

BUILD A BINDER FOR SUCCESS

TABLE OF CONTENTS

- Eligibility Documentation **(Sponsor Documents)**
 - Free/Reduced List of all district students/Chosen students
 - Direct Certification Reports (Annual/Monthly/Sponsor Reports)
 - Extension of Benefits Documentation (ISBE 54-45)
 - Household Eligibility Documentation (ISBE 68-06)
 - Categorically Eligible Documentation (ISBE 50-73)
 - Notification Letters (ISBE 68-02, ISBE 69-15)
- Verification **(Sponsor Documents)**
 - All Applications Chosen for Review
 - Confirmation Review & Verification Tracking Form (ISBE 68-21)
 - Notification Letters (ISBE 68-10A, ISBE 68-10B, ISBE 68-09)
- Claim for Reimbursement **(Selected Site Documents)**
 - Month of Review Site Claim Report via WINS for Chosen Site(s)
 - Back up documentation
- On-Site Reviews **(Sponsor Documents)**
 - On-Site Review Forms (ISBE 67-35)
 - All Sites Lunch
 - All Sites Breakfast, if applicable
- Menus **(Selected Site Documents)**
 - Month of Review Menus (full month for all meal services)
 - Choose a 5-day week from the month of review menu
 - Production Records
 - CN Labels/Product Formulation Statements/Recipes
 - Nutrition Fact Labels that include the ingredients (for all grain products)
- Food & Beverage Requirements (aka Smart Snacks) **(Sponsor Documents)**
 - Smart Snack Calculator Results for all items served ala carte
 - Nutrition Fact Labels that include the ingredients
 - Fundraising Days Documentation
 - Request Form
 - Tracking Log
- Sanitation **(Selected Site Documents)**
 - Last 2 Health Inspections (if completed this school year, if not, the 2 inspections from last year)
 - If they didn't do 2 inspections, then your letter the district sent to the HD requesting 2 inspections

- HACCP Plan
 - Food Safety Template
 - Standard Operating Procedures (SOP's)
- Temperature Logs (month of review)
- Program Outreach **(Sponsor Documents)**
 - School Breakfast Program Outreach
 - Summer Food Service Program Outreach
- Professional Standards **(Sponsor Documents)**
 - Tracking Tool
 - Documentation to prove training hours (including Civil Rights)
- Required Policies **(Sponsor Documents)**
 - Local Wellness Policy
 - Triennial Assessment
- Buy American Compliance **(Selected Site Documents)**
 - Exceptions Tracking Tool
 - Documentation for non-domestic purchases
- Other Programs **(Selected Site Documents)**
 - Fresh Fruit and Vegetable Program
 - Claim for Reimbursement
 - Copies of Invoices and Labor Costs
 - Special Milk Program
 - Claim for Reimbursement
 - Monthly Counts
 - Copies of Invoices
 - After School Snack Program
 - Claim for Reimbursement
 - Monthly Counts
 - Menus & Production Records
 - On-Site Reviews for the Snack Program
- Day of Review **(Selected Site Documents)**
 - Meal Counts
 - Menus & CN/PFS/Recipes
 - Production Records
 - Meal Modification Requests
 - OvsS Signage
 - Drinking Water Available
 - Milk Variety Offered
 - Portion Size Accurate
 - Other Programs Reviewed On-Site
 - Health Inspection Posted
 - Civil Rights Poster Posted