

**On-Site Facility Review
Of Counting and Claiming Procedures
For Use by Correctional Institutions**

National School Lunch/Breakfast Programs

Facility Name _____

Date of Review _____ First Review _____ Second Review _____

Signature of Reviewing Official

Rosters for Determining Meals Served

The purpose in reviewing each institution’s system for maintaining and updating rosters (lists of juveniles assigned) is to be assured that changes in assignment are accurately and promptly recorded.

<u>Rosters</u>	Yes	No	N/A	Comments
1. If the institution is notified by the administrative office of changes in assignment, be prepared to verify that changes were correctly noted on the population report. Did the institution accurately update the population report?				
2. Are the dates when a juvenile is released or transferred clearly and accurately noted on the population report?				

Meal Count System

The purpose in observing the institution’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 at the point each juvenile is known to have received a reimbursable meal. You will need to observe staff in action.

<u>At the Point of Service</u>	Yes	No	N/A	Comments
3. Are meals counted at the point of service?				
4. Are only meals that contain the required number of components recorded for reimbursement?				
5. Is the institution following procedures to ensure that only one reimbursable meal per juvenile per day is claimed in each program?				
6. Are reimbursable meals recorded at the point they are served to juvenile workers?				

<u>Meal Count Consolidation</u>	Yes	No	N/A	Comments
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7. Are counts from all stations correctly consolidated by the institution?

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Written Procedures

8. Is the meal count system in use approved by the state agency?

Yes	No	N/A	Comments
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9. Are the written procedures to describe the meal count system accurate and useful for institution staff?

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10. Are procedures in place to ensure the system does not break down when key staff are absent?

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