NATIONAL SCHOOL LUNCH PROGRAM (NSLP)
ON-SITE REVIEW FOR CEP SITES

According to 7 CFR 210.8(a)(1), every school year, **prior to February 1**, each Local Education Agency (LEA) with more than one school (as defined 7 CFR Part 210.2 to include Residential Child Care Institutions (RCCIs)) must perform no less than one on-site review of the lunch counting and claiming system employed by each school under its jurisdiction.

Each on-site review must ensure the school's claim is based on the counting system, as implemented, and yields the actual number of reimbursable lunches served for each day of operation. If the review discloses problems with a school's meal counting or claiming procedures, the LEA must ensure that the school implements corrective action, and within 45 days of the review conduct a follow-up on-site review to determine that the corrective action resolved the problems.

LEA Name:_____

School Name: _____ Review Date: _____

Reviewer: _____

If any of the questions below are answered "No", explain the current situation and the action to correct the problem in the Corrective Action Plan section.

YES   NO

☐ ☐   1. Is the method used for counting reimbursable meals in compliance with the approved *point of service* requirement as indicated in SNEARS? (Meal counts must be taken at the location where complete meals are served to children.)

☐ ☐   2. Is the *point of service* meal count used to determine the school's claim for reimbursement?

☐ ☐   3. Is the cashier correctly identifying reimbursable meals at the end of the serving line?

☐ ☐   4. Is the school correctly implementing policies for handling the following (as applicable):

Yes	No	N/A	
☐	☐	☐	Incomplete meals?
☐	☐	☐	Second meals?
☐	☐	☐	Visiting student meals?
☐	☐	☐	Adult and non-student meals (and identifying program vs. non-program)?
☐	☐	☐	A la carte?
☐	☐	☐	Student worker meals?
☐	☐	☐	Field Trips?
☐	☐	☐	Offer vs. Serve?

☐ ☐   5. Is there a method of identifying non-reimbursable meals (i.e. not meeting meal pattern requirements, seconds, adult meals, etc.), distinguishing them from reimbursable meals?

☐ ☐   6. Is someone trained as a backup for the cashier?

☐ ☐ 7. Are there procedures for meal counting and claiming when the primary counting and claiming system is not available and do staff know when and how to implement it?

☐ ☐ 8. Are daily counts correctly totaled and recorded?

☐ ☐ 9. Are internal controls (edits, monitoring, etc.) established to ensure that daily counts do not exceed the number of students eligible or in attendance and that an accurate claim for reimbursement is made?

☐ ☐ 10. Are edit checks completed and documented which compare the daily counts of lunches served against the product of the number of children currently eligible for lunches times an attendance factor (and any discrepancies accounted for)?

SIGNATURES: _____ _____ _____
                      School Representative   **Title**   **Date**

                    _____ _____ _____
                           Reviewer   **Title**   **Date**

COMPLETE IF CORRECTIVE ACTION REQUIRED (for any "NO" answers above)

CORRECTIVE ACTION PLAN

INDICATE DETAILED CORRECTIVE ACTION THAT WILL BE TAKEN FOR ANY "NO" ANSWERS:

DATE CORRECTIVE ACTION(S) WILL BE IMPLEMENTED: _____

PERSON RESPONSIBLE FOR CORRECTIVE ACTION: _____

FOLLOW-UP VISIT
(must be conducted within 45 days if corrective action was required):

INDICATE OBSERVATIONS OF CORRECTIVE ACTION IMPLEMENTATION:

SIGNATURE: _____ _____ _____
                    School Representative   **Title**   **Date**

                    _____ _____ _____
                           Reviewer   **Title**   **Date**

This institution is an equal opportunity provider.