

Reviews

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Additional Resources

- ISBE Monitoring and Review Information Website
<https://www.isbe.net/Pages/School-Nutrition-Monitoring-and-Review.aspx>

School Food Authority Reviews

On-Site Review Requirements

National School Lunch Program (NSLP) and School Breakfast Program (SBP) regulations require each school food authority (SFA), with more than one site where reimbursable meals are served, to annually conduct their own review of each site's meal count and claiming procedures. All NSLP sites must be reviewed and for the SBP sites, a school shall perform on-site reviews at a minimum of 50% of their sites that serve breakfast.

EXAMPLE:

A SFA has 12 sites, all of which are in SBP and NSLP. All 12 sites must receive on-site reviews of their NSLP and 6 of those sites must receive on-site reviews of their SBP. The other 6 SBP sites that did not get on-site reviews would need to receive on-site reviews of their SBP the following year.

ISBE recommends even districts with one site perform an annual on-site review of meal counting and claiming procedures.

This review must be completed by February 1 of each school year for each site. The individual should be familiar with program rules and should be outside the daily operations to provide an objective look at the operations. The review must be conducted by SFA personnel and may not be conducted by contracted parties who are providing the meal service. A sample copy of the [On-Site Review Form](#) is available on our website.

A copy of the on-site review must be maintained on file at the site or SFA office for three years plus the current year or, in the case of an audit or investigation which extends beyond the three years plus current year, documents must be kept until the audit or investigation is completed.

If the review disclosed problems, the SFA must correct problems immediately and conduct a follow-up review within 45 calendar days of the initial review. A follow-up review must be conducted to determine if the corrective action resolved the problem. Written documentation is required to be maintained at the SFA or at the site.

On-site reviews are conducted to ensure at each meal service claimed, the following internal controls are operating correctly:

- Daily meal counts by category are taken at the point of service
- All meals claimed meet meal pattern requirements
- Overt identification is prevented
- Sanitation procedures are followed

After-School Care Snack Program

For those participating in the After-School Care Snack Program through the NSLP, the SFA must review each site two times per year. The SFA must conduct the first review during the first four weeks of operation each school year. The reviews ensure reimbursable snacks are provided and served to eligible students and acceptable counting procedures have been implemented.

Documentation must be maintained on file for three years plus the current year. A copy of the [After-School Care Snack Sites Review Form](#) is available on our website.

Local Health Department Reviews

Annual Sanitation Reviews

Each school year SFAs must obtain two food sanitation inspections for each site where food is prepared or served. For most counties, the local health department will conduct such inspections. If the SFA is in a county that does not have a local health department, then the SFA must contact neighboring county health departments to conduct food sanitation inspections. Copies of these inspections must be maintained at the SFA or at the site for three years plus the current year. The most recent food sanitation report must be posted in a prominent location that is viewable by the general public.

If an SFA has not received the food sanitation inspections by March 31, a letter must be written to the local health department requesting the required two food sanitation inspections for each site where food is prepared or served. The letter must be maintained at the SFA or at each site as documentation of your attempt to comply with two food inspections as required by USDA regulations.

Illinois State Board of Education Reviews

Administrative Reviews

The USDA requires ISBE to conduct administrative reviews of all SFAs participating in NSLP. Administrative reviews are comprehensive on-site evaluations conducted, at a minimum, once every three years.

The review process includes an evaluation of the critical areas and general areas of review.

Critical Areas

- Access and reimbursement
 - Household Eligibility Applications
 - Direct Certification
 - Community Eligibility Provision (CEP)
 - Benefit issuance
 - Verification
 - Meal counting, claiming and reimbursement
- Nutritional quality and meal pattern
 - Dietary specifications and nutrient analysis
 - Meal components and quantities
 - Offer versus Serve (OVS)

General Areas

- Resource management
 - Nonprofit food service account
 - Paid lunch equity
 - Revenue from nonprogram foods
 - Indirect costs
- General program compliance
 - Civil rights
 - Food safety
 - Local wellness policy and school meal environment
 - Professional standards
 - Reporting and recordkeeping
 - SBP, SSO and SFSP outreach
 - SFA on-site monitoring
 - Smart snacks
 - Water

- Other program reviews
 - Afterschool Snack Program
 - Fresh Fruit and Vegetable Program
 - Seamless Summer Option
 - Special Milk Program

A written report will be sent to the SFA detailing the review findings and any fiscal adjustments. The SFA must respond to the review findings with a corrective action plan that defines the processes and procedures the SFA will implement to ensure compliance with program regulations. The corrective actions must be implemented for all sites in the SFA. A follow-up review may be conducted to ensure that identified areas of concern were corrected.

An [Administrative Review Checklist](#) is available to assist SFA's in preparing for an administrative review.