

**On-Site Facility Review  
Of Counting and Claiming Procedures  
For Use by Residential Child Care Institutions**

**National School Lunch/Breakfast Programs**

Facility Name \_\_\_\_\_

Date of Review \_\_\_\_\_ First Review \_\_\_\_\_ Second Review \_\_\_\_\_

\_\_\_\_\_  
Signature of Reviewing Official

**Master Lists for Determining Reimbursable Meals Served to Students**

The purpose in reviewing each facility’s system for maintaining and updating master lists is to be assured that eligibility is accurately and promptly recorded. If a child’s eligibility is wrong on the master list, then meals served to the child are claimed in the wrong category.

**Master Lists**

	Yes	No	N/A	Comments
1. If the facility is notified of changes in eligibility, be prepared to verify that changes were correctly noted on the master list. Did the facility accurately update the master list?				
2. Review the master list. Does the master list correctly identify the eligibility categories of the children?				
3. Are the dates when a child withdraws or transfers or when eligibility changed clearly and accurately noted on the master list?				

**Meal Count System**

The purpose in observing the facility’s meal count system is to ensure that, at each key point, the system is operating as planned and that meals served are accurately recorded by category and at the point each child is known to have received a reimbursable meal. You will need to observe staff in action, e.g., cashiers, managers.

**At the Point of Service**

	Yes	No	N/A	Comments
4. Are meals counted by category at the point of service?				
5. Are only meals that contain the required components recorded for reimbursement?				
6. Are a la carte items excluded as a reimbursable meal even if together they comprise a complete 3, 4, or 5 component meal? (The answer should be yes because the items are not priced as a unit and available to all children.)				

<b><u>At the Point of Service (Continued)</u></b>	Yes	No	N/A	Comments
7. Is the facility following procedures to ensure that only one reimbursable meal per child per day is claimed? (It must be ensured that seconds are not claimed even when there are multiple serving stations.)				
8. Are reimbursable meals recorded at the point they are served to student workers?				
9. Are meals served to student workers claimed in the appropriate category?				

<b><u>Meal Consolidation</u></b>	Yes	No	N/A	Comments
10. Are the meals served added correctly by category? (Tray counts cannot be used.)				
11. Are counts from all stations correctly consolidated by type? (Tray counts cannot be used.)				

<b><u>Overt Identification</u></b>	Yes	No	N/A	Comments
12. Is the identification of free/reduced-price status adequately concealed during payment and the meal service?				

<b><u>Written Procedures</u></b>	Yes	No	N/A	Comments
13. Is the meal count system in use approved by the state agency?				
14. Are the written procedures to describe the meal count system accurate and useful for school staff?				
15. Are procedures in place to ensure the system does not break down when key staff are absent?				

<b><u>Training</u></b>	Yes	No	N/A	Comments
16. Is written documentation available of staff training in meal counting procedures?				