

MONITORING OF ACCOUNTABILITY
NATIONAL SCHOOL LUNCH PROGRAM

County/SFA _____

Today's Date _____

School Name _____ Current Enrollment _____

1. Today's attendance _____ ADA _____ Attendance factor _____% Avg. Daily Participation _____
2. Number of students currently eligible for free and reduced price meals. Free: _____ Reduced: _____
3. The Point of Service Count and Collection Procedure for meal payments as described in the County's Policy Statement was implemented as approved in the Annual Agreement Information Update. Yes _____ No _____
4. The counting system yielded the accurate count of lunches by category served to students. Yes _____ No _____
Today's lunch count: Free _____ Reduce _____ Paid _____ Total _____ (students).
Program Adults _____ Non-Program Adults _____ Number of non-reimbursable meals served to students _____
5. The system for recording and reporting lunches served by category was correct. Yes _____ No _____
6. Lunch counts by category for the **previous** month were reasonable compared to lunch counts for the review day. Yes _____ No _____
7. Prior to submission of a claim, attendance adjusted eligibles by category were compared to daily meal counts at the school. (Edit Checks). Yes _____ No _____ If no, explain. _____

8. Required food items/components were available to all students participating in the NSLP. Yes _____ No _____
9. Lunches claimed for reimbursement contained the required food items, and quantities. Yes _____ No _____
10. Production records, local recipes, standardized recipes, menus, manufacturer's nutrition fact sheets, CN Labels, etc. were available to determine nutrient analysis of meals. Yes _____ No _____
11. The School Food Safety Plan is implemented as described. Yes _____ No _____
12. Staff members correctly follow the Standard Operating Procedures. Yes _____ No _____
13. All HACCP required temperature logs are maintained daily. Yes _____ No _____
14. Food Safety Checklists are completed routinely as required. Yes _____ No _____
15. Local Recipes contain necessary CCP's. Yes _____ No _____
16. Offer vs. serve was properly implemented (if applicable)? Yes _____ No _____
17. Correct procedures were in place for counting, recording, receipting, reporting and depositing food service money daily. Yes _____ No _____

Policy 4321.1, Standards for School Nutrition (negative response denotes a finding of noncompliance)

18. Was only milk with 1% or less butterfat (flavored or unflavored) available through the school meals program?
Yes _____ No _____

19. Do all "other foods and beverages" sold, served or distributed during the school day comply with the following policy requirements:

Foods

- a. Limit total calories to no more than 200 per product/package? Yes _____ No _____
- b. Limit total fat to no more than 35% of calories per product/package? Yes _____ No _____
- c. Limit saturated fat to less than 10% of the total calories? Yes _____ No _____
- d. Limit trans fat to less than or equal to 0.5 grams per product/package? Yes _____ No _____
- e. Sugar content is no more than 35% of calories per product excluding fruits? Yes _____ No _____
- f. Limit sodium to no more than 200 milligrams per product/package? Yes _____ No _____
- g. Prohibit foods containing non-nutritive/artificial sweeteners? Yes _____ No _____
- h. Prohibit candy, soft drinks, chewing gum or flavored ice bars? Yes _____ No _____
(Except for the sale of soft drinks to students in county high schools except during breakfast and lunch periods)

Beverages

- i. Limit juice portion sizes to no more than 4 oz. for elem. and 8 oz. for middle/high school? Yes _____ No _____
- j. Prohibit coffee and coffee-based products during the school day? Yes _____ No _____
- k. Prohibit caffeine containing beverages? Yes _____ No _____
(except those containing trace amounts of naturally occurring caffeine substances)

20. Except for foods served in the school nutrition programs, does the school prohibit the sale, service or distribution of food or beverages to students in elementary schools from the time the first child arrives at school until 20 minutes after all students are served lunch. Yes _____ No _____

21. Does the school prohibit the use of foods and beverages as a reward or as a means of punishment or disciplinary action for any student during the school day. Yes _____ No _____

22. Does the school prohibit competitive sales in the dining areas during the meal service periods? Yes _____ No _____

23. Due to special dietary needs and food safety concerns, foods and beverages brought or delivered from outside sources, unless commercially package and compliant with policy nutrient standards, may be consumed only by individual students for which they were brought or delivered, and not by the general student population. Does the school comply with this provision? Yes _____ No _____

24. On school premises, from the arrival of the first child at school until the departure of the last regularly scheduled school bus, do all fund raising activities involving foods and beverages comply with WVBE Policy 4321.1? Yes _____ No _____

25. Was corrective action taken at this school? Yes _____ No _____.
Were violations of Policy 4321.1 noted? Yes _____ No _____.
If so, was the school's general fund assessed? Yes _____ No _____. Amount _____
If no, please explain: _____

Date of follow-up review if required. _____

Reviewer's Signature _____ **Date** _____

SFA's **MUST** monitor each site by February 1 and maintain documentation of on-site monitoring visits. To ensure the school implements corrective action, conduct a follow-up review **within 45 days**. Maintain documentation of the follow-up review(s)