Onsite Review, School Nutrition Central Office

The following records and information must be available for DOE School Nutrition Program reviewers at the time of the entrance meeting on the first day of the Onsite review. Any electronic documents, including online applications, must be accessible to the reviewers throughout the review.

- Benefit Issuance documentation
  - Household applications approved for Free or Reduced-Price benefits
  - Direct certification information from division liaison(s) (homeless, foster, migrant, etc.)
  - All Denied applications
- Verification, all documents and records
  - Notice to Households of selection for Verification
  - Notice of Adverse Action or Letter of Verification Results
  - Completed Verification Summary Report
  - Racial/Ethnic Data Report
- All schools in the division for the review period
  - SNP-12 Daily Meal Claim and Cash Income Record or comparable document
  - Edit Check report and supporting documentation
  - Principals’ Report with Average Daily Attendance and Membership
  - Local Level Accountability Review, National School Lunch Program (NSLP)
  - Local Level Accountability Review, School Breakfast Program (SBP) for 50% of all schools
  - Afterschool Snack Program (ASP) Accountability Review, if applicable
- Afterschool Snack Program documentation most recent period
- SNP020 Financial Report
  - Year-end Annual Report for prior school year
  - Monthly or semi-annual report for most recent claim month
- Financial records to support information reported in the SNP020 and monthly reconciliation of SNP account
- USDA Revenue from Non-program Foods Tool for prior year SY2015-16
- Menus – for each grade group:
  - Cycle menu for the review period
  - Menu for the month of the Onsite review
    - Breakfast and Lunch
    - Afterschool Snack Program (ASP)
- USDA Certification Workbook – for each grade group:
  - Breakfast and Lunch for the week indicated on the Onsite review schedule
- Fresh Fruit and Vegetable Program (FFVP) claim documentation, if applicable
- Special Provisions, if applicable
  - Counting and Claiming procedures
  - Community Eligibility Provision (CEP) identified student percentage report for April 1
  - Supporting documentation for the validated Identified Student Percentage (ISP)
Reports and Documentation Required for the 2016-2017
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Onsite Review, School Nutrition Central Office (continued)

- Information for potential nutrient analysis of one week’s menus for one school, to include:
  standardized recipes, Nutrition Facts labels, manufacturer’s specification information or nutrition
  data submission forms, portioning information, meal component crediting information, and
  completed production records. All information must be for menus served during the week indicated
  for nutrient analysis on the Onsite review schedule and by your Team Leader.
- Smart Snacks in School documentation and compliance information from SNP, school principal, PTA, student
  organizations and others for all foods/beverages sold to students during the school day
- Food Safety and HACCP Plan
- Local Wellness Policy (LWP)
  o Copy of Local Wellness Policy
  o Evidence of how public is informed of the LWP and how they may participate What constitutes evidence?
  o Evidence of assessment of LWP implementation
  o Results of assessment or report provided to public
- Monthly inventory of food and supplies including USDA foods, if applicable Move to school level checklist?
- Documentation of most recent civil rights training for school nutrition program staff
- Roster of all SNP employees by job category and scheduled hours (director, manager, full-time and part-time)
- Professional Standards Annual Training Requirements documentation for all SNP staff
  o Training hours completed and planned for the current school year, including Civil Rights training
- School Breakfast Program\Summer Food Service Program Outreach documentation
- All program records for the prior three years plus the current year must be on file and available for review.

Contact the Team Leader for your review if you have any questions about these requirements.
Onsite Review, School Site
The following records and information must be available for review by DOE-SNP staff upon arrival at each school selected for an Onsite review.

- Claims - SNP-12 for the review period with supporting documentation:
  - Claim for reimbursement
  - Daily Sales Activity Reports
  - Bank deposit receipts
  - Eligibility reports
- Count and Collection procedures
- Cash reconciliation procedures
- Food Production Records
  - Breakfast, Lunch, Afterschool Snack for review period
  - Breakfast, Lunch, Afterschool Snack for month of Onsite review
- Meal pattern compliance
  - Menus for the review period and the month of the Onsite review
  - Standardized recipes
  - Portioning instructions
  - Manufacturer specifications
  - Other information
- Signage at the point of service to communicate daily menu choices and offer vs. serve instructions
- Smart Snacks in School documentation and compliance information from SNP, school principal, PTA, student organizations and others that sell foods\beverages to students during the school day
- Documentation for accommodations and\or meal substitutions for student(s) with special dietary needs
- Food Safety
  - Inspection Reports from the local health department
    - Current school year
    - Prior school year
    - Corrective Action documentation, if applicable
  - Food Safety and HACCP Plan manual
    - Training documentation
- Fresh Fruit and Vegetable Program documentation, if applicable
- Parent/student involvement documentation
- All school level program operation records for the prior three years plus the current year must be on file and available for review.

Contact the Team Leader for your review if you have any questions about these requirements.