

ON-SITE SCHOOL REVIEW

Counting and Claiming Procedures for use by the Local Education Agency

Complete by February 1

School Name _____

Date of Review _____

Signature of Reviewing Official _____

<input type="checkbox"/>	First Review
<input type="checkbox"/>	Second Review

ROSTERS

The purpose in reviewing each school's system for maintaining and updating rosters by category (list of students and their respective eligibility) is to be assured that changes in eligibility are accurately and promptly recorded. If a child's eligibility is wrong on the roster, then meals served to the child are claimed in the wrong category.

Yes No N/A

1. If school is notified by the district office of changes in eligibility, be prepared to verify that changes were correctly noted on the roster. Did the school accurately update roster?
2. If applications are maintained at the school, compare a sample of approved applications to the eligibility status noted on the roster. Does the roster correctly identify the eligibility categories approved?
3. Are the dates when a child withdraws/transfers or when eligibility changed clearly and accurately noted on the roster?

Comments

MEAL COUNT SYSTEM

The purpose in observing the school's meal count system is to ensure that, at each key point, the system is operating as planned and that meals served are accurately recorded by category (free, reduced-price, paid) and at the point each child is known to have received a reimbursable meal. You will need to observe staff in action, e.g., cashiers, and managers.

At the point-of-service:

Yes No N/A

4. Are meals counted by category at the point-of-service?
5. Are only meals that are priced as a unit and contain the required number of components recorded for reimbursement?
6. Are a la carte items excluded as a reimbursable meal even if together they comprise a complete 3, 4, or 5 item meal? (The answer should be "yes" because the items are not priced as a unit and not available to the needy children free or at the reduced-price.)
7. Are charged meals reported and claimed the day the meals are served?
8. Is the school following procedures to ensure that only one reimbursable meal per child per day is claimed? (It must be ensured that seconds are not claimed even when there are multiple serving stations.)
9. Are reimbursable meals recorded at the point they are served to student workers?
10. Are meals served to student workers claimed in the appropriate free, reduced-price, or paid categories?

Comments

MEAL COUNT CONSOLIDATION

Yes No N/A

11. Do cashiers add meals served by category correctly?
(Tray or cash counts cannot be used)

12. Are counts from all stations correctly consolidated by type?
(Tray or cash counts cannot be used)

OVERT-IDENTIFICATION

Yes No N/A

13. Is the identification of free/reduced-price status adequately concealed during ticket issuance, payment collection, and the meal service?

WRITTEN PROCEDURES

Yes No N/A

14. Is the meal count system in use the one approved by the state agency?

15. Are the written procedures to describe the meal count system accurate and useful for school staff?

16. Are procedures in place to ensure the system does not break down when key staff are absent?

VERIFICATION

Yes No N/A

17. Were changes made at the school level as a result of verification?

Comments

KEEP THIS FORM ON FILE FOR YOUR RECORDS.