



## At-Risk Afterschool Meals Site Review Form for Lunch/Supper

NOTE: This site review form is for school food authority (SFA) use ONLY. This form is to be completed every school year prior to February 1 by each SFA operating At-Risk Afterschool Meals at more than one site. SFAs must perform no less than one on-site review per site and per meal service of the lunch and/or supper counting and claiming operation and the readily observable general areas.

**School Food Authority Name:** \_\_\_\_\_

**Site Contact Name & Job Title:** \_\_\_\_\_

**Site Name & Address:** \_\_\_\_\_

**At-Risk Afterschool Program/Activity:** \_\_\_\_\_

**If Applicable License Expiration Date:** \_\_\_\_\_ **License Capacity:** \_\_\_\_\_

**Date of Review:** \_\_\_\_\_ **Today's Attendance:** \_\_\_\_\_

**Average Daily Snack Participation:** \_\_\_\_\_

**Total Number of Snacks Served on Review Day:** \_\_\_\_\_

**Yes | No | N/A**    **Answer the following questions during the on-site review.**

- \_\_\_\_\_ 1. Is the method used for counting reimbursable meals in compliance with the approved point of service requirement? (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 person responsible for monitoring meals correctly identifying reimbursable meals for the menu planning option selected by the SFA?
- \_\_\_\_\_ 4. Is the At-Risk Afterschool Meals program or activity open to all children?

Yes | No | N/A

Answer the following questions during the on-site review.

\_\_\_\_\_ 5. Is the school correctly implementing policies for handling the following (as applicable):

\_\_\_\_\_ a) Incomplete meals?

\_\_\_\_\_ b) Second meals?

\_\_\_\_\_ c) Lost, stolen, misused, forgotten or destroyed tickets, tokens, IDs, PINs?

\_\_\_\_\_ e) Adult (and identifying program vs. non-program)?

\_\_\_\_\_ f) A la carte?

\_\_\_\_\_ j) Offer vs. Serve?

\_\_\_\_\_ 6. Is there a method of identifying non-reimbursable meals (e.g., not meeting meal pattern requirements, seconds, adult meals, etc.) and distinguishing them from reimbursable meals?

\_\_\_\_\_ 7. Is someone trained as a backup for the monitor and the meal counter?

\_\_\_\_\_ 8. Are there procedures for meal counting and claiming when the primary counting and claiming system is not available, and does staff know when and how to implement it?

\_\_\_\_\_ 9. Are the daily counts correctly totaled and recorded?

\_\_\_\_\_ 10. If claims are aggregated, are the meal counts correctly totaled and consolidated?

\_\_\_\_\_ 11. Are internal controls (edits, monitoring, etc.) established to ensure that daily counts do not exceed the number of children in attendance and that an accurate claim for reimbursement is made? Record today's meal counts by category and compare them to that day's number of children recorded on attendance records and/or sign in sheets. If meals served exceeded the number of children in attendance, provide the explanation below.

Number of Students Eligible by Category

Today's Meal Counts by Category

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ 12. Has staff training on proper food handling procedures been provided?

Explain the corrective action plan for all "No" answers.

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What date will corrective action be implemented by and who is responsible for the implementation?

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Follow-up visits must be conducted within 45 days of the initial visit if correction action was required. What were the observations after the correction action was implemented?

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*Site Representative & Title*

*Date*

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*SFA Monitor & Title*

*Date*