On-Site Monitoring Form
National School Lunch & School Breakfast Program

Prior to February 1, each school food authority (SFA) with more than one site must review breakfast service at 50% of the sites and lunch service at all sites, including alternate serving locations such as meals delivered or served in classrooms.

Meal Observed

☐ **Lunch** ☐ **Breakfast**

Sponsor Name	**Site Name**	**Date**
Arrival Time	**Departure Time**	**Meal Service Time**

Meal Counting System			
All meals are counted at the point of service, where the student receives a reimbursable meal.	Yes		No
All meals served at alternate locations, such as in classrooms, hallways, and field trips, are counted at the point of service, where the student receives the reimbursable meal.	Yes	No	N/A
All meal components, including milk, are offered to students before the point of service.	Yes		No
For serve-only meal service - all meals claimed for reimbursement contain all components, including milk, in full portion sizes.	Yes	No	N/A
If Offer vs Serve meal service - all meals claimed for reimbursement have at least: LUNCH - 3 different components, at least ½ cup fruit or vegetable, other components are in the full serving size BREAKFAST – 3 items, including at least ½ cup fruit or vegetable	Yes	No	N/A
Adult meals, student second meals, and incomplete meals, are not claimed for reimbursement.	Yes		No
For manual accountability, such as on check lists or classroom rosters, forms are kept on file as the original daily meal count documentation.	Yes	No	N/A
There is a procedure for recording non-reimbursable meals: adult meals/second meals/a la carte sales.	Yes		No
There is a procedure in place for instances when the primary point of sale person or computer is not available, and a back-up person or method is needed.	Yes		No
A current list of students by eligibility is maintained and used to determine the monthly claim for reimbursement.	Yes	No	N/A
The meal count system prevents overt identification of free/reduced eligible students.	Yes	No	N/A
The meal count system accurately captures the number of reimbursable meals served to eligible students.	Yes		No
A daily & monthly edit check is done before submitting the monthly claim for reimbursement. Grades being served: **K-5 6-8 9-12**			

Category	**Day of Review Meal Count**	**# of Eligible Students**	**Attendance Adjusted Eligible Students**
Free			
Reduced			
Paid			
Total			

This institution is an equal opportunity provider.

Meal Pattern		
Record today's menu. Does the menu comply with meal pattern requirements?	Yes	No

	Menu Items	**Serving Size**	**Component Crediting**
Grain			
MMA			
Fruit			
Vegetable			
Milk			

Alternate choices:

Food production records are completed for each meal service and include every menu item offered, serving sizes, total amount prepared, served and leftover.	Yes	No
All meal components are offered with each meal choice.	Yes	No
At least two types of milk are offered (list types):	Yes	No
Signage is posted at the beginning of the serving line to show what's in a reimbursable meal.	Yes	No
Students have access to free, potable water (explain where/how):	Yes	No
General Areas		
The "And Justice for All" civil rights poster displayed in a prominent location for public view.	Yes	No
The most recent food safety inspection is displayed in a prominent location for public view.	Yes	No
There is a Certified Food Protection Manager on site (name & date of expiration):	Yes	No
Temperature logs are available for food and equipment.	Yes	No
A written Food Safety/HACCP Plan is available at this site. List the date was last updated:	Yes	No
Any "NO" response to questions above requires sponsor corrective action and follow-up within 45 days.		
Does the meal counting system include any of the following incorrect/inaccurate practices:		
Pre-counts (morning counts, ordering counts) are used for the meal count claim.	Yes	No
The count system relies on memory or visual identification for eligibility determination.	Yes	No
Meals counted before the student receives a meal.	Yes	No
Second full meals are claimed for reimbursement.	Yes	No
The counting and reporting system does not separate meals served to children, staff, and guests.	Yes	No
Any "YES" response to any part of question 20 requires sponsor corrective action and follow-up within 45 days.		

CORRECTIVE ACTION REQUIRED: *YES* *NO* **SUBMIT CORRECTIVE ACTION BY:**

Monitor's Name	**Date**
Monitor's Signature	**Monitor's Title**

This institution is an equal opportunity provider.

Complete the following if corrective action is required

Summary of Findings, Recommended Corrective Action, and Training:	
Corrective Action Taken and Date Completed:	
Monitor's Name	**Date**
Monitor's Signature	**Monitor's Title**

This institution is an equal opportunity provider.