



# Illinois State Board of Education

100 North First Street, Springfield, Illinois 62777-0001

## SCHOOL NUTRITION PROGRAMS ON-SITE REVIEW FORM ASSESSMENT OF SCHOOL MEAL COUNTING AND CLAIMING PROCEDURES

- Breakfast       Lunch  
 First Review       Follow-up Review

### Nutrition and Wellness Programs Division

**INSTRUCTIONS:** Each school year, prior to February 1, sponsors with more than one site where reimbursable meals are served must conduct their own review of each site approved to participate in the NSLP and at 50 percent of the sites approved to participated in the SBP. Each site in the SBP must be reviewed at least once every two years. Sponsors with only one site, are not required to conduct on-site reviews but it is highly encouraged. In addition, an observation of staff in action, e.g. cashiers, managers, and servers must be conducted. Complete the form by indicating above if this is a Breakfast or Lunch review and if this is a First Review or a Follow-up Review. Next answer the following questions by checking the appropriate response. Maintain a copy of this form as documentation.

DISTRICT NAME	SCHOOL NAME (One Per Building)	
LEA REVIEWER'S NAME	DATE OF VISIT (By February 1)	TIME OF VISIT In: _____ Out: _____

**Offer vs. Serve:**     Yes     No    (High schools must implement Offer vs. Serve.)

Grades participating in Offer vs. Serve (Check all that apply):

- Pre-K    K    1    2    3    4    5    6    7    8    9    10    11    12    not participating

### MEAL COUNT SYSTEM

Yes      No

- |   |  |   |   |   |   |  |  |  |   |   |  |  |
|---|--|---|---|---|---|--|--|--|---|---|--|--|
| <input type="checkbox"/>  | <input type="checkbox"/>                           | 1. Are meals counted at the point of service? (The person responsible for the meal count should be where it can be determined that a reimbursable meal has been served to an eligible student. In most cases, this is at the end of the service line.)  |   |   |   |  |  |  |   |   |  |  |
| <input type="checkbox"/>  | <input type="checkbox"/>                           | 2. Does the person taking the meal count understand the components required for a reimbursable meal?  |   |   |   |  |  |  |   |   |  |  |
| <input type="checkbox"/>  | <input type="checkbox"/>                           | 3. Does the school have a policy for each of the following situations? If no, indicate which policy is not developed.   |   |   |   |  |  |  |   |   |  |  |
|   |  | <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><input type="checkbox"/> a. Lost, stolen, forgotten or destroyed tickets/tokens/IDs</td> <td style="width: 50%;"><input type="checkbox"/> e. A la carte selections</td> </tr> <tr> <td><input type="checkbox"/> b. Power failure (for automated systems)</td> <td><input type="checkbox"/> f. Second student meals</td> </tr> <tr> <td><input type="checkbox"/> c. Student worker meals</td> <td><input type="checkbox"/> g. Incomplete meals</td> </tr> <tr> <td><input type="checkbox"/> d. Adult meals</td> <td><input type="checkbox"/> h. Field trips</td> </tr> <tr> <td></td> <td><input type="checkbox"/> i. Visiting student meals</td> </tr> </table> | <input type="checkbox"/> a. Lost, stolen, forgotten or destroyed tickets/tokens/IDs | <input type="checkbox"/> e. A la carte selections | <input type="checkbox"/> b. Power failure (for automated systems) | <input type="checkbox"/> f. Second student meals | <input type="checkbox"/> c. Student worker meals | <input type="checkbox"/> g. Incomplete meals | <input type="checkbox"/> d. Adult meals | <input type="checkbox"/> h. Field trips |  | <input type="checkbox"/> i. Visiting student meals |
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| <input type="checkbox"/> b. Power failure (for automated systems)                   | <input type="checkbox"/> f. Second student meals   |   |   |   |   |  |  |  |   |   |  |  |
| <input type="checkbox"/> c. Student worker meals                                    | <input type="checkbox"/> g. Incomplete meals       |   |   |   |   |  |  |  |   |   |  |  |
| <input type="checkbox"/> d. Adult meals   | <input type="checkbox"/> h. Field trips            |   |   |   |   |  |  |  |   |   |  |  |
|   | <input type="checkbox"/> i. Visiting student meals |   |   |   |   |  |  |  |   |   |  |  |
| <input type="checkbox"/>  | <input type="checkbox"/>                           | 4. When meal count problems occur, does the individual taking the meal count understand the school's policies for handling each situation? If no, indicate which policy is not followed.  |   |   |   |  |  |  |   |   |  |  |
|   |  | <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><input type="checkbox"/> a. Lost, stolen, forgotten or destroyed tickets/tokens/IDs</td> <td style="width: 50%;"><input type="checkbox"/> e. A la carte selections</td> </tr> <tr> <td><input type="checkbox"/> b. Power failure (for automated systems)</td> <td><input type="checkbox"/> f. Second student meals</td> </tr> <tr> <td><input type="checkbox"/> c. Student worker meals</td> <td><input type="checkbox"/> g. Incomplete meals</td> </tr> <tr> <td><input type="checkbox"/> d. Adult meals</td> <td><input type="checkbox"/> h. Field trips</td> </tr> <tr> <td></td> <td><input type="checkbox"/> i. Visiting student meals</td> </tr> </table> | <input type="checkbox"/> a. Lost, stolen, forgotten or destroyed tickets/tokens/IDs | <input type="checkbox"/> e. A la carte selections | <input type="checkbox"/> b. Power failure (for automated systems) | <input type="checkbox"/> f. Second student meals | <input type="checkbox"/> c. Student worker meals | <input type="checkbox"/> g. Incomplete meals | <input type="checkbox"/> d. Adult meals | <input type="checkbox"/> h. Field trips |  | <input type="checkbox"/> i. Visiting student meals |
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| <input type="checkbox"/> b. Power failure (for automated systems)                   | <input type="checkbox"/> f. Second student meals   |   |   |   |   |  |  |  |   |   |  |  |
| <input type="checkbox"/> c. Student worker meals                                    | <input type="checkbox"/> g. Incomplete meals       |   |   |   |   |  |  |  |   |   |  |  |
| <input type="checkbox"/> d. Adult meals   | <input type="checkbox"/> h. Field trips            |   |   |   |   |  |  |  |   |   |  |  |
|   | <input type="checkbox"/> i. Visiting student meals |   |   |   |   |  |  |  |   |   |  |  |
| <input type="checkbox"/>  | <input type="checkbox"/>                           | 5. Is a trained substitute for counting meals available if an employee is absent?   |   |   |   |  |  |  |   |   |  |  |

**MEAL COUNT SYSTEM (Continued)**

Yes      No      N/A

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <p>6. Does the meal count system produce an accurate count of reimbursable meals by category (free, reduced-price and paid) served to eligible students? Community Eligibility Provision schools must record a total meal count only.</p> <p><input type="checkbox"/> a. Math errors</p> <p><input type="checkbox"/> b. Counts not taken at the end of the serving line</p> <p><input type="checkbox"/> c. Free and/or reduced-price meal counts obtained by subtracting from total meal count</p> <p><input type="checkbox"/> d. Cash converted to meals</p> <p><input type="checkbox"/> e. Tray count meals</p> | <p><input type="checkbox"/> f. Attendance Counts</p> <p><input type="checkbox"/> g. Morning/classroom counts</p> <p><input type="checkbox"/> h. Incomplete meals</p> <p><input type="checkbox"/> i. Based on meals delivered/prepared, not meals served</p> <p><input type="checkbox"/> j. Student workers not claimed by eligibility category</p> |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <p>7. Does the meal counting system prevent overt identification? If no, check all that apply. Community Eligibility Provision schools should mark N/A.</p> <p><input type="checkbox"/> a. Unacceptable coding system</p> <p><input type="checkbox"/> b. Use of special tickets, tokens</p> <p><input type="checkbox"/> c. Cash only line</p> <p><input type="checkbox"/> d. Visual or Verbal ID</p> <p><input type="checkbox"/> e. Separate serving times, lines, or dining areas</p>  | <p><input type="checkbox"/> f. All meals offered/served not available to students</p> <p><input type="checkbox"/> g. Checklist with identifying information visible to students in line</p> <p><input type="checkbox"/> h. Cash register/Computer display identifying meal price visible to students</p>   |
| <input type="checkbox"/> <input type="checkbox"/>                          | <p>8. Are meal counts from each serving line and meal period accurately consolidated on a daily basis?</p>  |  |

**MEAL PATTERN REQUIREMENT**

- |  |  |
|--|--|
| <input type="checkbox"/> <input type="checkbox"/>                          | <p>9. Does today's menu meet meal pattern requirements?</p>  |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <p>10. If offer versus serve is implemented for lunch, does each meal contain a fruit or vegetable (at least ½ cup) and a minimum of two additional full serving components?</p> |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <p>11. If offer versus serve is implemented for breakfast, does each meal contain at least three food items and one of the items is at least a ½ cup fruit or vegetable.</p>     |
| <input type="checkbox"/> <input type="checkbox"/>                          | <p>12. Were all required food components available throughout the meal service on all serving lines?</p>   |

**FOOD SAFETY PLAN**

- |   |   |
|---|---|
| <input type="checkbox"/> <input type="checkbox"/> | <p>13. Does the school have a Food Safety Plan based on the Hazard Analysis and Critical Control Point (HACCP) procedures?</p>  |
| <input type="checkbox"/> <input type="checkbox"/> | <p>14. If yes, has the Food Safety Plan been reviewed/revised for the current school year?</p>  |
| <input type="checkbox"/> <input type="checkbox"/> | <p>15. If yes, is the Food Safety Plan implemented? (for example, temperature logs, standard operating procedures for hand washing, accepting food deliveries, etc)</p> |

**If any of the above questions were answered NO, a CORRECTIVE ACTION PLAN is mandatory. A follow-up review (use a clean form with Follow-up marked in upper right corner) must be completed within 45 days.**

**CORRECTIVE ACTION PLAN INCLUDING IMPLEMENTATION DATES:**

\_\_\_\_\_  
Site Administrator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
LEA Reviewer Signature

\_\_\_\_\_  
Date