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|---|------------------------|---|-------|------------------------|---------------|-----------------|
| Site: | | | | Date Completed: | | |
| Type of Site: <input type="checkbox"/> Open <input type="checkbox"/> Restricted Open <input type="checkbox"/> Closed Enrolled <input type="checkbox"/> Camp <input type="checkbox"/> Migrant | | | | | | |
| Arrival Time: | Departure Time: | Meal Observed: <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Snack (recommended) | | | | |
| Dates/ Time | | | | Yes | No | Comments |
| 1. Has there been any changes to the planned dates and times of service? | | | | | | |
| Eligibility/ Certification | | | | Yes | No | Comments |
| 1. Is proper documentation for eligibility on file? | | | | | | |
| 2. If applications were approved at this site: a. Were they approved correctly and contain all required information? b. Are denied applications kept on file? c. Were applications denied correctly? | | | | | | |
| Meal Service | | | | Yes | No | Comments |
| 1. Is meal pattern being met for each grade group in the school? a. Minimum daily portion sizes are met b. Weekly minimum oz. eq. for M/MA and grains are met c. Vegetable subgroups (DG, RO, BP, S, O) are met d. Zero trans fat in all products e. If there is a waiver to serve one age/grade group meal pattern, do the majority of children appear to be from the chosen age/grade group? | | | | | | |
| 2. Are two milk types (FF Flavored, FF non-flavored, or 1% non-flavored) available to students during the meal service? | | | | | | |
| 3. Do the <i>observed</i> portion sizes correspond to the <i>planned</i> portion size of each menu item? | | | | | | |
| 4. Is offer vs. serve correctly implemented (if applicable)? | | | | | | |
| 5. Do production records for the day of observation and past month: a. Contain all required information and documentation? b. Show all required food components were offered? c. Document substitutions? | | | | | | |
| 6. Are standardized recipes being followed? | | | | | | |
| 7. Are CN labels, product spec sheets, and nutrient fact sheets being kept on file? | | | | | | |
| Special Diets | | | | Yes | No | Comments |
| 1. Does the site have proper documentation on file for all special diet requests? | | | | | | |
| 2. Are food service staff aware of any and all special dietary needs and how to respond in case of an emergency? | | | | | | |
| 3. Are special dietary meals documented daily to verify a reimbursable meal? | | | | | | |
| Daily and Monthly Meal Counting and Claiming System | | | | Yes | No | Comments |
| 1. Are meal counts from each day reviewed and recorded on a daily basis (not in an electronic system that could be automatically updated)? | | | | | | |
| 2. Does each meal service line provide an accurate count at the point of service (or approved alternate)? | | | | | | |
| 3. Is the meal count comparable to the average meal count from the most recent 5 days? If not is there a reasonable explanation? | | | | | | |
| Day 1 | Day 2 | Day 3 | Day 4 | Day 5 | Average Count | |
| | | | | | | |
| Today's Meal Count: | | | | | | |

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|--|------------|-----------|-----------------|
| 4. If the site has an academic summer school do the children participate in regular NSLP/SBP/ASCP? a. If yes, are SSO counts maintained separately? | | | |
| Daily and Monthly Meal Counting and Claiming System Cont. | Yes | No | Comments |
| 5. If site is a camp, are meals only claimed for children who have been approved for free or reduced price benefits? | | | |
| 6. Is staff correctly documenting non-reimbursable meals? | | | |
| 7. Is a back-up point of service system in place and staff trained on how to use the back-up system? | | | |
| 8. Are all meals served and consumed on site? | | | |
| 9. Is only one meal claimed per child per approved meal type – breakfast, lunch, snack? | | | |
| 10. If adults are served, are adult meals recorded separately? | | | |
| HACCP/Food Safety | Yes | No | Comments |
| 1. Is there a food safety plan in place? | | | |
| 2. Do observations confirm the food safety plan is being implemented? | | | |
| 3. If the site is a school, did the school received two food safety inspections during the last school year? | | | |
| 4. If the site is a school, is the most recent food safety inspection report posted in a publicly visible place? | | | |
| 5. Are proper sanitation procedures followed during preparation, serving and cleanup of the meal? | | | |
| 6. Are all areas (storage, meal prep., serving and eating) of the food service facility clean? | | | |
| Civil Rights | Yes | No | Comments |
| 1. Is the “Justice for all” poster displayed where it is visible to recipients? | | | |
| 2. Is the correct nondiscrimination statement included on all materials that are sent to parents and the public? | | | |
| 3. Are Limited English Proficient households identified and accommodated? | | | |
| 4. Are procedures established to receive complaints alleging discrimination? Do these procedures include reporting the complaints to the State Agency? | | | |
| 5. Have there been any written or verbal complaints alleging discrimination? If yes, have these complaints been reported to the State agency? | | | |
| 6. Are meals served to all attending children regardless of the child’s race, color, national origin, sex, age, or disability? | | | |
| 7. Do all children have equal access to services and facilities at the site regardless of the child’s race, color, national origin, sex, age, or disability? | | | |
| Advertising | Yes | No | Comments |
| 1. If this is an open site, did they advertise the availability and location of free meals? | | | |
| 2. List methods of advertising: | | | |
| Water | Yes | No | Comments |
| 1. Is free potable water available to students for lunch and for breakfast (when meals are served at a school)? | | | |

| Site Summary | |
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| Site Suggestions/Requests | |
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| Corrective Action (must follow up in 45 days) | |
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| Corrective Action Due Date: | Corrective Action Completed (date): |
| Site Manager Signature: | Date: |
| SFA Reviewer Signature: | Date: |