

**SCHOOL NUTRITION PROGRAM  
SITE MONITORING REVIEW**

(Agencies with more than one site must complete a LUNCH site monitoring review for EACH site annually, prior to February 1)

<b>AGENCY:</b>		<b>MEAL OBSERVED:</b> <input type="checkbox"/> Lunch <input type="checkbox"/> Breakfast (optional)		<b>DATE:</b>	
<b>SITE:</b>		<b>ARRIVAL TIME:</b>			
<b>SITE STAFF RESPONSIBLE FOR MEAL COUNTS:</b>		<b>DEPARTURE TIME:</b>			
<p><i>MONITOR THE ENTIRE MEAL COUNT PROCEDURE BY OBSERVATION AND INTERVIEW - FROM BENEFIT ISSUANCE UNTIL MEALS ARE COUNTED AND RECORDED ON THE REPORT TO THE DISTRICT OFFICE and ANSWER THE FOLLOWING QUESTIONS. DOCUMENT ANY ISSUES NEEDING CORRECTIVE ACTION.</i></p>		Today's Menu (Record All Food Items Served and Serving Sizes)		YES	NO
1. Does the meal count system at the site match what is described in the collection procedures for the site? Where is a copy of the procedures kept for easy reference? _____					
2. Menu planning approach? Lunch: <input type="checkbox"/> FBMP Breakfast: <input type="checkbox"/> Traditional (TFBMP) <input type="checkbox"/> Enhanced (EFBMP) <input type="checkbox"/> SHAPE NSMP <input type="checkbox"/> SHAPE ANSMP					
3. If Offer vs. Serve is used: How many menu items or components must a student select today? _____					
4. Do all meals served meet the menu pattern requirements?					
5. Does the count system insure that only complete meals are claimed for reimbursement?					
6. Are meal counts taken at the point of service or a School Program approved alternate? Describe:					
7. Does the count system prevent overt identification of the eligible needy? Explain coding system.					
8. Does the count system accurately capture the number of reimbursable free, reduced price, and paid meals served to eligible children on a daily basis? <b>Record today's meal counts</b>					
				Free	
				Reduced Price	
				Paid	
9. Are daily meal counts accurately recorded and reported to the district office?					
10. Is a civil rights poster displayed in a prominent location at this site?					
11. Is the wellness policy posted in public view in the cafeteria or other central eating area?					
12. Is the most recent food safety inspection or notice advising the public of the availability of its review posted?					
13. Is staff following HACCP plan and standard operating procedures?					
14. Are thermometers located in all refrigerators and freezers and temperatures documented daily?					
<b>Any "NO" response to questions 1 through 14 requires sponsor corrective action and follow-up within 45 days.</b>					
15. Does your system include any of the following incorrect/inaccurate practices?					
a. One or more category counts are "backed-out" (subtracting out meals from total meal counts to determine free, reduced price, and/or paid category counts).					
b. Pre-counts (morning counts, ordering counts) are used for the meal count claim.					
c. The count system relies on memory or visual identification for eligibility determination.					
d. Special groups (i.e. pre-school, kindergarten, special education, migrant education) are counted using a different system that has not been approved and/or does not meet the criteria for an adequate count system.					
e. Student cafeteria worker earned meals are claimed as free regardless of the eligibility category in which the child qualifies (or are not claimed at all or are all claimed as paid).					
f. All pre-paid and charged meals are claimed on the day payment is received.					
g. Second full meals are claimed for reimbursement.					
h. The counting and reporting system does not separate meals served to children, staff, and guests.					
<b>Any "YES" response to any part of question 10 requires sponsor corrective action and follow-up within 45 days.</b>					
<b>SITE APPEARS TO BE IN COMPLIANCE, NO CORRECTIVE ACTION IS NEEDED.</b>					
<b>CORRECTIVE ACTIONS REQUIRED.</b> (Describe on Page 2 of the Site Monitoring Review). <b>SUBMIT CORRECTIVE ACTION BY:</b>					
<b>Monitor's Signature:</b>			<b>Site Representative's Signature:</b>		

