

RESIDENTIAL CHILD CARE INSTITUTION (RCCI) NATIONAL SCHOOL LUNCH PROGRAM (NSLP) ON-SITE REVIEW

(Must be completed by February 1 for each site claiming all meals at the free rate of reimbursement)

Name of Residential Child Care Institution (RCCI):			
Name of <u>site</u> reviewed:		Date:	
Name and Title of reviewer(s):		Name and Title of Individual(s) Interviewed:	
Times of lunch service periods:	Start of first lunch	End of last lunch	Time of Arrival: <input style="width: 150px; height: 20px;" type="text"/>
# of lunch service periods:			Time of Departure: <input style="width: 150px; height: 20px;" type="text"/>
# of point of service lunch count locations:			Total number of lunches observed: <input style="width: 80px; height: 20px;" type="text"/>
<p>To be effective the reviewers should:</p> <ul style="list-style-type: none"> observe all lunch service periods observe every point of service lunch count location observe the consolidation of lunch counts at the end of the day. 			

OBSERVATION

YES NO

<p>1. <u>STANDARD:</u></p> <p><i>Each lunch must be counted at the point of service. Point of service is defined as that point in the serving line where it can accurately be determined that a reimbursable lunch has been served to a resident. Acceptable methods of accountability are: tickets, rosters or tally.</i></p> <p>Circle Method of Accountability Used: Ticket Roster Tally</p> <p>Q: Are lunch counts for every service line taken at the point of service?</p> <p>Comments: _____</p> <p>_____</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>2. <u>STANDARD:</u> <i>Lunch counts must reflect the actual number of lunches served at the point of service.</i></p> <p><i>One reimbursable lunch per resident per day may be counted. A second lunch served to the resident <u>cannot</u> be claimed for reimbursement.</i></p> <p>Q: Are adequate procedures in place to prevent the claiming of more than one reimbursable lunch per day?</p> <p>COMMENTS: _____</p> <p>_____</p>	<input type="checkbox"/>	<input type="checkbox"/>

		YES	NO
3.	<p>STANDARD: <i>Lunches offered to residents must meet meal pattern requirements.</i></p> <p><u>Enhanced Food Based Meal Pattern (4 components; 5 menu items)</u> Minimum Requirements</p> <ul style="list-style-type: none"> • <i>Meat/Meat Alternate (1)</i> • <i>Fruits and/or Vegetables (2, 3)</i> • <i>Grains and Breads (4)</i> • <i>Milk (5)</i> <p>Q: Did all lunches offered on the day of the review contain the required number of components?</p> <p>If no, describe the problem: _____ _____</p> <p>If no, number of incomplete lunches offered: <input type="text"/></p>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<p>STANDARD: <i>Residents must select a complete lunch for reimbursement to be claimed.</i></p> <p><i>If “offer-versus-serve” has not been implemented, residents must be served <u>all</u> components of the meal.</i></p> <p><i>If “offer-versus-serve” has been implemented:</i></p> <ul style="list-style-type: none"> • <i>All five menu items must be offered. (Note: a menu item may have more than one component; ie. a sandwich has 2 components: grains/bread and meat/meat alternate)</i> • <i>Residents can select any three, four or five components</i> • <i>Residents have the option of which item(s) to decline.</i> <p>Q: Is the “Offer-Versus-Serve” provision implemented at this site?</p> <p>Circle one: YES NO</p> <p>Q: Using the standards listed above, did all lunches claimed for reimbursement contain the required number of menu items?</p> <p>If no, explain why: _____ _____</p> <p>If no, identify the number of incomplete lunches observed: <input type="text"/></p>	<input type="checkbox"/>	<input type="checkbox"/>
DATA COLLECTION			
5.	<p>STANDARD:</p> <p><input type="checkbox"/> <i>Each child receiving a free lunch must have an approved intake application on file or be recorded on the Eligibility Documentation Sheet for RCCI’s (Form #119).</i></p> <p>Q: Number of eligible residents on day of review: Free <input type="text"/></p>		
		YES	NO

The number of free lunches served cannot exceed the number of residents eligible for free meals. If more lunches were served than can be justified, corrective action must be taken immediately.

Total number of reimbursable lunches claimed for the site on day of review:

Free

Q: For the day of the review, were the number of **free lunches** served equal to or less than the number of **free eligible residents**? (refer to 5a)

Comments: _____

COMPLIANCE DETERMINATION

Any "No" answers to questions 1 through 5 will require a corrective action plan. Use the Corrective Action Plan Form (#141) to identify the problem and corrective action to be taken.

Q: Based on this review, are program operations in compliance with accountability requirements?

Circle one:

YES

NO

IF NO, A FOLLOW-UP REVIEW MUST BE CONDUCTED WITHIN 45 CALENDAR DAYS.

Anticipated Date of Follow-up Review: _____

Name of Reviewer

Title of Reviewer

Date

Signature of Reviewer