

Administrative Review Onsite Meal Service Checklist for the School Nutrition Programs

This checklist identifies the information that the Connecticut State Department of Education (CSDE) will review during the onsite meal observation portion of an Administrative Review (AR) of the [school nutrition programs](#), including the National School Lunch Program (NSLP), School Breakfast Program (SBP) and the Afterschool Snack Program. The school food authority should complete this checklist while reviewing the applicable lunch and breakfast service at each site scheduled for an onsite review. The CSDE AR lead reviewer will review the completed checklist during the onsite portion of the AR.

Meal Counting and Claiming

- ☐ Reimbursable meal counts and reimbursable afterschool snack counts are taken at the point of service (including grab-and-go and other points of service).
- ☐ **For schools that implement in-classroom meal counts:** Breakfast and lunch in each classroom are observed. Classroom staff are trained in reimbursable meals and point-of-service counts. Written procedures are available in each classroom.
- ☐ No overt identification of free or reduced-eligible students observed during meal service or afterschool snack service.
- ☐ No overt identification of students with negative balances is observed during meal service or afterschool snack service.
- ☐ No overt identification of students with special diets is observed during meal service or afterschool snack service.
- ☐ Cashiers can correctly identify reimbursable meals.
- ☐ Cashiers use blind cash-out procedures, i.e., the cashier cannot see how much cash they should have when closing the register.
- ☐ Cash is locked in a safe at the end of the day or taken directly to the bank.

Administrative Review Onsite Meal Service Checklist for the School Nutrition Programs

Meal Preparation and Service

- ☐ Recipe book is physically accessible on site with all standardized recipes.
- ☐ Staff completed production records during preparation.
- ☐ Staff use appropriate measures to ensure proper crediting of all meal components.
 - ☐ Weight (ounces) is used for meats/meat alternates like meat, fish, and poultry.
 - ☐ Volume (cups) is used for vegetables and fruits.
 - ☐ Weight (ounces) is used for grains in groups A-G and volume (cups) or weight (ounces) is used for grains in groups H-I (refer to the CSDE's [Grain Ounce Equivalents for the National School Lunch Program and School Breakfast Program Meal Patterns for Grades K-12](#)).
- ☐ Crediting documentation is on file for all commercial processed products, i.e., Child Nutrition (CN) labels and product formulation statements (refer to the CSDE's [Accepting Processed Product Documentation in the School Nutrition Programs](#) and visit the CSDE's [Crediting Documentation for the Child Nutrition Programs](#) webpage).
- ☐ Staff use proper serving utensils for correct portioning.
- ☐ Food temperatures are recorded on production records or another document and are available for review and maintained on file.
- ☐ Two or more varieties of low-fat or fat-free milk are offered, and one choice is unflavored.
- ☐ Water, juice, and other beverages are not displayed alongside milk on the serving line or in the same cooler as milk.
- ☐ A la carte foods and beverages are not displayed with the meal components of reimbursable meals on the serving line.
- ☐ Plain unflavored potable water is available to students at no cost during the meal service (including classroom settings) and afterschool snack service. Water fountains or bottle filling stations are in working order. For more information, refer to the CSDE's [Water Availability for School Nutrition Programs](#) webpage.

Administrative Review Onsite Meal Service Checklist for the School Nutrition Programs

Signage

- ☐ Breakfast signage is posted for students showing all meal components of a complete breakfast meal (refer to the CSDE's [Signage Requirements for the National School Lunch Program and School Breakfast Program](#)).
- ☐ **For schools that implement OVS at breakfast:** Breakfast signage is posted that instructs students on the minimum amount of each food item that students must select for a reimbursable meal with OVS, e.g., take one or two fruits with each meal. For more information, refer to the CSDE's [Signage Requirements for the National School Lunch Program and School Breakfast Program](#) and visit the CSDE's [Offer versus Serve for School Nutrition Programs](#) webpage.
- ☐ Lunch signage is posted for students showing the meal components of a complete lunch meal (refer to the CSDE's [Signage Requirements for the National School Lunch Program and School Breakfast Program](#)).
- ☐ **For schools that implement OVS at lunch:** Lunch signage is posted that instructs students on the minimum amount of each meal component that students must select for a reimbursable meal with OVS, e.g., take one or two fruits or vegetables with each meal. For more information, refer to the CSDE's [Signage Requirements for the National School Lunch Program and School Breakfast Program](#) and visit the CSDE's [Offer versus Serve for School Nutrition Programs](#) webpage.
- ☐ For schools that provide a pre-packed salad entree with a grain item (e.g., rolls, crackers, croutons, etc.) that is not packaged with the salad or entree item, clear signage is posted with the grain item indicating the portion size students may take.
- ☐ Menu is posted.
- ☐ Signage for a la carte pricing is posted.
- ☐ The USDA's *And Justice for All* poster (11 inches by 17 inches) is prominently displayed and placed in a location that enables program participants to read the text of the poster without obstruction. For example, the poster could be placed next to the cashier, at the beginning of the serving line, over the milk cooler, or at the entrance/exit to the cafeteria.

Administrative Review Onsite Meal Service Checklist for the School Nutrition Programs

Smart Snacks Nutrition Standards

- ☐ All a la carte snack items are on the CSDE's [List of Acceptable Foods and Beverages](#) or meet the [Connecticut Nutrition Standards \(CNS\)](#). If a la carte foods and beverages are ordered at the school level, the food service director has written procedures in place to ensure that the school is ordering and receiving only approved items.

Food Safety

- ☐ Hazard Analysis Critical Control Points (HACCP) plan is on site.
- ☐ HACCP plan is signed and dated that it has been reviewed for the current school year.
- ☐ HACCP plan is individualized for each school (i.e., does not contain standard operating procedures (SOPs) or equipment not applicable to that school).
- ☐ HACCP plan references the most recent Food and Drug Administration (FDA) Food Code.
- ☐ HACCP plan contains an SOP for field trip meals.
- ☐ The most recent health inspection report is posted in a public area where students can view it.
- ☐ Proper usage of gloves and handwashing practices are in place.

On-site Storage

- ☐ All food is stored at least 6 inches off the floor.
- ☐ Chemicals are stored in an area separate from food.
- ☐ Any item that does not meet the Buy American regulations (other than those on the Federal Acquisition and Regulation (FAR) list) has a [Buy American Justification Form](#) completed annually (refer to the CSDE's [Buy American Requirement for the School Nutrition Program](#) and visit the "[Justification for Non-domestic Products](#)" section of the CSDE's Procurement for School Nutrition Programs webpage). Pay particular attention to juices, frozen and fresh produce, and cooking oils and sprays.

Administrative Review Onsite Meal Service Checklist for the School Nutrition Programs

Record Keeping

- ☐ The district follows the requirements outlined by the USDA and CSDE (refer to the CSDE's [Records Retention Requirements for the School Nutrition Programs](#)).
- ☐ The school food service operation knows and follows the district's records retention policy as applicable.
- ☐ Completed production records are on file including all supporting documentation, e.g., menus, CN labels, product formulation statements, standardized recipes, and Buy American Justification forms.
- ☐ Equipment temperature logs are up to date.
- ☐ Equipment temperature logs for the last six months are on file.

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For more information, contact the [school nutrition programs staff](#) at the Connecticut State Department of Education, Bureau of Child Nutrition Programs, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841. This document is available at https://portal.ct.gov/-/media/sde/nutrition/nslp/adminrev/ar_onsite_meal_service_checklist.pdf.

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