

## Administrative Review Checklist for Schools

The following checklist can be used as an optional self-review for compliance with USDA program regulations prior to the Administrative Review.

<b>A. FREE and REDUCED PRICE MEAL APPLICATIONS have been correctly approved when:</b>	<b>YES</b>	<b>NO</b>
1. The current household application for free and reduced price meals is used.		
<b>For Income Applications:</b>		
2. Each participating child's name is listed at the top of the application.		
3. All household members are listed on the application with income and frequency of income reported for each wage earner. Household size is indicated and the last four digits of the social security number are listed for the person signing the form OR the "No SSN" box has been checked.		
4. An adult household member signed and dated the application.		
5. For a "foster child only" application with no personal income to report, an adult household member signed and dated the application.		
<b>For SNAP, TANF or FDPIR Applications:</b>		
6. Each participating child's name is listed at the top of the application.		
7. Household has reported their Master Case Number (5 - 9 digits only). An 8-digit number starts out "00;" a 9-digit number starts out "000."		
8. An adult household member signed and dated the application.		
<b>Other Application Information:</b>		
9. Missing information on an application is obtained and documented before eligibility is determined.		
10. When calculating income, household applications reporting multiple frequencies of income (e.g. weekly, monthly) are converted to annual income using the conversion formulas listed on the application.		
11. To determine eligibility on an income application, the school's determining official calculates the household's current income and compares the amount to the Income Eligibility Guideline chart.		
12. The determining official completed, signed and dated each application indicating the benefit level for each approved child.		
13. Applications reporting zero income are approved for free meal benefits for the remainder of the school year.		
14. A change in a student's eligibility is made within 3 calendar days if benefits increase or within 10 calendar days if benefits are reduced or terminated.		
15. Households are notified in writing of their eligibility determination within 10 working days of receipt of the application.		
16. For purposes of review, household applications are separated by category: Free, Reduced and Denied.		
17. Applications for households that have withdrawn from the district have the withdrawal date recorded and are filed separately.		
18. Households on carryover from the previous school year have the same meal benefits for the first 30 school days OR until a new application is processed or their children's names appear on the Direct Certification list, whichever occurs first.		

<b>Direct Certification:</b>	<b>YES</b>	<b>NO</b>
19. Alphabetized list(s) of students automatically eligible for free meals are available: 1) Direct Certification List from the NE Department of Education (NDE), 2) Migrant or Homeless/Runaway list, 3) Head Start list, if applicable.		
20. For households in which all sibling names did not appear on the Direct Certification List from NDE, the district documented this by adding their name(s) to the list.		
21. If a student's name appears on the Direct Certification list and the school also receives an application that qualifies them for the same benefit, the application is pulled and filed separately.		
22. If a student appears on the Direct Certification List and the school also receives a household application, the student is approved for the greater meal benefit. (Ex - on D.C. List as MRED; HH Application – student qualifies for free; student is approved for free meals)		
23. Directly certified households are notified in writing of their eligibility determination.		
<b>Verification - process must be completed &amp; online report submitted to NDE by November 15<sup>th</sup>:</b>		
24. The correct verification method (Standard-Error Prone OR Alternate-Random) was used.		
25. The correct number of household applications to verify was selected.		
26. The confirming official reviewed and signed each household application selected for verification.		
27. Only self-employed income (not regular wages) was verified using an IRS 1040 form from the previous year.		
28. Households were notified in writing they were selected for verification; selected households were also notified in writing of the results.		
29. A Tracker form was completed for each selected household. Copies of all required documents are on file for each household selected.		
<b>B. A CURRENT MASTER LIST or ROSTER of FREE and REDUCED PRICE ELIGIBLE STUDENTS must:</b>		
1. Be alphabetized by household name and separated by category; the district must maintain a list of free students and a list of reduced price students.		
2. Be maintained in the office where applications are kept and updated as student eligibility changes.		
3. Be used to issue benefits to students eligible for free or reduced price meals.		
4. Match the approval reported on the application or Direct Certification List.		
<b>C. The MEAL COUNTING PROCEDURE must:</b>		
1. Match what the district reported on their current online Site Application(s) approved by NDE.		
2. Protect students receiving free and reduced price meals from being overtly identified:		
▪ Rosters/computer screens are not coded in such a way that it is obvious to others which students are receiving free or reduced price meals.		
▪ Color coding by category and single-symbol codes using obvious identifiers such as F, R and P are NOT used on tickets or cash register/computer keys.		
▪ Tickets issued to students receiving free, reduced or paid meals are exactly the same except for the coding.		
▪ The same procedures for collecting money apply to all students receiving free, reduced or paid meals.		

3. Provide a Point of Service meal count by category:	YES	NO
<ul style="list-style-type: none"> <li>▪ The meal count is taken at the <u>end</u> of all serving lines/self-serve food bars where it can be accurately determined that a reimbursable meal has been served.</li> </ul>		
<ul style="list-style-type: none"> <li>▪ If the meal count is taken at the beginning of the line, a written waiver is approved and on file with NDE.</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Meal counts are NOT based on tray counts, classroom counts or back-out counts where the number of paid meals is obtained by subtracting the free and reduced price count from the total meal count.</li> </ul>		
4. Allow a maximum of one breakfast and one lunch per student per day to be claimed for reimbursement.		
5. School districts with more than one feeding site must complete the On-Site Review form (Attachment I) for each lunch site and 50% of all breakfast sites by February 1.		
<b>D. The DAILY RECORD of MEALS SERVED and EDIT CHECK WORKSHEET must:</b>		
1. Be completed for <i>each feeding site</i> using Attachment J from NDE or a computer-generated report that provides the same information.		
2. Record correct meal counts by category on a daily basis.		
3. Reflect meal counts that are based on an actual Point of Service meal count.		
4. Report the highest number of students eligible for free, reduced-price and paid meals each month.		
5. Compare the attendance adjusted eligible figures by category to daily meal counts for each feeding site before submitting the monthly claim.		
6. Provide a valid explanation for any days in which the number of meals claimed exceeds the attendance adjusted eligible figures before submitting the monthly claim.		
7. Be kept on file along with a copy of the claim and other school food service records for three years plus the current school year.		
<b>E. CIVIL RIGHTS REQUIREMENTS are met when:</b>		
1. USDA’s current nondiscrimination poster is displayed in the kitchen/dining area where it is visible to all students.		
2. There is no separation of students by race, color, national origin, gender, age or disability during meal service.		
3. Special diets, with correct documentation on file, are provided at no extra charge to students as prescribed by regulation.		
4. Foreign language translations of program materials are made available as needed.		
5. USDA’s current nondiscrimination statement is included in appropriate program materials such as the student handbook in the section that addresses the School Meals Program.		
6. Menus made available to the public may contain the statement “This institution is an equal opportunity provider;” however, it is not required.		
7. The Civil Rights Summary (Attachment H-1) is completed and on file at school.		
8. Annual Civil Rights training is conducted for those directly involved in the school meals program with appropriate documentation (sign-in sheet & date) on file.		
<b>F. Schools are in compliance with USDA’S SMART SNACK RULE &amp; NEBRASKA’S COMPETITIVE FOOD RULE when:</b>		
1. Vending machines are off during the school day unless sale items comply with the Smart Snack Guidelines.		
2. Food items/snacks are not sold on the school premises by anyone except the school food service program from one-half hour before meal service to one-half hour after meal service (includes breakfast and lunch).		
3. Fundraising activities held during the school day comply with USDA’s Smart Snack guidelines.		

<b>G. MEALS may be CLAIMED for REIMBURSEMENT when:</b>	<b>YES</b>	<b>NO</b>
1. All serving lines offering reimbursable meals are available to all students.		
2. Meals are priced as a unit.		
3. Menus meet USDA meal pattern requirements. All menus must meet daily/weekly requirements in terms of components and portion sizes.		
4. Meals offer a choice of two kinds of milk; only low-fat (1%) or fat-free (skim) varieties can be served.		
5. Offer Versus Serve has been properly implemented when:		
<ul style="list-style-type: none"> <li>▪ All secondary schools allow students to turn down food items.</li> </ul>		
<ul style="list-style-type: none"> <li>▪ All required meal components are offered. Breakfast can be claimed if three food <u>items</u> are selected. Lunch can be claimed if three <u>different components</u> are selected. At breakfast and lunch, one of the three must be 1/2 cup of fruit, vegetable or a combination of the two.</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Students decide which food items/components they will take; again, they must select a 1/2 cup of fruit, vegetable or a combination of the two.</li> </ul>		
<ul style="list-style-type: none"> <li>▪ The meal price is the same whether 3, 4, or 5 food components are taken.</li> </ul>		
<ul style="list-style-type: none"> <li>▪ The person responsible for the Point of Service meal count has been trained to evaluate student trays to ensure all claimed meals are reimbursable.</li> </ul>		
6. Menus reflect compliance with USDA’s required nutrient standards.		
7. Drinking water is available to all students free of charge in the area where breakfast, lunch and snack are served.		
<b>H. FOOD PRODUCTION RECORDS must:</b>		
1. Be completed daily by the production kitchen and kept on file at the school.		
2. Be completed using the correct forms distributed annually by NDE or an alternate form approved by NDE on an annual basis.		
3. Document that daily/weekly meal pattern requirements are met:		
<ul style="list-style-type: none"> <li>▪ Standardized recipes are on file.</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Nutrition Fact labels and ingredient statements are on file.</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Child Nutrition (CN) labels or product specification sheets are on file, if applicable.</li> </ul>		
4. Delivery Tickets accompany meals sent to be served at another location.		
5. Reflect changes and substitutions made to menus.		
<b>I. HACCP (Hazard Analysis and Critical Control Point) FOOD SAFETY PROGRAM:</b>		
1. The district has a written HACCP Plan. Copies of the plan have been distributed to each feeding site.		
2. The HACCP Plan is reviewed annually and revised as necessary.		
3. Temperature logs, Food Safety Checklists completed on a monthly basis and production records or delivery tickets for each feeding site are available for review.		
4. A copy of the most recent health inspection report is posted in a visible location in the kitchen.		
5. Completed temperature logs and food safety checklists are kept on file for one year.		
<b>J. RESOURCE MANAGEMENT:</b>		
1. The Paid Lunch Equity (PLE) Tool is completed annually to determine “paid” student lunch prices for the next school year. A copy of the PLE Report is on file at school.		
2. Non-program foods such as “seconds” or other a la carte items sold are priced appropriately to ensure there is no loss of revenue to the school meals program.		
3. Adult meal prices reflect NDE’s annual recommendation or alternate method is on file at school.		

<b>K. SCHOOL WELLNESS POLICY:</b>	<b>YES</b>	<b>NO</b>
1. The SFA has updated its School Wellness Policy to contain USDA's required elements and is available for review.		
2. The SFA ensures appropriate parties are included on the wellness committee.		
3. The SFA will complete an assessment of the Local Wellness Policy at least once every three years and make it available to the public.		
<b>L. CHARGE POLICY:</b>		
1. For pricing programs, the district has a written charge policy that is distributed to all households in the beginning of the year and is included in the handbook.		
<b>M. PROFESSIONAL STANDARDS:</b>		
1. If a new food service director was hired, USDA hiring standards were followed.		
2. The food service director has taken a food safety class OR food safety certification was obtained in the last 5 years.		
3. Training hours are being tracked with documentation on file for all food service employees.		
4. Non-food service employees, who have school lunch responsibilities, receive training related to their duties.		
5. Food service employees are on track to earn their required number of training hours for the year.		
<b>N. FRESH FRUIT and VEGETABLE PROGRAM, if applicable:</b>		
1. Required documentation, including fresh fruit/vegetable invoices, non-food purchases and labor hour records are maintained on a monthly basis by feeding site.		
<b>O. AFTER SCHOOL SNACK PROGRAM, if applicable:</b>		
1. Each year an on-site review is completed within the first four weeks of the program's operation and a second review is completed before the end of the school year.		
2. Meal count sheets and production records are available for each participating site.		
3. Snacks are only claimed for reimbursement when the student takes the entire snack (two different components) offered.		
4. Snacks are claimed on school days only.		
<b>P. FOOD SERVICE MANAGEMENT COMPANY (FSMC), if applicable:</b>		
1. The SFA is responsible for ensuring the accuracy of monthly FSMC invoices which includes: 1) verifying the correct fixed meal price is applied to meal counts, 2) the correct meal equivalency factor is used, and 3) the SFA receives USDA Foods credit.		