

# School Food Service On-Site Accountability Review

By February 1, sponsors with more than one serving site **must review each meal service site during the meal service** and complete this form. Sponsors must review each site approved to participate in the National School Lunch Program at least once per year and review 50% of all sites approved to participate in the School Breakfast Program once per year. Someone not involved in the daily meal accountability procedures at the site must conduct the On-Site Accountability Review. Keep completed reviews on file with school food service program documents for review or audit. Do not send completed reviews to KSDE.

Each on-site review must ensure the school's claim is based on the counting system, as approved on the site application, and yields the actual number of reimbursable free, reduced price, and paid lunches, respectively, served for each day of operation.

If the review discloses problems with a school's meal counting or claiming procedures, the Sponsor must ensure that the school implements corrective action, and within 45 days of the review conduct a follow-up on-site review to determine that the corrective action resolved the problems.

<b>School:</b>						<b>Date(s):</b>			
<b>Monitor's Arrival Time:</b>				<b>Monitor's Departure Time:</b>					
						<b>Breakfast</b>	<b>Lunch</b>		
<b>Number of locations where meal counts are taken (cashiers, classrooms, pods, kiosks, etc.)</b>									
<b>Number of locations reviewed</b>									
<b>Required Review Areas</b>			<b>Breakfast</b>			<b>Lunch</b>			
<b>Meal Counting and Claiming System</b>			<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
1. 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(s) where complete meals are served to children.) <i>Describe the procedure used for all students:</i>									Breakfast:  Lunch:
2. Is the point of service meal count used to determine the school's claim for reimbursement?									
3. Is the person responsible for monitoring and counting meals correctly identifying reimbursable meals?									
4. Is the school correctly implementing policies for handling the following (as applicable):									
• Incomplete meals?									
• Lost, stolen, misused, forgotten or destroyed tickets, tokens, IDs, etc.?									
• Visiting student meals?									
• Adult and non-student meals (and identifying program vs non-program)?									
• A la carte?									
• Student worker meals?									
• Field Trips?									
• Charged and/or prepaid meals?									
• Offer vs Serve?									
• Unpaid meal charges?									

Required Review Areas	Breakfast			Lunch			Comments
	Yes	No	N/A	Yes	No	N/A	
<b>Meal Counting and Claiming System (continued)</b>							
5. Is there a method to determine if a meal is not reimbursable? Examples of meals that are not reimbursable include meals not meeting meal pattern requirements, students not taking the required ½ cup fruit/vegetable, adult meals, second meals, etc. <i>Describe:</i>							Breakfast:  Lunch:
6. Is someone trained as a backup for the monitor and the meal counter? <i>Who is the backup?</i>							Breakfast:  Lunch:
7. Are there procedures for meal counting and claiming when the primary counting and claiming system is not available? Do staff know when and how to implement them? <i>Describe procedure:</i>							Breakfast:  Lunch:
8. Are daily counts correctly totaled and recorded?							
9. If claims are aggregated, are the meal counts correctly totaled and consolidated?							
10. Are internal controls (edits, monitoring, etc.) established to ensure that daily counts do not exceed the number of students eligible or in attendance and that an accurate claim is made?							
11. Does the system prevent overt identification of children receiving free or reduced price meals?							
Record today's meal counts by category and compare to the number of students eligible by category.							
<b>Number of Students Approved by Category:</b>				<b>Today's Meal Counts by Category:</b>			
	<b>Breakfast</b>	<b>Lunch</b>		<b>Breakfast</b>	<b>Lunch</b>		
Free				Free			
Reduced Price				Reduced Price			
Paid				Paid			
<b>NOTE: The following two questions are for all sites <u>except</u> for sites on CEP or RCCIs with only residential children.</b>							
12. Is a current eligibility list kept up-to-date and used by the meal counting system to provide an accurate daily count of reimbursable meals by category (free, reduced price, paid)?							
13. Are daily edit checks completed and documented? (Compare the daily counts of paid, reduced price and free lunches to the product of the number of children currently eligible for paid, reduced price and free lunches, respectively, times the attendance factor indicated on the Site Application with any discrepancies noted.)							
<b>Community Eligibility Provision (CEP) (If Applicable)</b>							
1. Is the person responsible for monitoring and counting meals ensuring that each student has selected a reimbursable meal?							
2. Is the program a non-pricing program?							
3. Does the meal count process ensure that only one meal is served per student?							

General Areas of Review	Breakfast			Lunch			
Civil Rights	Yes	No	N/A	Yes	No	N/A	Comments
1. Is the most current USDA “And Justice for All” poster displayed in a prominent location and visible to recipients of benefits?							
2. Did meal service observations indicate that program benefits were made available to all children without discrimination?							
3. Are students with special dietary needs accommodated according to requirements?							
<b>Offer vs. Serve</b>							
1. Is offer vs. serve signage posted at the beginning of the serving line? Is there signage, before the Point of Sale, stating that students must take at least ½ cup fruit/vegetable?							
2. Is the meal pattern followed?							
<b>Signage</b>							
1. Is there signage that identifies the food components that are part of a reimbursable meal near or at the beginning of the serving line and prior to point of service?							
<b>Food Safety</b>							
1. Is the most recent food safety inspection posted in a publically visible location?							
2. Were required temperature logs available and up to date?							
3. Was the written food safety plan implemented?							
4. Are food safety storage requirements met?							
<b>Water Availability</b>							
1. Is free potable water available to all students for lunch in each location where lunches are served and for breakfast served in the cafeteria?							
<b>Competitive Foods</b>							
1. Do all foods sold during the school day meet Smart Snacks in Schools Standards? (includes vending machines, school stores, etc.)							
<b>Corrective Action Plan: (for all “no” answers)</b>							

<b>Date Corrective Action(s) will be implemented and by whom:</b>
<b>Signature of Sponsor Reviewer:</b>
<b>Signature of School Representative:</b>
<b>Follow-Up Visit: (must be conducted within 45 days if corrective action was required)</b> <b>Observations of corrective action implementation:</b>
<b>Signature of Sponsor Reviewer:</b>
<b>Signature of School Representative:</b>