OSPI CNS School Meal Programs Reference Sheet

On-Site Reviews

Local Education Agencies (LEAs) that participate in the NSLP/SBP and operate more than one school/site are annually required to conduct On-Site Reviews of the meal counting and claiming system. The purpose of this review is to evaluate meal counting and claiming procedures and ensure that internal controls have been established to support accurate lunch counts prior to submitting the claim for reimbursement.

Requirements

- On-Site Reviews must be completed annually by February 1st
    - All sites operating NSLP must be reviewed
    - 50% of sites operating SBP must be reviewed (each site must be reviewed every two years)
- Use the On-Site Review Form to complete the review
- Any areas of non-compliance identified during the review must be addressed and a corrective action plan prepared and implemented
- Conduct a follow-up review within 45 days of the first visit, to ensure the corrective action resolved the problem(s)
- LEAs with only one school are not required to conduct on-site reviews, but are encouraged to conduct a self-assessment
- LEAs with Food Service Management Company contracts are strongly encouraged to have school personnel conduct the on-site review
- Retain complete On-Site Review forms and any corrective action for review during the Administrative Review

Details:

- The On-Site Review areas of evaluation include:
    - Rosters/Eligibility determination accuracy
    - Meal Counting System
    - Meal Count Consolidation
    - Overt Identification
    - Written Procedures
    - Verification
    - Readily Observable General Areas

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Reference:

- [7 CFR 210.8](#)
- [7 CFR 220.11](#)
- [SP 56-2016 Additional Guidance for the Implementation of the Administrative Reviews in School Nutrition Programs Final Rule](#)

Resources:

- [On-Site Review Form](#)

Acronym Reference

- CFR – Code of Federal Regulations
- CNS - Child Nutrition Services
- LEA – Local Education Agency
- NSLP – National School Lunch Program
- OSPI - Office of Superintendent of Public Instruction
- SBP – School Breakfast Program
- SP – School Programs