

## **National School Lunch Program Administrative Review Checklist**

During the **Administrative Review**, the Illinois State Board of Education's principal consultant will review program records for compliance with state and federal regulations. The following checklist will assist in preparing for reviews of the National School Lunch Program, School Breakfast Program, Special Milk Program, After-School Care Program, and/or Seamless Summer Option. This list presents an overview of major areas which will be evaluated. Records for the current fiscal year should be available for review.

The Administrative Handbook can be obtained on the Nutrition Programs website located at <http://www.isbe.net/nutrition>. On the website, scroll down and under *Child Nutrition Programs*, click on *NSLP, National School Lunch Program*.

### **Eligibility Documentation**

\_\_\_\_\_ Documentation for children directly certified will be evaluated.

\_\_\_\_\_ Income applications must contain the required information:

- Names of all household members
- All household income and how frequently received
- Signature of an adult household member
- Last four digits of the social security number of the adult household member who signs the application

\_\_\_\_\_ Temporary Assistance for Needy Families (TANF) or Supplemental Nutrition Assistance Program (SNAP) applications must contain the required information:

- **Accurate** case number
- Signature of an adult household member

\_\_\_\_\_ Documentation of the extension of benefits will be evaluated.

\_\_\_\_\_ Adequate eligibility for foster children must be on file. Documentation may include:

- A copy of the current legal document from DCFS, court, or foster care agency.
- OR**
- A current Household Eligibility Application which includes:
    - The name of the foster child.
    - Box checked to apply for the foster child or children. More than one foster child may be included on a single application.
    - The signature of an adult guardian with whom the foster child(ren) resides.

\_\_\_\_\_ Documentation for categorically eligible children must be on file. Children documented as homeless, migrant, runaway, and Head Start are categorically eligible to receive free meals.

\_\_\_\_\_ Applications must be correctly approved for free and reduced-price meals based on the current USDA income guidelines.

\_\_\_\_\_ Written notification to parents for the denial of applications must be available for review.

### **Benefit Issuance**

\_\_\_\_\_ Document used to communicate each child's eligibility status (free, reduced, or paid) must be available for review.

### **Verification of Household Eligibility Applications**

\_\_\_\_\_ Verification of applications must be completed, documented, and available for review.

- Adequate number of applications must be verified and the verification process completed by November 15
- Acceptable documentation must be received
- Summary of verification must be maintained and include the number of applications on file as of October 1, the selection method used, number verified, and results
- Termination/reduction notice to households (if applicable)

### **Claim for Reimbursement**

\_\_\_\_\_ Available claim data, by site, for each month must be available for review and include:

- Daily meal counts by category (free, reduced, or paid)
- Enrollment
- Number of children eligible for free and reduced-price meals

\_\_\_\_\_ Claim information is checked to ensure:

- No mathematical errors occurred
- Figures are not transposed or copied incorrectly
- Site meal counts are claimed by calendar month
- Accurate number of days are reported for each claim period
- Individual site figures are used

### **Edit Checks**

\_\_\_\_\_ Before submitting the monthly Claim for Reimbursement for each site, the district must conduct and document an edit which:

- Compares meals claimed to the maximum claimable meals for the month
- Compares daily meal counts to the number of eligibles in each category
- Compares meals claimed to the average daily attendance by category
- Corrects the claim or identifies reasons for meals claimed in excess of the number of eligibles

### **On-Site Reviews**

\_\_\_\_\_ If the school food authority has more than one feeding site, on-site reviews must be conducted and documented for all sites by February 1.

### **Local Wellness Policy**

\_\_\_\_\_ A locally developed wellness policy must be in place, announced to the public, and re-evaluated periodically.

### **Contract/Bidding**

\_\_\_\_\_ Written bidding procedures must be established and followed for purchases or contracts in excess of \$100,000 per category per year.

### **Food Service Management Company or Vended Meals Contracts**

\_\_\_\_\_ Current contract(s) and/or renewal agreement(s) must be available for review.

\_\_\_\_\_ Invoices must be available from the previous and current school years.

\_\_\_\_\_ Information regarding an advisory board to assist/evaluate menu planning must be available.

### **Menus**

\_\_\_\_\_ Menus/production records must contain all components/menu items.

\_\_\_\_\_ For NuMenus, a nutrient analysis for each week must be available for review and include all menu items and planned portion sizes.

\_\_\_\_\_ If the required meal pattern requirements are not followed, children with life-threatening disabilities require a Physician's Statement for Food Substitution.

\_\_\_\_\_ Request for milk substitute for children without a disability.

- The milk substitution must provide the same key nutrients found in regular cow's milk.

### **Meal Service**

\_\_\_\_\_ Adequate food quantities must be prepared and correct portion sizes served.

\_\_\_\_\_ Each site must offer two fat-free or low-fat(1%) fluid milk choices daily.

\_\_\_\_\_ Drinking water must be made available to all children.

### **Meal Count Procedures**

\_\_\_\_\_ Free, reduced-price, and paid meals must be counted, by category, at the point of service.

\_\_\_\_\_ Meals counted for reimbursement must contain components or menu items required by the selected menu planning approach.

\_\_\_\_\_ Anonymity of children receiving free and reduced-price meals must be protected.

\_\_\_\_\_ If Offer versus Serve is used, it must be implemented correctly for the selected menu planning approach.

## **Food Production**

- \_\_\_\_\_ Production records must be available and contain the required information.
- \_\_\_\_\_ Recipes must be standardized and contain the required information.
- \_\_\_\_\_ Processed product information and Nutrition Facts labels must be on file.

## **Food and Beverage Requirements**

- \_\_\_\_\_ Federal regulations prohibit the sale of food of minimal nutritional value including carbonated water, water ices, chewing gum, and certain candies (hard, marshmallows, fondants, licorice, jellies, gums, and candy-coated popcorn) in the food service area during regular lunch and breakfast periods.
- \_\_\_\_\_ Illinois School Food Service Rules established beverage requirements for beverages sold by participating schools before and during the regular school day including the meal periods and food service areas. Beverages that may be sold include only the following:
  - Flavored or plain whole, reduced-fat (2 percent), low-fat (1 percent), or nonfat fluid milk that meets State and local standards for pasteurized fluid milk;
  - Reduced-fat and enriched alternative dairy beverages (i.e., rice, nut, or soy milk, or any other alternative dairy beverage approved by the United States Department of Agriculture [USDA]);
  - Fruit and vegetable drinks containing 50 percent or more fruit or vegetable juice;
  - Water (non-flavored, non-sweetened, and non-carbonated);
  - Fruit smoothie (yogurt or ice-based) that contains less than 400 calories and no added sugars, and is made from fresh or frozen fruit or fruit drinks that contain at least 50 percent fruit juice; and
  - Any beverage exempted from the USDA's list of Foods of Minimal Nutritional Value.
- \_\_\_\_\_ Illinois School Food Service Rules established requirements against the sale of confections, all candies, and potato chips during the meal periods in the food service area at participating schools in which grades 5 and below are operating.
- \_\_\_\_\_ All revenue from the sale of any food or beverage to students in the food service areas during the meal periods must accrue to the nonprofit school lunch program account.

## **Food Distribution Program**

- \_\_\_\_\_ Inventory records must be available for review.
- \_\_\_\_\_ All foods must be dated with the month and year of receipt.
- \_\_\_\_\_ All foods must be used on a first-in, first-out basis.
- \_\_\_\_\_ Written agreement must be on file for foods stored in a non-owned facility.
- \_\_\_\_\_ Processing agreement must be available for review, if applicable.

## **Sanitation**

\_\_\_\_\_ Two Board of Health sanitation reviews must be conducted each school year. If two inspections have not been conducted, a letter to the local health department requesting the inspection(s) must be on file.

\_\_\_\_\_ A copy of the most current review must be posted in a prominent place. Citations must be corrected.

\_\_\_\_\_ An *Emergency Care for Choking* poster must be posted in a prominent place.

\_\_\_\_\_ Each site must have a food safety program for the preparation and serving of meals based on Hazard Analysis and Critical Control Point (HACCP).

## **Civil Rights**

\_\_\_\_\_ Data must be on file to ensure denied applicants are not proportionately composed of minority groups.

\_\_\_\_\_ Data regarding the target population and beneficiaries of the program, by racial/ethnic category, must be on file.

\_\_\_\_\_ The following public notification requirements must be fulfilled:

- USDA-approved poster must be displayed.
- Informational materials must be made available in the appropriate translation, as needed.
- Program material must include the nondiscrimination statement and the procedure for filing a complaint.

\_\_\_\_\_ Documentation of civil rights training to frontline staff and supervisors must be available for review.

## **Special Milk Program**

\_\_\_\_\_ The information reported on the Claim for Reimbursement must be supported by adequate documentation.

- Accurately approved Household Eligibility Applications, Direct Certification documentation, extension of benefits documentation, or categorical documentation must be on file for children receiving free milk.
- Monthly milk counts must validate the number of half-pints of milk served to eligible children and claimed for reimbursement.
- Dairy receipts must ensure an adequate amount of milk is purchased to support the monthly milk counts.

## **School Breakfast Program**

\_\_\_\_\_ Accurately approved Household Eligibility Applications, Direct Certification documentation, extension of benefits documentation or categorical documentation must be on file for children receiving free or reduced-price breakfast.

\_\_\_\_\_ Available claim data, by site, for each month must be available for review and include:

- Daily breakfast counts by category (free, reduced, or paid)
- Enrollment
- Number of children eligible for free and reduced-price breakfasts

\_\_\_\_\_ Notification to households of the availability of the School Breakfast Program must be available for review.

\_\_\_\_\_ Free, reduced-price, and paid breakfasts must be counted, by category, at the point of service.

\_\_\_\_\_ Breakfasts must contain components or menu items required by the selected menu planning approach.

\_\_\_\_\_ Anonymity of children receiving free and reduced-price breakfasts must be protected.

\_\_\_\_\_ If Offer versus Serve is used, it must be implemented correctly for the selected menu planning approach.

\_\_\_\_\_ Menu/production records must contain all components/menu items.

\_\_\_\_\_ For NuMenus, a nutrient analysis for each week must be available for review and include all menu items and planned portion sizes.

### **After-School Snack Program**

\_\_\_\_\_ Non-area eligible sites must have accurately approved Household Eligibility Applications, direct certification documentation, or categorical documentation on file for children receiving free or reduced-price snacks.

\_\_\_\_\_ Sites must maintain attendance documentation on a daily basis.

\_\_\_\_\_ Non-area eligible sites must count free, reduced-price, and paid snacks, by category, at the point of service.

\_\_\_\_\_ Area eligible sites must take an accurate daily count of the total number of snacks served.

\_\_\_\_\_ Monthly counts must validate the number of snacks served to eligible children and claimed for reimbursement.

\_\_\_\_\_ Menus must contain all components.

\_\_\_\_\_ Anonymity of children receiving free and reduced-price snacks must be protected.

\_\_\_\_\_ On-site reviews must be conducted twice annually for each site participating in the snack program and documentation must be available for review.

\_\_\_\_\_ Drinking water must be made available to all children.

### **Summer Seamless Option**

\_\_\_\_\_ Documentation of the efforts to advertise the Summer Seamless Option will be evaluated.

\_\_\_\_\_ For closed enrolled sites, data ensuring 50% of the children are eligible must be on file.

\_\_\_\_\_ On-site reviews must be conducted and documentation must be available for review.

\_\_\_\_\_ Claims for Reimbursement will be evaluated for accuracy.