

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, and/or After-School Care Program. This list presents an overview of major areas that will be evaluated. Records for the entire current fiscal year should be available for review.

Program requirements and forms can be obtained on the Nutrition Programs website located at <http://www.isbe.net/nutrition>. On the website, scroll down and 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
- 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

_____ A separate application must be on file for each foster child and contain the required information:

- Personal-use income for the foster child or "0" if the child has no personal-use income
- Signature of an adult household member

_____ Documentation for categorically eligible children must be on file. Categorically eligible includes homeless, migrant, runaway, and children enrolled in Head Start or Even Start.

_____ Applications must be correctly approved for free and reduced-price meals based on the current United States Department of Agriculture (USDA) income guidelines.

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

Benefit Issuance

_____ Current Master List of Enrolled Children and their eligibility status (free, reduced-price, 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-price, 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
- Identifies reasons for meals claimed which significantly exceed the average attendance or average daily meal participation

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.

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.

Food Quantities

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

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 using Offer versus Serve, 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 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 where classes of grades 5 and below are operating. (This is a change to how the previous rules were implemented.)
- _____ 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.

Local Wellness Policy

- _____ A locally developed wellness policy must be in place and re-evaluated periodically.

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.

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.

Contract/Bidding

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

Sanitation

_____ Two Board of Health sanitation reviews must be conducted each school year, available for review. 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 service of school meals to students 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.

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, or categorically eligible 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, or categorically eligible 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-price, or paid)
- Enrollment
- Number of children eligible for free and reduced-price breakfasts
- 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.
- _____ 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.

After-School Snack Program

- _____ Non-area eligible sites must have accurately approved Household Eligibility Applications, Direct Certification documentation, or categorically eligible documentation on file for children receiving free or reduced-price snacks.
- _____ Area eligible 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.