

## CHILD NUTRITION PROGRAMS

The following checklist should be used to ensure that all records and documentation indicated are available to the reviewers upon their arrival, for each school to be reviewed.

Review Period (month) \_\_\_\_\_

Date(s) of Review \_\_\_\_\_

- 1. Free and Reduced Price Meal Policy Certification of Acceptance, public announcement and letter to parents.
- 2. Free, reduced price, and denied applications and direct certification letters for buildings to be reviewed, retrievable by building. Include applications for those students who have transferred or left the School Food Authority (SFA) during the review period indicated above. Also, provide a master list of eligible students for the review period.
- 3. Copies of denial letters notifying families that they are ineligible for meal benefits.
- 4. Reimbursement claim for the review period and all records used to substantiate the claims (i.e., cash register tapes, daily reports and monthly summary sheets for each building being reviewed).
- 5. Tickets or rosters which were used in the meal count system for the review period.
- 6. Average daily attendance factor used to perform the required edit check prior to submitting the monthly claim for reimbursement for the review period.
- 7. Enrollment figures for those students who do not participate in the lunch program (i.e., half-day kindergartens, BOCES students, and/or those students who participated in lunch but are not enrolled in the building, i.e., BOCES students from other districts, visiting student groups).
- 8. Copies of breakfast and lunch menus for the review period and the month(s) associated with the date(s) of review.
- 9. Food production records and standardized recipes for the review period and the month(s) associated with the date(s) of review.
- 10. Identify which system the SFA is using for menu planning for the current school year.
  - Nutrient Standard Menu Plan (NSMP)
  - Assisted Nutrient Standard Menu Plan (ANSMP)
  - Traditional Meal Pattern (TMP)
  - Food-Based Menu Plan (FBMP)

Are all sites using the same system Yes No. If no, identify the system used at each site.
- 11. If you are using NSMP or ANSMP, provide a copy of the nutrient analysis for the review period and the month(s) associated with the date(s) of review.
- 12. Documentation of eligibility for free and reduced price students selected for verification of the entire SFA, retrievable by building.
- 13. Copy of the Income Verification Documentation Form (Attachment G of the Income Verification Booklet).
- 14. Child Nutrition Program Civil Rights Compliance Report.
- 15. Copies of Annual Self-Review for each building, if performed by the date of this review. Self-reviews must be performed by February 1 of each year in SFAs with more than one building.
- 16. Copy of the last health inspection (not the permit, but the actual inspection report).
- 17. Indicate days when there was no meal service on the attached school calendar.
- 18. Number of serving lines/areas for the site(s) to be reviewed (i.e., cafeterias, classrooms, etc.).
- 19. SFAs using Management Companies must have the following documents available for review: Food Service Bid Specifications; Affidavit of Publication; Board Resolution Awarding Contract; and, Management Company Operating Statement for the review period.