



Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**  
**On-Site School Review of NSLP and SBP**

Due by February 1 annually

**School Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Reviewer:** \_\_\_\_\_

**Meal Counting & Claiming**

1. What is the approved point-of-service (POS) meal counting system at this school? Check all that apply.

**Breakfast**

- Electronic POS (i.e., Skyward)
- Meal Tally Form
- Clicker
- By-name Roster
- Other – (Write in)

**Lunch**

- Electronic POS (i.e., Skyward)
- Meal Tally Form
- Clicker
- By-name Roster
- Other – (Write in)

2. Are all meals counted according to the approved meal counting system? If no, explain which meal counting system is implemented.

**Breakfast**

- Yes
- No – Explain:

**Lunch**

- Yes
- No – Explain:

3. Is the school’s approved meal counting system used to determine the claim for reimbursement?

**Breakfast**

- Yes
- No – Explain:

**Lunch**

- Yes
- No – Explain:

4. Are meals accurately counted at the point where it can be determined that reimbursable meal has been served to an eligible student?

**Breakfast**

- Yes
- No – Explain:

**Lunch**

- Yes
- No – Explain:

5. Are meals served in an alternate location (i.e., preschool classroom, detention, etc.)? If so, is an accurate point-of-service meal counting system in place?

**Breakfast**

- N/A

**Lunch**

- N/A

- Yes
- No – Explain:

- Yes
- No – Explain:

6. Is the school approved to implement Offer versus Serve (OVS)?

**Breakfast**

- Yes
- No

**Lunch**

- Yes
- No

7. Is the person responsible for counting meals correctly identifying reimbursable meals?

**Breakfast**

- Yes
- No – Explain:

**Lunch**

- Yes
- No – Explain:

8. Does the meal counting system prevent the counting and claiming of second meals?

**Breakfast**

- Yes
- No – Explain:

**Lunch**

- Yes
- No – Explain:

9. Is the site correctly implementing policies and procedures for the following situations at each meal service?

**Yes No N/A**

- Incomplete Meals
- Second Meals
- Lost or stolen tickets, IDs, etc.
- Visiting Student Meals
- Program Adult Meals
- Non-Program Adult Meals

**Yes No N/A**

- Unpaid Meal Charges
- A la Carte
- Student Worker Meals
- Field Trips
- Charged and/or Prepaid Meals

If no to above, explain:

10. Is someone trained as a backup for monitoring and meal counting?

**Breakfast**

- Yes
- No – Explain:

**Lunch**

- Yes
- No – Explain:

11. Is there a backup system in place if the approved meal counting system is not available?  
Are staff trained on the backup system?

**Breakfast**

- Yes
- No – Explain:

**Lunch**

- Yes
- No – Explain:

12. Are daily meal counts correctly totaled and recorded?

**Breakfast**

- Yes
- No – Explain:

**Lunch**

- Yes
- No – Explain:

13. Are meals accurately claimed at the site for which students are enrolled?

**Breakfast**

- Yes
- No – Explain:

**Lunch**

- Yes
- No – Explain:

14. Are internal controls (edit checks and monitoring) established to ensure daily counts do not exceed the number of students eligible or in attendance daily?

**Breakfast**

- Yes
- No – Explain:

**Lunch**

- Yes
- No – Explain:

15. Record today's meal counts by category and compare to the total number of student's eligible by category. For CEP sites, record all meal counts and enrollment in the free category.

**Breakfast**

	Students Eligible	Meal Count
Free		
Reduced		
Paid		

**Lunch**

	Students Eligible	Meal Counts
Free		
Reduced		
Paid		

16. Does the meal counting system ensure the student's eligibility status is confidential?

**Breakfast**

- Yes
- No – Explain:

**Lunch**

- Yes
- No – Explain:

17. Is the current eligibility list kept up-to-date and used by the meal counting system to provide an accurate daily count of reimbursable meals by category (free, reduced-price, paid)?

**Breakfast**

- N/A – CEP/Provision 2/RCCI
- Yes
- No – Explain:

**Lunch**

- N/A – CEP/Provision 2/RCCI
- Yes
- No – Explain:

**Meal Counting & Claiming Corrective Action Plan – for any “no” answers above:**

**Date Implemented By:**

**Implemented By Whom:**

**Readily Observable General Areas**

1. Are paid meal prices charged to students consistent with prices set for the current school year?

**Breakfast**

- N/A – CEP/Provision 2/RCCI  
 Yes  
 No – Explain:

**Lunch**

- N/A – CEP/Provision 2/RCCI  
 Yes  
 No – Explain:

2. Does the school sell food or beverage items outside of a reimbursable meal? If so, are a la carte prices consistent with the prices set for the current school year?

**Breakfast**

- N/A  
 Yes  
 No – Explain:

**Lunch**

- N/A  
 Yes  
 No – Explain:

3. Are a la carte food and beverage items (including vending machines, student stores, and fundraisers) compliant with Smart Snack Standards? Review a sample of products sold.

**Breakfast**

- N/A  
 Yes  
 No – Explain:

**Lunch**

- N/A  
 Yes  
 No – Explain:

4. Is potable water available in the meal service area to students at no charge?

**Breakfast**

- Yes  
 No – Explain:

**Lunch**

- Yes  
 No – Explain:

5. Is the ‘And Justice for All’ Poster visible in the meal service area?

*Note: If meals are served in the classroom, the poster must be visible in a central location.*

**Breakfast**

- Yes  
 No – Explain:

**Lunch**

- Yes  
 No – Explain:

6. Have site staff completed Civil Rights Training for the Child Nutrition Programs this school year?

Yes

No – Explain:

7. Do program materials (i.e., posted menu) include the USDA non-discrimination statement?

**Breakfast**

Yes

No – Explain:

**Lunch**

Yes

No – Explain:

8. Is signage identifying a reimbursable meal posted at the beginning of the meal service line? If Offer verses Serve is implemented, does it include the requirement to select at least ½ cup fruit or vegetable?

**Breakfast**

Yes

No – Explain:

**Lunch**

Yes

No – Explain:

9. Do production records accurately reflect the menu that was planned and served on the day of review?

**Breakfast**

Yes

No – Explain:

**Lunch**

Yes

No – Explain:

10. Does the school provide special dietary accommodations for students with a documented medical need? If so, are the modified meals documented on production records?

**Breakfast**

Yes

No – Explain:

**Lunch**

Yes

No – Explain:

11. Is the most recent Food Safety Inspection posted in a publicly visible location?

Yes

No – Explain:

12. Is the Food Safety Plan implemented and a written copy available in the kitchen?

Yes

No – Explain:

13. Is a plan in place for site staff to meet Professional Standards training requirements by the end of the school year?

Yes

No – Explain:

14. Are records to support the claim for reimbursement (i.e., production records, meal count forms, etc.) kept on file according to record retention requirements?

Yes

No – Explain:

**General Areas Corrective Action Plan – for any “no” answers above:**

**Date Implemented By:**

**Implemented By Whom:**

**Follow-Up Visit**

If corrective action is required, a follow-up visit must be conducted within 45 days.

**Date of Follow-Up Visit:**

Did observation confirm corrective action was implemented?

**Breakfast**

Yes

No – Explain:

**Lunch**

Yes

No – Explain:

**School Representative:**

**Reviewer:**