i>	267	x	0.8821	=	235.52 (236)

If the number of breakfast meals claimed for the month is in line with the *Highest # of Meals Expected to Be Claimed Each Serving Day*, no further action is needed.

If the number of breakfast meals claimed for the month is higher than the *Highest # of Meals Expected to Be Claimed Each Serving Day*, the CE will need to determine (1) if there is a valid reason for the larger number and retain documentation about the reason or (2) if a mistake has been made.

#### Parts I–V

- Answer each question by marking the appropriate box under *Yes*, *No*, or *N/A* and fill in any blank spaces as requested.  
[NOTE: CEs will need their Policy Statement for Free and Reduced-Price Meals, Attachment B: Meal Count/ Collection Procedures (Attachment B) to complete the questions in Parts I through V.]
- Review the CE/site’s retained documentation related to each question topic area.
  - Is the documentation readily accessible?
  - Is the document kept in an organized manner?
  - Does the documentation support the answer?
  - If not, what changes need to be made to ensure that the CE/site is implementing the program correctly?
- Compare results from the onsite monitoring form to previous scores.
- Develop strategies to address areas of need.

#### Part VI

- Determine if any of the answers to Parts I–V require a corrective action plan (CAP).

- Mark the appropriate response once that determination has been made.
- Record any comments, notes, or observations about the corrective action in the comment text box.

**Part VII**

- Determine if a follow-up review is needed to make sure the CAP has been completed successfully.
- Mark the appropriate response once that determination has been made.
- Record any comments, notes, or observations about the follow-up that will help to improve the school nutrition program in the comment text box.

**Part VIII**

- Have the reviewer sign in the designated space.
- Have the site manager sign in the designated space.