

SCHOOL FOODSERVICE REVIEW FORM

Completion Date: Prior to February 1

A.	GENERAL INFORMATION		
School District or Agency		Review Completion Date	
School Site Reviewed		Food Service Manager	
Principal		First Review	
Reviewer		Follow-up Review	

B.	TRAINING, PROCEDURES, AND APPLICATIONS	YES	NO	N/A
1.	There are detailed collection procedures on file for collecting money, checks, etc.			
2.	Specific staff is responsible for collections and trained in these procedures.			
3.	Backup staff is available and trained in the approved collection procedures.			
4.	All applications on file are correctly approved or denied.			
5.	The roster for eligible students is updated as changes occur.			
6.	Students are properly categorized on the roster.			
7.	The "Justice for All" sign is displayed for public viewing.			
8a.	The manager and workers have been trained in the Civil Rights Procedures.			
8b.	Each employee reviews the kitchen's standard operating procedures at least annually. Written documentation of the review is maintained.			
9.	Monitoring charts are complete and current, including: Temperature/Chemical logs for the refrigerators, freezers, cooking line, service line, storeroom, and dishwasher.			
10.	If there is a special modification to a NSLP meal, is the proper documentation on file?			

C.	MEAL COUNTS	YES	NO	N/A
11.	All point of service staff know what constitutes a reimbursable meal.			
12.	All point of service staff review the menu prior to the meal service.			
13.	All point of service staff are placed at a location where they can ensure that each student's meal has the necessary food items before the meal is recorded as reimbursable. (This location is called the "Point of Service".)			
14.	Based on observation of the meal service, meals are counted according to the established procedures. If no, explain the procedures being used:			
15.	Reimbursement is claimed for only one meal, per student, per meal service.			
16.	Point of service staff correctly record meal counts.			
17.	Point of service staff checks for students that receive duplicate meals.			
18.	Is there a follow-up procedure for multiple meal use?			
19.	There is an adequate system in place to handle lost, stolen, or destroyed tickets, tokens, I.D., etc. Describe the system:			
20.	Meal counts are totaled and recorded by category at the end of the service.			
21.	There is a system for recording meal counts for visiting students. If yes, describe:			
22.	The school uses the established procedure to document charged meals.			
23.	At the end of the meal service, actual cash is counted and recorded without regard to the meal count.			
24.	The deposits are consistent with cash receipts.			
25.	The daily record of meal participation is properly completed.			
26.	The daily record of meal participation is checked by another staff member.			
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SCHOOL FOODSERVICE REVIEW FORM

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Completion Date: Prior to February 15

School District or Agency		Date:	
School Site Reviewed			

D.	EDIT COUNTS	YES	NO	N/A
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27.	A comparison is made between the number of free meals served daily and the number children on the daily census.			
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28.	Appropriate steps are being taken to identify and eliminate the cause of excess meal counts.			
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29.	Compare the number of students who are eligible for free and reduced price meals for the day of the review to the number of free and reduced price meals which will be claimed. Please use the school's attendance factor (Students attended compared to enrollment). If necessary, you may use the national attendance factor of .944 (2011):			
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a		X		=		
	Free Eligible		Attendance Factor		Maximum Free (a)	

Compare the result to the # of free meals claimed _____
 (The # should be less than or equal to (a), if not verify every student to ensure accuracy in the eligible list and the certification list).

b		X		=		
	Reduced Price Eligible		Attendance Factor		Maximum Reduced Price (b)	

Compare the result to the # of reduced price meals claimed _____
 (The # should be less than or equal to (a), if not verify every student to ensure accuracy in the eligible list and the certification list).

30.	Compare the last ten days of meal counts with the day of the review:			
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Meal Counts on the DAY OF REVIEW:	
Free	
Reduced	
Paid	
Total	

	Day	1	2	3	4	5	6	7	8	9	10	
Date												
	Free											
	Reduced											
	Paid											
	Total											

Are the Counts consistent? If not, state the reason why:			

E.	HEALTH INSPECTIONS	YES	NO	N/A
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31.	Is a copy of the last health inspection for this site posted in a public area?			
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32.	Are any violations noted on the last health inspection repeat violations from the previous inspection?			
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33.	Was training provided to prevent further reoccurrences of these violations?			
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F.	ANNUAL STORAGE FACILITY SELF EVALUATION	YES	NO	N/A
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32.	An annual storage facility self evaluation has been completed for this site?			
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33.	Were any exceptions noted during the annual storage facility self evaluation?			
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34.	Was an acceptable corrective action completed for each exception noted?			
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ANNUAL STORAGE FACILITY - Central Kitchens, Warehouses, School Site Kitchens

SFA SELF EVALUATION FORM (Not by FSMC Employees)

FOR SEAMLESS INVENTORY SYSTEMS

School District or Agency		Date:	
School Site Reviewed			

A. FACILITY AND DRY GOODS STORAGE REVIEW	YES	NO
1. The SFA HACCP plan and standard operating procedures for storage are updated and available to employees?		
2. Is the facility building and storage space in good repair?		
3. Does the storage space appear to be adequate?		
4. Is the facility building and storage space free from rodent, bird, insect, and other animal infestation?		
5. Are foods stored separately from pesticides, herbicides, cleaning supplies, and other hazardous materials?		
6. Is food storage organized and spaced to permit easy identification and provide accountability?		
7. Are food products stacked off the floor and on pallets or shelves to allow for proper ventilation?		
8. Wooden pallets or shelves are painted with non-absorptive products. Painted surfaces are not peeling or chipped?		
9. Are food products stacked at least eighteen inches from any walls and the ceiling? Exception: Non-warehouse sites such as small storage rooms are allowed a one-inch separation from the wall.		
10. Are food products of a kind stacked together to permit easy identification and provide accountability?		
11. Are foods stacked to prevent damage from excess weight on bottom layers?		
12. Are safeguards taken to prevent spoilage and other loss?		
13. Are foods stored using FIFO?		
14. Are out-of-condition foods stored separately? (Dented cans, broken packages, etc.)		
15. Are out-of-condition foods discarded properly? (Dented cans, broken packages, etc.)		
16. Are safeguards taken to prevent foods from theft?		
17. Are aisles and emergency exits maintained free of clutter and obstructions?		
18. Is a written, general inventory completed on a monthly basis?		
19. Are required local/state health inspection certificates on file?		

B. COMMODITY UTILIZATION	YES	NO
1. Are commodities requested and accepted only in such quantities that can be used without waste?		

C. REFRIGERATED STORAGE AND TEMPERATURE CONTROL REVIEW	YES	NO
1. Are thermometers calibrated on a weekly basis?		
2. Are dry storage areas maintained between 50°F and 70°F?		
3. Are refrigerated areas maintained at temperature between 32°F and 40°F?		
4. Are the freezer storage areas at a temperature of 0°F or below?		
5. Are daily temperature readings recorded for all storage facilities?		
6. Are foods stored using FIFO?		
7. Are the refrigerators and freezers in good repair?		
8. Is adequate air flow maintained?		
9. Are all perishable items stored at the temperature listed on the product?		

D. INVENTORY RECORDS REVIEW	YES	NO
1. Is your site maintaining an inventory system with good control practices in place? (Answer No, if #A18 is No)		
2. If using a commercial facility for storage of USDA commodities are adequate inventory control methods in place?		

E. CERTIFICATION

I hereby certify that all of the information, to the best of my knowledge, is true and correct.

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Signature of Authorized Representative

Date

