

Administrative Review ✓ Document Checklist

Please have the below documents ready and available during your on-site review. It is helpful if these documents are compiled in one location and organized by section in file folders.

CERTIFICATION & BENEFIT ISSUANCE DOCUMENTS	
	Free, reduced, and denied applications for all schools. You may request to submit copies of applications prior to on-site review.
	Blank application packet provided to households; including notification of benefits letter.
	Separate master lists (alphabetized) of free and reduced priced eligible students from the POS System to be uploaded into the CNP System.

VERIFICATION DOCUMENTS	
	All applications selected for verification during the current school year.
	All documentation related to verification (Verification Tracker Form (Attachment H-2), notification letter sent to households, all materials provided by households, results of verification).

MEAL COUNTING & CLAIMING DOCUMENTS	
	Claiming documentation (meal counts for all programs & Edit Check Worksheets for NSLP & SBP) for all sites for <u>Month of Review</u> for all meal programs (NSLP, SBP, ASCP, SMP).
	Meal counts (free, reduced, and paid) for <u>Day of Review</u> for reviewed sites (provide during on-site review).
	Unpaid Meal Charge Policy.

DIETARY SPECIFICATIONS & MEAL COMPONENT/QUANTITY DOCUMENTS	
	One week of production records for all meals from the <u>Month of Review</u> for schools reviewed (NSLP, SBP, ASCP).
	Meal Pattern Check Worksheets (use the same week as the submitted production records) from the <u>Month of Review</u> .
	Menus for all meals from <u>Month of Review</u> .
	Production records for all meals from <u>Week of On-Site Review</u> from schools reviewed (NSLP, SBP, ASCP).
	Menus for all meals for <u>Week of On-Site Review</u> .
	Recipes, food labels, CN labels, product formulation statements, whole grain exemption requests and other materials for reviewer to verify compliance.
	Signage identifying what constitutes a reimbursable meal.

PROFESSIONAL STANDARDS DOCUMENTS	
	List of all food service employees with the number of weekly scheduled work hours as of the on-site review.
	Tracking documentation (training tracker, certificates, etc.) for all NSLP employees for the previous school year and current school year.

ON-SITE MONITORING & OUTREACH DOCUMENTS	
	All completed on-site monitoring forms for each site, if applicable.
	Outreach materials for SBP and SFSP, if applicable.

RESOURCE MANAGEMENT & PROCUREMENT DOCUMENTS	
	Food costs and selling prices for non-program foods (completed Non-Program Foods Form).
	Documentation of Indirect Costs charged to food service department, if applicable.
	Paid Lunch Equity tool (PLE) completed for this school year.
	District/school's written food service procurement plan and code of conduct.
	Bid/solicitation documents for food distributor selection, milk/bread suppliers, and any equipment purchases.
	Vendor paid list/Summary of expenses by vendor from previous school year (provide prior to on-site review), if NDE is conducting a Procurement Review.

CIVIL RIGHTS DOCUMENTS	
	Civil Rights Training Materials: proof of staff training with sign-in sheet.
	Civil Rights poster is hung in the food service area and visible to the public.
	Documents with current non-discrimination statement.
	Documentation showing racial/ethnic data is collected (Attachment H-1).
	Civil Rights Complaint Procedure and documentation of any complaints of discrimination related to the School Meal Programs in the last 3 years.
	Meal Accommodation forms completed and submitted by households.

WELLNESS POLICY DOCUMENTS	
	SFA's Wellness Policy.
	Documentation of committee meetings (agenda, minutes) conducted in the previous/current program year.
	Documentation showing the public is informed of the Wellness Policy and its progress.

FOOD SAFETY DOCUMENTS	
	Two most recent health inspections for sites being reviewed (the most current copy must be posted in the food service area and visible to the public).
	Written food safety/HACCP plan at each site. Documentation of annual food safety plan review.
	Food safety training materials and proof of training (agenda, minutes, sign-in sheet).
	Buy American compliance documentation.

COMPETITIVE FOODS DOCUMENTS	
	Documentation of Smart Snack compliance for a la carte, vending machines, and other foods sold in all schools.

<p>NDE Nutrition Services 301 Centennial Mall South Lincoln, NE 68509</p>	<p>Reviewer: _____</p> <p>Phone: _____</p> <p>Email: _____</p> <p>https://www.education.ne.gov/ns</p>	
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