

School Nutrition Programs Administrative Review Checklist – CEP districtwide

During the **Administrative Review**, the Illinois State Board of Education will review program records for compliance with state and federal regulations. This checklist will assist in preparing for the School Nutrition Programs (SNP) administrative review which will include an evaluation of the National School Lunch Program, School Breakfast Program, Special Milk Program, Afterschool Snack Program, Fresh Fruit and Vegetable Program, and/or Seamless Summer Option. Records for the current fiscal year should be available for review.

The [SNP Administrative Handbook](#) is a helpful resource when you have questions or concerns regarding items in this checklist.

Claim for Reimbursement

Additional Resource: [Benefit Issuance, Meal Counting and Claiming](#) & [CEP](#)

_____ Data to support Claims for Reimbursement, by site, for the month of review must be available. The month of review is determined by the ISBE monitor. Claim data must include:

- Daily meal counts
- Enrollment

_____ Claim information is checked to ensure:

- No mathematical errors occurred
- Figures are not transposed or copied incorrectly
- Ineligible meals such as adult meals, second meals, and a la carte meals are not claimed
- An accurate number of days are reported for each claim period.

On-Site Reviews

Additional Resource: [Reviews](#)

_____ If the school food authority has more than one feeding site, an on-site review must be conducted and documented at lunch for all sites and at breakfast for 50% of the feeding sites by February 1. The on-site review forms must be available for review.

Click here for a sample form: [On-site Review form](#)

Local Wellness Policy

Additional Resource: [Local Wellness Policy](#)

_____ A locally developed wellness policy must be in place, contain the required elements, announced to the public, and re-evaluated periodically. The approved local wellness policy must be available for review. Click here for guidance on developing the policy: [Local Wellness Policy](#)

_____ The local policy must include procedures for reviewing and approving or denying requests for exempted fundraising days.

_____ A Triennial Assessment must be completed at least once every three years to assess compliance with the local wellness policy. Assessment results must be made available to the public.

Resources: [Triennial Assessment Template](#); [Triennial Assessment FAQs](#)

Menus

Additional Resource: [Menu Planning & Meal Pattern Requirements](#) and [Dietary Accommodations](#)

_____ Menus must contain all components/menu items and must meet the daily and weekly requirements. *Resources:* [Breakfast Meal Pattern](#); [Lunch Meal Pattern](#)

_____ Production records must contain all components/menu items and must meet the daily and weekly requirements. *Click here for sample forms:* [Production Records](#). Scroll under Menu Planning Tools for Sample Production Record or Sample Production Record with Vegetable Subgroups.

_____ Child Nutrition (CN) labels, school meal equivalents, nutrition fact labels, standardized recipes and/or other crediting documentation must be available to support the nutritional contribution of the food to the meal. *Click here for guidance:* [Tip Sheet for Processed Product Documentation](#)

_____ If the required meal pattern requirements are not followed, children with disabilities require a Licensed Physician's Statement for Meal Accommodations. *Click here for a sample form:* [Medical Authority Modified Meal Request Form](#).

_____ A request for a milk substitute must be on file for children without a disability. *Click here for a sample form:* [Modified Meal Request Form](#).

- The milk substitution must provide the same key nutrients found in regular cow's milk. Click on the following link and scroll down and click on, "For a child without a disability who is requesting JUST a fluid milk substitution from the meal pattern requirement": [Nutrients Required for Milk Substitutions](#)

Meal Service

Additional Resource: [Menu Planning & Meal Pattern Requirements](#)

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

_____ Each site must offer at least two different milk choices daily. Milk choices can be skim (flavored or unflavored) and 1% (flavored or unflavored).

_____ Drinking water must be made available to all children.

Meal Count Procedures

Additional Resource: [Benefit Issuance, Meal Counting and Claiming](#)

_____ Meals must be counted at the point of service.

_____ Meals counted for reimbursement must contain the required components or food items.

Offer versus Serve

Additional Resource: [Menu Planning & Meal Pattern Requirements](#) (see pages C-27 and C-33)

_____ Signage must be posted. *Click here for sample signs:* [SBP OVS Sign](#); [NSLP OVS Sign](#)

_____ At lunch, a minimum of three components must be taken. One of the three components must be a minimum of ½ cup fruit or vegetable.

_____ At breakfast, a minimum of four food items must be offered.

_____ At breakfast, a minimum of three food items must be taken. One of the three items must be a minimum of ½ cup fruit or vegetable.

_____ Point of service staff must be trained. *Click here for offer versus serve training guidance:* [Offer versus Serve for K-8](#); [Offer versus Serve 9-12](#)

Food and Beverage Requirements

Additional Resource: [USDA Smart Snacks in Schools](#)

_____ Foods and beverages sold outside of or in addition to the reimbursable meal must meet Smart Snack standards. These standards apply during the school day anywhere on the school campus/grounds. *Click here for* [A Guide to Smart Snacks in Schools](#).

_____ Nutrition documentation, such as the [Smart Snacks calculator](#) results, Nutrition Facts labels, and product specifications must be on file.

_____ Documentation of exempted fundraiser days for each site must be available for review. *Click here for fundraiser fact Sheet:* [Smart Snacks & Fundraisers](#)

- Grades 8 and below are not allowed exempted fundraiser days.
- Grades 9-12 are limited to no more than nine exempted fundraiser days per school year.

_____ 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 food service account.

Buy American

Additional Resources: [Buy American Fact Sheet](#) and [FNS Policy Memo SP38-2017 Compliance with and Enforcement of the Buy American Provision](#)

_____ Foods purchased and used in school meals must, to the maximum extent practicable, must be produced or processed in the United States. A sample of food items will be evaluated to ensure Buy American requirements are met.

_____ Documentation of non-domestic product purchases must be recorded including date of purchase, name of product, country of origin and reason for purchase.

Sanitation

Additional Resource: [Miscellaneous Regulations](#) (see pages J-15 and J-16)

_____ Two food safety inspections 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. *Click for a sample* [Letter to Request Food Safety Inspection\(s\)](#).

_____ A copy of the most current health inspection must be posted in a prominent place. Citations must be corrected.

_____ Each site should have a written food safety plan that incorporates HACCP principles and Standard Operating Procedures (SOP's) where food is prepared, stored, or served for any federally funded Child Nutrition Program. *Click here for sample food safety plan:* [Template for Developing a Food Safety Plan](#). *Click here for sample SOPs:* [Standard Operating Procedures](#)

_____ Temperature logs for all cold/hot food items and food storage areas must be available for review. [For sample logs, click here, scroll to Food Safety Logs](#).

Civil Rights

Additional Resource: [Civil Rights](#)

_____ Denied free and reduced-price applications should not be disproportionately composed of minority groups.

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

- The racial/ethnic data of students receiving free and reduced-price benefits must be compared to the racial/ethnic categories of the total student population to ensure there are no potential participation barriers for any racial/ethnic group.

_____ The following public notification requirements must be fulfilled:

- USDA-approved poster must be displayed. To request additional posters, contact our office at cnp@isbe.net
- 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. *Click here for training resources:* [Civil Rights Training Webinar](#); [Civil Rights PPT Slides](#); [CNP Civil Rights Brochure](#) and the [Civil Rights Training Documentation Form](#).

_____ Must have a procedure in place for receiving and processing complaints. The number and description of complaints alleging discrimination in the current and prior fiscal year will be collected.

Program Outreach

Additional Resource: [Miscellaneous Regulations](#) (see pages J-17)

_____ Must inform households of the availability of the School Breakfast at the beginning of the school year or in the registration packet that includes location, time, etc. In addition, schools should send reminders regarding the availability of the SBP multiple times throughout the school year.

_____ Notification to eligible families of the availability of the Summer Food Service Program and location of free meals for students when the regular school year ends must occur. *Click here SFSP outreach resources (scroll down to marketing materials):* [SFSP Outreach](#).

Professional Standards

Additional Resource: [Miscellaneous Regulations](#) (see pages J-18 – J-22)

_____ For Food Service Directors hired after July 1, 2015, including directors through internal promotions, provide hiring documentation that supports education/experience requirements. Documentation may include college transcripts or resumes.

_____ From last school year, training documentation will be reviewed to determine if all school nutrition directors, managers (head cooks), and staff met the minimum annual training requirements. *Resources:* [Summary of Professional Standards](#); [Guide to Professional Standards in School Nutrition Programs](#) and [Q/A Professional Standards](#).

Resource Management

Additional Resource: [Financial Management: Resource Management](#)

_____ Complete the Resource Management risk assessment tool accessed by the link provided in your announcement letter. This tool determines which areas of RM are evaluated during the review. [Resource Management Fact Sheet](#) and [Resource Management Overview](#)

_____ The areas of RM include the Nonprofit Food Service Account, the Paid Lunch Equity (PLE) tool, Revenues from Nonprogram Foods and Indirect costs. Click the following links for a fact sheet on each area – [Maintenance of the Nonprofit School Food Service Account](#), [Paid Lunch Equity \(PLE\)](#), [Revenue from Nonprogram Foods](#), [Indirect Cost](#).

Afterschool Snack Program - if applicable

Additional Resource: [Overview of Child Nutrition Programs](#) (see pages A-14 – A-15) and [Menu Planning & Meal Pattern Requirements](#) (see pages C-40 – C-42)

_____ Sites must offer educational or enrichment activities.

_____ 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 and production records must be available for review and 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 afterschool snack program and documentation must be available for review. Click here for a sample form: [After-School Care Snack Review form](#).

Fresh Fruit and Vegetable Program (FFVP) - if applicable

Additional Resource: [FFVP Handbook](#) and [FFVP Website](#)

_____ Expenditure documentation for any reported cost on the FFVP Claim for Reimbursement will be reviewed.

Special Milk Program (SMP) - if applicable

Additional Resource: [SMP](#) and [SMP Website](#)

_____ 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.
- The dairy cost reported on the claim must match the purchase price on invoices.