

SFA:	Date of Review:
School:	
Address:	
Name/Title of Person(s) Interviewed:	
Reviewer(s):	

PRE-REVIEW

OBTAIN FROM S-2 THROUGH S-7

<p>1. Type of School: (check as many as apply) <input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Charter <input type="checkbox"/> Regular <input type="checkbox"/> Boarding <input type="checkbox"/> RCCI <input type="checkbox"/> Other _____ <input type="checkbox"/> Pricing <input type="checkbox"/> Nonpricing <input type="checkbox"/> Closed Campus <input type="checkbox"/> Open Campus <input type="checkbox"/> Traditional Schedule Number of Days per week [] <input type="checkbox"/> Year Round Schedule <input type="checkbox"/> Single-track <input type="checkbox"/> Multi-track Number of tracks [] <input type="checkbox"/> Special Assistance Provision <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> Base Year</p>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:20%; padding: 5px;">13. Reviewer's Count of Eligible Students Based on the LEA's Determination</td> <td style="width:80%; padding: 5px;"> <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td style="width:50%;">Free</td><td style="width:50%;"></td></tr> <tr><td>Reduced</td><td></td></tr> <tr><td>Paid</td><td></td></tr> </table> </td> </tr> </table>	13. Reviewer's Count of Eligible Students Based on the LEA's Determination	<table border="1" style="width:100%; border-collapse: collapse;"> <tr><td style="width:50%;">Free</td><td style="width:50%;"></td></tr> <tr><td>Reduced</td><td></td></tr> <tr><td>Paid</td><td></td></tr> </table>	Free		Reduced		Paid														
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<p>2a. Type of Meal Service: (check as many as apply) <input type="checkbox"/> On Site Preparation <input type="checkbox"/> Base/Central Kitchen <input type="checkbox"/> Pre-packaged Satellite <input type="checkbox"/> Bulk Satellite</p> <p>b. Menu Planning Approach: (check as many as apply) Food Based: <input type="checkbox"/> Traditional <input type="checkbox"/> Enhanced <input type="checkbox"/> Modified Nutrient Based: <input type="checkbox"/> NSMP <input type="checkbox"/> ANSMP <input type="checkbox"/> Modified Alternate Approach []</p> <p>c. Other Programs: (check as many as apply) <input type="checkbox"/> SBP <input type="checkbox"/> SMP <input type="checkbox"/> SSO <input type="checkbox"/> ASCP</p> <p>d. [] Food Service Management Company [] Vended Name: _____</p>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:20%; padding: 5px;">14. School's Combined Counts for the Day of Review</td> <td style="width:20%; padding: 5px;">Reviewer's Counts for the Day of Review</td> <td style="width:20%; padding: 5px;">= Difference + / -</td> <td style="width:40%;"></td> </tr> <tr> <td style="padding: 5px;">F</td> <td style="padding: 5px;">—</td> <td style="padding: 5px;">=</td> <td></td> </tr> <tr> <td style="padding: 5px;">R</td> <td style="padding: 5px;">—</td> <td style="padding: 5px;">=</td> <td></td> </tr> <tr> <td style="padding: 5px;">P</td> <td style="padding: 5px;">—</td> <td style="padding: 5px;">=</td> <td></td> </tr> </table> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:15%; padding: 5px;">15. School's Reported Counts for the Review Period</td> <td style="width:15%; padding: 5px;">SFA Claim for this School for the Review Period</td> <td style="width:15%; padding: 5px;">— Reviewer's Validation</td> <td style="width:15%; padding: 5px;">= Difference + / -</td> <td style="width:40%;"></td> </tr> </table>	14. School's Combined Counts for the Day of Review	Reviewer's Counts for the Day of Review	= Difference + / -		F	—	=		R	—	=		P	—	=		15. School's Reported Counts for the Review Period	SFA Claim for this School for the Review Period	— Reviewer's Validation	= Difference + / -	
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<p>4. Total Students with Access to NSLP:</p>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:15%; padding: 5px;">R</td> <td style="width:15%;"></td> <td style="width:15%; padding: 5px;">—</td> <td style="width:15%; padding: 5px;">=</td> <td style="width:40%;"></td> </tr> </table>	R		—	=																	
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<p>5. Average Daily Attendance Factor: <input type="checkbox"/> L <input type="checkbox"/> S <input type="checkbox"/> N</p>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:15%; padding: 5px;">P</td> <td style="width:15%;"></td> <td style="width:15%; padding: 5px;">—</td> <td style="width:15%; padding: 5px;">=</td> <td style="width:40%;"></td> </tr> </table>	P		—	=																	
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<p>6. Review Period: _____ Number of Serving Days: _____</p>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:20%; padding: 5px;">T</td> <td style="width:80%;"></td> <td style="width:15%; padding: 5px;">—</td> <td style="width:15%; padding: 5px;">=</td> <td style="width:40%;"></td> </tr> </table>	T		—	=																	
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<p>7. Offer Versus Serve: [] Yes [] No If yes, Number of Items: _____</p>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:20%; padding: 5px;">16. ADP Factor If Needed: Validated + Serving Days + Eligible Students</td> <td style="width:80%; padding: 5px;"> <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td style="width:50%;">Free</td><td style="width:50%;"></td></tr> <tr><td>Reduced</td><td></td></tr> <tr><td>Paid</td><td></td></tr> </table> </td> </tr> </table>	16. ADP Factor If Needed: Validated + Serving Days + Eligible Students	<table border="1" style="width:100%; border-collapse: collapse;"> <tr><td style="width:50%;">Free</td><td style="width:50%;"></td></tr> <tr><td>Reduced</td><td></td></tr> <tr><td>Paid</td><td></td></tr> </table>	Free		Reduced		Paid														
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<p>8. A La Carte Available: [] Yes [] No</p>																						
<p>9. Serving Times:</p>																						
<p>10. Lunch Served: [] Cafeteria [] Classroom [] Outdoors [] Other</p>	<p>17. Day of Review Number of Ineligible and/or Second Lunches Counted:</p>																					
<p>11. Number of Points where Meal Counts are Taken:</p>	<p>18. Day of Review Total Lunches Missing Menu Item/Food Item:</p>																					
<p>12. Comments:</p>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:20%; padding: 5px;">19. Day of Review Lunches:</td> <td style="width:40%; padding: 5px;">Observed</td> <td style="width:40%; padding: 5px;">Incomplete</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> </tr> </table>	19. Day of Review Lunches:	Observed	Incomplete																		
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INSTRUCTIONS FOR S-1**SCHOOL DATA**

1. Indicate the type of school by checking [] as many categories as apply. These forms and instructions must be used for schools using traditional meal counting procedures and schools operating under Special Assistance Provision 1 in both the first and second years. If the review is being conducted in a Special Assistance Provision 2 or 3 school in the Base Year, check [] Special Assistance Provision and 1, 2 or 3 for the Provision being utilized. Also, check [] Base Year and continue with this form. If a non-base year, use the Provision 2 or Provision 3 S-1, School Data Sheet, through S-8, Other Meal Claim Errors, which are designed specifically for reviews of Provision 2 and Provision 3 schools.
- 2a. Check [] all types of meal service which apply to this individual school.
- b. Check [] the type of menu planning approach used at this individual school.
- c. Check [] other Child Nutrition Programs that are offered at this school, i.e., School Breakfast Program (SBP), Special Milk Program (SMP), Seamless Summer Option (SSO), After School Care Program (ASCP).
- d. Check [] if meal service is provided by a food service management company or meals are vended and enter the name(s) of the company(ies).
3. Enter the grades from all schools which participate in the NSLP at this school. For example, if kindergarten children attend the school but do not have access to the NSLP, this grade must be excluded from the grades that participate in the NSLP.
4. Enter the total number of students who have access to the NSLP at this site. For example, if kindergarten children attend the school but do not have access to the NSLP, these children must be excluded from the number of children that participate in the NSLP. This figure should encompass the time period for the review period. If this number is not available, use the number which is most representative of the review period. For schools on Year Round Multi-track Schedules, enter only the number of students that had access during review period. If two or more tracks were in attendance for only part of the review period, the reviewer must obtain information for each of the time periods represented by the various tracks of students. Refer to the CRE Guidance for additional information about Year Round Schools.
5. Enter the Average Daily Attendance (ADA) factor and check [] the source of the ADA factor, Local (L), State (S) or National (N). The local factor may be an attendance factor supplied by the SFA or one developed by the reviewer using local data. The reviewer should use the factor which provides the most accurate reflection of the actual attendance for the review period for this school. The attendance factor must be in decimal form rounded to three places.
6. Enter the review period (month and year) and number of serving days in the review period.
7. Indicate whether the school has offer versus serve. If yes, enter the number of required items for a reimbursable meal.
8. Indicate whether the school has a la carte service available.
9. Record the time when the lunch service begins and ends.
10. Indicate each location where lunches are served. If OTHER, describe the location or setting.
11. Enter the number of points where meal counts are taken.
12. Enter any comments and reference the block number(s) to which the comments refer.
13. Count the number of students eligible for free and reduced price meals during the review period as the Local Education Agency (LEA) originally approved them, including all direct certification, homeless, migrant, runaway youth, Head Start and Even Start. Do not adjust the count to compensate for applications that the LEA approved incorrectly. (Refer to Instructions for S-2, 201a and CRE Guidance, Critical Areas.) Determine the number of paid eligible students by subtracting the free and reduced eligible counts from the Total Number of Students with Access to the NSLP recorded in S-1, 4. For schools on Year Round Multi-track Schedules, it may be necessary to count the students on applications, direct certification and other eligibility documentation for more than one segment of the review period, e.g., Tracks A and B are in session October 1 through 31, Track C, October 1 through 19, and Track D, October 24 through 31. Counts of eligible students must be taken for Tracks A, B and C for October 1 through 19, and Tracks A, B and D for October 24 through 31.
14. Enter the school's counts and reviewer's counts for the day of review. (Refer to Instructions for S-3, 302a.) Calculate and record the difference. Differences with a positive (+) sign indicate an overclaim; those with a negative (-) sign indicate an underclaim.
15. Enter the school's counts, the SFA's claim for the school and the reviewer's validated counts for the review period. (Refer to Instructions for S-4, 405a.) Calculate and record the difference between the SFA's claim and the reviewer's validated counts.
16. Calculate the Average Daily Participation (ADP) factor. Divide the Reviewer's Validation by category recorded in S-1, 15, by the serving days recorded in S-1, 6. Divide this number by the Reviewer's Count of Eligible Students recorded in S-1, 13. Round the participation factors obtained to three decimal places.
17. Record the number of lunches served to ineligible and/or second lunches counted on the day of the review. (Refer to Instructions for S-3, 301a.)
18. Record the total number of incomplete lunches resulting from a menu missing required items being offered on the serving line. If the menu is missing one or more items required by the menu planning approach in use, all meals served from that menu cannot be claimed and must be recorded in S-1, 18, Total Lunches. If food runs out during the meal service, count the number of meals that were missing an item as a result of inadequate menu planning and/or preparation and record in S-1, 18. (Refer to Instructions for S-3, 304c.)
19. Record the total number of lunches observed. This should include the number of complete and incomplete lunches. Separately record the number of incomplete lunches resulting from students not taking the number of items required by the menu planning approach in use. In this case, the student was given an opportunity to select a reimbursable meal, but elected not to take it, and the meal was recorded as reimbursable at the point of service. (Refer to Instructions for S-3, 305c.)

SCHOOL
CRITICAL AREAS OF REVIEW

SFA:		School:		
REVIEW AREAS	YES	NO	N/A	COMMENTS
Performance Standard 1 Eligibility Certification Applications and Direct Certification 201a. Review of applications included: ___ All applications; or ___ A statistically valid sample. b. Were all applications approved correctly for this school? c. Were all direct certification, homeless, migrant, runaway youth, Head Start and Even Start eligibles correctly certified for this school? If NO to b. or c., explain. Record errors on the Certification and Benefit Issuance Error Worksheet, S-5.				
Benefit Issuance 202a. Did the review of 10% of the names on the benefit issuance document result in a 5% or greater error rate? b. If YES, additional review included: ___ All names on the benefit issuance document; or ___ A statistically valid sample of names on the benefit issuance document. Record errors on the Certification and Benefit Issuance Error Worksheet, S-5.				___ Names on Benefit Issuance Document x 10% (.10) = ___ Names to Review. ___ Number of Names in Error ÷ ___ Number of Names Reviewed = . ___ x 100 = ___ %.
Updating Eligibility 203. Were changes in eligibility status increased no later than 3 operating days and decreased no later than 10 operating days from the final decision? Record errors on the Certification and Benefit Issuance Error Worksheet, S-5.				

INSTRUCTIONS FOR S-2

ELIGIBILITY CERTIFICATION

- 201a. Obtain all of the eligibility documentation (applications, direct certification, homeless, migrant, runaway youth, Head Start and Even Start) for those students who had access to the NSLP during the review period. Count the number of students approved for free and reduced price meal benefits for the review period as made by the Local Education Agency (LEA). If there is no date on the application, direct certification or other eligibility documentation, consider it a valid application for the review period. Record this information on S-1, 13. Indicate if all applications or a statistically valid sample are reviewed. If using a statistically valid sample, follow the instructions for statistical sampling procedures in the CRE Guidance, Statistical Sampling, and retain documentation.
- b. Review and evaluate eligibility determinations for completeness and accuracy. Indicate if the application approval process is implemented correctly. Answer YES, if all applications are approved correctly. If any errors are noted, answer NO and explain in the Comments section. Record all discrepancies on the Certification and Benefit Issuance Error Worksheet, S-5.
- c. Indicate if the direct certification and other eligibility determinations are correct. If direct certification and other eligibility documentation do not contain the required information, record the students as miscategorized on the Certification and Benefit Issuance Error Worksheet, S-5. If any errors are noted, answer NO and explain in the Comments section.
- 202a. Test the system of benefit issuance, e.g., tickets, rosters, tokens by comparing a minimum of every 10th name listed as approved for free or reduced price meal benefits shown on benefit issuance documentation to the eligibility determinations. If more than 10% of the names are reviewed, record the procedure used to select the names in the Comments section. Complete the chart in the Comments section to determine the error rate. Enter the number of names on the benefit issuance document and multiply by 10% (.10) to determine the number of names to review. Enter the number of students listed incorrectly on the benefit issuance document and divide by the number of names reviewed. Multiply by 100 to determine the percent in error, i.e. the error rate.
- b. If 5% or more of the names are in error, indicate if the additional review included either all remaining names on benefit issuance documentation, or a statistically valid sample. If using a statistically valid sample, follow the instructions for statistical sampling procedures in the CRE Guidance, Statistical Sampling, and retain documentation. Record all discrepancies on the Certification and Benefit Issuance Error Worksheet, S-5.
203. Determine if there were changes in eligibility as a result of verification or resubmitted applications during the review period. If changes were required and not made within the required timeframes, answer NO. If there were no changes, check [] N/A and indicate if the LEA has established procedures in place to update eligibility by the required timeframes. Record all discrepancies on the Certification and Benefit Issuance Error Worksheet, S-5.

SFA:		School:		
REVIEW AREAS	YES	NO	N/A	COMMENTS
Day of Review Performance Standard 1 Counting and Claiming 301a. Does each type of food service line as observed on the day of review provide an accurate count by eligibility category at the point of service (or approved alternate)?				
b. If NO, describe the problem and indicate why the problem was: _____ Non systemic _____ Systemic *				
302a. Were the lunch count totals by category correctly combined and recorded? b. If NO, describe the problem and indicate why the problem was: _____ Non systemic _____ Systemic *				
303a. Is fiscal action needed for problems identified in 301. and/or 302? b. If NO, describe reasons.				
Performance Standard 2 Menu(s) 304a. Were all required items available to all students participating in NSLP based on the menu planning approach used?				
b. If NO, explain. c. Record the number of meals missing items on School Data, S-1, 18 and School Worksheet for Missing Menu Item/Food Item, S-7.				
305a. Did all observed lunches claimed for reimbursement contain the number of items required by the menu planning approach used? b. If NO, explain. c. Record number observed and incomplete on School Data, S-1, 19.				

* Response results in PS 1 Violation. Record NO on SFA-1, 4.

INSTRUCTIONS FOR S-3

DAY OF REVIEW

- 301a. Observe and indicate whether an accurate count of reimbursable meals by eligibility category is taken at the point of service or an approved alternate. To answer YES, the system must be based on an actual count of students served by category and must consistently yield correct results. A NO answer is needed when an accurate count of meals by category is not observed. If second lunches or lunches served to ineligible were observed, record in School Data, S-1, 17.
- b. If 301a is answered NO, investigate the problem to determine if the causes are nonsystemic or systemic. Describe why the problem was nonsystemic or systemic and the fiscal and corrective action recommended. When the reviewer is unable to identify the actual number of reimbursable meals incorrectly claimed and there is no accurate count by eligibility category, the fiscal action required is recalculation of the meal counts. A Systemic problem (*) results in a Performance Standard 1 violation for this school.
- 302a. Observe how the meal counts by category are obtained from each point of service and combined for the total meal count by category for the school. Record the School's Combined Counts for the Day of Review on S-1, 14. Validate the meal counts by type and record as Reviewer's Counts for the Day of Review on S-1, 14. Calculate the differences to determine if the procedures used by the school were accurate. If there were differences between the school's combined counts and the reviewer's combined counts, the question must be answered NO.
- b. Investigate to determine if the causes are nonsystemic or systemic. Describe why the problem was nonsystemic or systemic and the fiscal and corrective action recommended. When the reviewer is unable to identify the actual number of meals incorrectly claimed and there is no accurate count by eligibility category, the fiscal action required is recalculation of the meal counts. A Systemic problem (*) results in a Performance Standard 1 violation for this school.
- 303a. Indicate if fiscal action is needed based on the problems identified in 301 and 302. If there are no problems, answer NA. (For additional information, refer to the CRE Guidance, Critical Areas.)
- b. If there are problems in 301 and/or 302 and fiscal action is not necessary, explain why in the Comments section.
- If a systemic problem is identified in 301 or 302 which results in fiscal action, it will be necessary to obtain information from Claims for Reimbursement for all affected claiming periods. Record information from other claiming periods on Other Meal Claim Errors - Fiscal Action Required, S-8.
- 304a. Evaluate prior to the meal service if all required menu items/food items are available and comply with the written menu, and/or other supporting documentation such as production records, standardized recipes, food labels, etc. The school should be advised and given the opportunity to add any missing item(s) before the lunch is served. If the missing item(s) is added, answer YES but record the deficiency and technical assistance which was provided in the Comments section. The reviewer must observe that items are available and comply with the written menu, and/or other supporting documentation throughout the meal service for each serving line. Indicate if all menu items/food items are available. A NO answer is required if a menu item/food item is not available.
- b. If the school did not have all the required menu items/food items available on each service line, describe the problem in the Comments section.
- c. Determine the number of meals affected which are counted and reported incorrectly for reimbursement. Record the number of non-reimbursable meals on S-1, 18 and School Worksheet for Missing Menu Item/Food Item, S-7. If only one menu is offered, all meals are affected. If two or more menus are offered, refer to the CRE Guidance, Critical Areas, for further information.
- 305a. Observe and indicate if all meals counted for reimbursement contain the required number of menu items/food items based on the written menu and the menu planning approach used. If the reviewer observes one or more incomplete lunches counted as reimbursable, a NO answer is required. Record the total number of lunches observed. This should include the number of complete and incomplete lunches. Separately record the number of incomplete lunches resulting from students not taking the number of items required by the menu planning approach in use. In this case, the student was given an opportunity to select a reimbursable meal, but elected not to take it, and the meal was recorded as reimbursable at the point of service.
- b. If the school counted lunches where the students did not take all the required menu items/food items as reimbursable lunches, describe the problem in the Comments section.
- c. Record the total number of lunches observed and the number of incomplete lunches counted as reimbursable on S-1, 19. Incomplete meals recorded in 304c must not be included in 305c.

July 2010

SCHOOL
CRITICAL AREAS OF REVIEW

SFA:		School:		
REVIEW AREAS	YES	NO	N/A	COMMENTS
Review Period Performance Standard 1 Counting and Claiming				Day of Review Free _____ Reduced _____ Paid _____
Review Period Lowest to Highest F _____ to _____ R _____ to _____ P _____ to _____				
401a. Are lunch counts by category for the review period reasonable compared to lunch counts for the day of review?				
b. If NO, obtain the school's explanation and record in the Comments section.				
c. Does this explanation describe an acceptable meal count system?		*		
402a. Were there any days when the free lunch count exceeded the number of free eligible students?				
b. If YES, was an acceptable explanation available for each day?		*		
403a. Were there any days when the free lunch count exceeded the number of attendance adjusted eligible students?				
b. If YES, was it 50% or more of the serving days?				
c. If YES, was there an acceptable explanation?		*		
404a. Were there patterns in the free, reduced or paid lunch counts which appear questionable? If YES, obtain the school's explanation and record in the Comments section.				
b. After consideration of this explanation, do the patterns indicate questionable meal count practices?	*			
405a. Were the lunch counts by category correctly used in the Claim for Reimbursement?				
b. If NO, explain and indicate why the problem was: _____Nonsystemic _____Systemic *				
406a. Is fiscal action needed for problems identified in 401 through 405?				
b. If NO, describe reasons.				
Performance Standard 2 Menus				
407a. Did menu records, nutrient analysis and/or other supporting documentation for the review period indicate that all required items were offered based on the menu planning approach used?				
b. If NO, explain and record on the School Worksheet for Missing Menu Item/Food Item, S-7.				

* Response results in PS 1 Violation. Record NO on SFA-1, 4

INSTRUCTIONS FOR S-4

REVIEW PERIOD

- 401a. Obtain a copy of the meal counts by category for each serving day of the review period and compare it to the day of review count. Record the school's lunch counts by category for the day of review and for the lowest day and the highest day during the Review Period in the chart in the Comments section. This comparison should be made to the number of meals reported by the school, prior to any daily meal adjustments which may have been made by the SFA as a result of edit checks, etc. However, if the reviewer determined that a nonsystemic error occurred in the school's day of review count, the validated counts on the day of review may be used. Evaluate the counts and indicate if unreasonable shifts occurred in the counts by category from the review month to the day of review. Optional Form O-4 can be used to record this information.
- b. If NO to 401a, obtain the school's explanation and record in the Comments section.
- c. Determine and indicate if the explanation describes an acceptable meal count system. A NO response (*) results in a Performance Standard 1 violation for this school.
- 402a. Determine and indicate if the school claimed more free meals on any day of the review period than the number of students eligible for free meals in S-1, 13. This determination should be made using the number of meals reported by the school, prior to any daily meal adjustments which may have been made by the SFA as a result of edit checks, etc.
- b. If YES, determine if there was an acceptable explanation for each day the free meals claimed was greater than the number of free eligible. Answer NA if there were no days where the free meal count exceeded the number of students eligible for free meals. A NO response (*) results in a Performance Standard 1 violation for this school.
- 403a. Determine whether there were any days in the review month where the free meal count exceeded the attendance adjusted free eligible. To determine this, multiply the number of students eligible for free meals as determined in S-1, 13 by the attendance factor in S-1, 5. Round to the nearest whole number. Compare the number of free meals claimed each day of the review period to the number of attendance adjusted free eligibles.
- b. If YES, indicate if there were 50% or more of the serving days in the review period when free claims exceeded the number of attendance adjusted free eligibles. Answer NA if there were no days where the free meal count exceeded the attendance adjusted free students.
- c. If YES, determine if there was an acceptable explanation for each day the free meals claimed was greater than the number of attendance adjusted free eligibles. A NO response (*) results in a Performance Standard 1 violation for this school.
- 404a. Examine the patterns of the reported counts of free, reduced and paid meals for the review period and indicate if the counts are questionable for the population of students participating in the school's lunch program.
- b. Indicate, after considering the explanation provided, if the patterns indicate questionable meal count practices. A YES response (*) results in a Performance Standard 1 violation for this school.
- 405a. Determine and indicate whether the SFA correctly used the counts by category in the Claim for Reimbursement. Part of this evaluation will depend on information obtained at the SFA level. Optional Form O-4 can be used to record this information. Record the school's reported meal counts by category and the SFA's claim for this school in S-1, 15. If the school submits one monthly claim period report, validate the entire month by summing the daily totals by category. (Record the results in S-1, 15.) If the school submits other than a monthly claim period report, validate one of the school's report submissions, i.e., daily, weekly, bi-weekly. Combine the validated count with the other reports for the review period and record the results in S-1, 15. If the validated count is different than the school reported count, investigate and determine if the SFA correctly claimed meal counts for the school. If the validated count is different from the SFA claim for this school, record the difference in S-1, 15. Answer YES if the validated count matches the SFA's claim for this school. If the reviewer's validated lunch counts did not match the SFA's claimed lunch counts, answer NO and describe the problem.
- b. Investigate to determine where the problem occurred and if the causes are nonsystemic or systemic. Describe why the problem was nonsystemic or systemic and the fiscal and corrective action recommended. A Systemic problem (*) results in a Performance Standard 1 violation for this school.
- 406a. If YES, describe the fiscal action to be taken including the time period covered. When the reviewer is unable to identify actual meals incorrectly claimed and there is an unacceptable meal count practice in the review month, recalculation is required. If a systemic problem is identified which results in fiscal action, obtain information from Claims for Reimbursement for all affected claiming periods. Record information from other claiming periods on Other Meal Claim Errors - Fiscal Action Required, S-8. Answer NA only when no problems were identified in 401 - 405.
- b. If there are problems in 401 - 405 and fiscal action is not necessary, explain why in the Comments section.
- 407a. Obtain a copy of the menu records, nutrient analysis and/or other supporting documentation such as production records, standardized recipes, food labels, etc. for the review period to determine if all required menu items/food items were offered on each serving day of the review period.
- b. If a menu is missing required food items for the menu planning approach used, investigate to determine if the menu was used in other claiming periods and explain in the Comments section. Record the menu, missing menu item/food item and number of meals claimed for reimbursement that were affected for the review period on the School Worksheet for Missing Menu Item/Food Item, S-7. Record deficient menus and meal counts for other claiming periods on Other Meal Claim Errors - Fiscal Action Required, S-8. If the SFA uses a centralized menu, fiscal action and corrective action must be taken for all schools using the central menu, including those schools that were not reviewed.

INSTRUCTIONS FOR S-5

CERTIFICATION AND BENEFIT ISSUANCE ERROR WORKSHEET

Enter the student's name and the eligibility determination made by the LEA or school. If an error is identified for any student who has withdrawn within or after the review period from this school, indicate original determination of free, reduced, or denied.

Enter the start date of the error. This may be the application approval date or the date the infraction first occurred. If the date is not known, enter a dash (-) in the space and note the date of the 31st operating day for this school in the space provided. If the student is receiving meal benefits based on direct certification, homeless, migrant, runaway youth, Head Start or Even Start, check [] the DIR CT column.

The reviewer should check [] the appropriate column to indicate the type of missing information.

CH HH NM: CHILD/HOUSEHOLD NAME CS #: SNAPS, FAMILIES FIRST, (TANF) OR FDPIR CASE NUMBER INC AMT FRQ SRC: INCOME AMOUNT/FREQUENCY/SOURCE
SS #: SOCIAL SECURITY NUMBER AD SIG: ADULT SIGNATURE

The reviewer should check [] the appropriate column to indicate the type of miscategorization error.

F/R: The school/SFA approved the application as free, but the reviewer determines it should be reduced.

F/D: The school/SFA approved the application as free, but the reviewer determines it should be denied.

R/D: The school/SFA approved the application as reduced, but the reviewer determines it should be denied.

R/F: The school/SFA approved the application as reduced, but the reviewer determines it should be free.

D/F: The school/SFA denied the application, but the reviewer determines it should be free.

D/R: The school/SFA denied the application, but the reviewer determines it should be reduced.

Check [] the error identified for students issued benefits for a category other than the one for which they were approved.

RED REC FRE: A student approved for reduced meals, but received free meals.

FRE REC RED: A student approved for free meals, but received reduced.

INELIG REC FRE: A student was ineligible for benefits or no application was on file, but received free meals.

INELIG REC RED: A student was ineligible for benefits or no application was on file, but received reduced price meals.

ELIG NO BEN FRE: A student eligible for free meals, but received no benefits.

ELIG NO BEN RED: A student eligible for reduced meals, but received no benefits. Determine the errors, which contribute to a PS 1 Violation. If a missing social security number or adult signature is obtained before the review is completed, do not count these errors as a PS 1 Violation. If other missing information is obtained before the review is completed, note the date corrected in the column provided. Enter in the PS 1 Violation column the category in which the student was claimed and the category in which the student should be claimed. Enter the date and indicate when the application became Inactive (I) or Corrected (C).

In the review period column, enter the number of serving days the application was in error during the review period. Review Period means the period of time covered by the administrative review or follow-up. Fiscal year columns are available for use after corrective action is complete. Prior FY is the number of operating days in the current school year prior to October 1. Current FY includes operating days beginning with October 1 forward. The reviewer must obtain the number of serving days for each month the error(s) existed. Count the number of students incorrectly receiving free benefits and reduced benefits and record each total in the box provided. The number of students with free meals claimed in error is obtained by adding the number of F→R and F→D entries in the PS 1 VIOL column. The number of students with reduced meals claimed in error is obtained by adding the number of R→D and R→F entries in the PS 1 VIOL column. Total students with Free and/or Reduced Price meals in error are consolidated in Blocks 1 and 2. The form provides for three levels of accuracy: 1. # of students with PS 1 violations without regard as to the # of serving days or actual meals taken; 2. # of serving days a student with an error was enrolled in the review period; and 3. actual number of meals taken by the student with an error, which is the most accurate.

July 2010

COORDINATED REVIEW EFFORT

REVIEW OF ELIGIBILITY CERTIFICATION
FOR A PERIOD OTHER THAN THE REVIEW PERIOD

NA []

SFA:	School:
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PART I. Check [√] to indicate if the review was for all applications:

[] BACK TO THE BEGINNING OF THE SCHOOL YEAR

[] FOR THE DAY(S) THE REVIEW IS CONDUCTED

	A.	÷ B.	= C.	× D.	= E.
	Reviewer's Count of Eligible Students	LEA/School Count of Eligible Students	Adjustment Factor 0.000	LEA/School Count of Eligible Students for the Review Period	Enter on S-1, 13: Adjusted Count of Eligible Students for The Review Period
Free					
Reduced					

If the review was of all applications FOR THE DAY(S) THE REVIEW IS CONDUCTED, is the Adjusted Count of Eligible Students for the Review Period, Column E, greater than the Reviewer's Count of Eligible Students, Column A?

FREE E > A [] YES [] NO

REDUCED E > A [] YES [] NO

PERFORMANCE STANDARD 1 – MEAL ERROR RATE DETERMINATION

PART II. Complete if review was for all applications FOR THE DAY(S) THE REVIEW IS CONDUCTED and E is greater than A for Free and/or Reduced. (YES has been checked [√]).

	F.	÷ G.	= H.	× I.	= J.
	Adjusted Count of Eligible Students for the Review Period from Column E	Reviewer's Count of Eligible Students from Column A	Adjustment Factor 0.000	From S-6: Product of Line 1 & 2 OR From S-5: Actual Lunches in error Lines 3 + 4 and 5 + 6	Enter on S-6, Line 3: Maximum Number of Lunches for Students with Errors Contributing to a PS 1 Violation
Free					
Reduced					

INSTRUCTIONS FOR S-5a

REVIEW OF ELIGIBILITY CERTIFICATION FOR A PERIOD OTHER THAN THE REVIEW PERIOD

PART I. If the review of eligibility certification was done for a period other than the review period, PART I must be completed to determine S-1, 13, Reviewer's Count of Eligible Students.

Check [] to indicate if the review was of all applications back to the beginning of the school year or for the day(s) the review is conducted.

- A. Count and record the number of students listed on all applications for the period of time indicated.
- B. Record the number of students which the LEA/school has documented as eligible for the period of time indicated. If BACK TO THE BEGINNING OF THE SCHOOL YEAR, the LEA/school must have kept a cumulative total of the number of free and reduced price students approved for meal benefits to date. If the review of applications is FOR THE DAY(S) THE REVIEW IS CONDUCTED, the LEA/school must have a record of the number of free and reduced price students eligible for the day(s) of review.
- C. Divide (A), Reviewer's Count of Eligible Students, by (B), LEA/School Count of Eligible Students. Round to three (3) places beyond the decimal point and enter in (C), Adjustment Factor. ($C = A \div B$).
- D. Obtain the LEA/School Count of Eligible Students for the Review Period and record in Column D.
- E. Multiply (C), Adjustment Factor by (D), LEA/School Count of Eligible Students for the Review Period. Round to the nearest whole number and record in (E) as the Adjusted Count of Eligible Students for the Review Period. ($E = C \times D$). Record on S-1, 13 as the Reviewer's Count of Eligible Students.

If the review was of all applications FOR THE DAY(S) THE REVIEW IS CONDUCTED, compare the Adjusted Count for the Review Period, (E), to the Reviewer's Count of Eligible Students, (A), for each category, free and reduced. If (E) is greater than (A) for Free and/or Reduced, check [], YES.

PERFORMANCE STANDARD 1 – MEAL ERROR RATE DETERMINATION

PART II. If the review was of all applications BACK TO THE BEGINNING OF THE SCHOOL YEAR, do not Complete PART II. Complete S-6 according to the instructions given for the S-6.

If the review was of all applications FOR THE DAY(S) THE REVIEW IS CONDUCTED and (E) is greater than (A) for Free and/or Reduced, (YES is checked [] for Free and/or Reduced), complete PART II to determine the Maximum Number of Lunches for Students with Errors Contributing to a PS 1 Violation, S-6, Line 3, for the category(ies) where YES is checked []. If (E) is less than (A) for Free and/or Reduced, (NO is checked [] for Free and/or Reduced), do not complete Part II for the category(ies) where NO is checked []. Complete S-6 according to the instructions given for S-6.

- F. Enter the Adjusted Count of Eligible Students for the Review Period from (E)
- G. Enter the Reviewer's Count of Eligible Students from (A).
- H. Divide (F), Adjusted Count of Eligible Students for the Review Period, by (G), Reviewer's Count of Eligible Students. Round to three (3) places beyond the decimal point and enter in (H), Adjustment Factor. ($H = F \div G$).
- I. If the Estimate column is being done on S-6, complete Lines 1 and 2 as directed in the instructions for S-6 and record the product of Lines 1 and 2 in (I). If the Actual column is being done on S-6, enter the actual number of lunches in error from S-5, 3 + 4 and/or 5 + 6 in (I).
- J. Multiply (H), Adjustment Factor by the number in (I). Round to the nearest whole number and enter the product in (J). ($J = H \times I$). The number recorded in (J) must be recorded on S-6, Line 3: Maximum Number of Lunches for Students with Errors Contributing to a PS 1 Violation.

Complete the remaining steps on Performance Standard 1 - Meal Error Rate Determination, S-6 according to the instructions given for S-6.

July 2010

SFA:	School:
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Applications Reviewed: All [] Sample []				
	Estimate		Actual	
	Free	Reduced	Free	Reduced
1. Total number of students with errors contributing to a PS 1 violation.	From S-5, 1	From S-5, 2		
2. Number of serving days in review period from S-1, 6.	X	X		
3. Maximum number of lunches for students with errors contributing to a PS 1 violation.	=	=	From S-5, 3+4	From S-5, 5+6
4. Average daily participation factor from S-1, 16.	X	X	X	X
5. Adjusted number of lunches incorrectly claimed.	=	=	=	=
6. Adjusted number of free <u>plus</u> reduced price lunches incorrectly claimed.				
7. Total number of free <u>plus</u> reduced price lunches validated for the review period from S-1, 15.	+		+	
8. Percent of lunches claimed incorrectly for this school.	X 100 =		X 100 =	

INSTRUCTIONS FOR S-6

PERFORMANCE STANDARD 1 - MEAL ERROR RATE DETERMINATION

Complete the estimate or actual column if any eligibility certification, benefit issuance or updating eligibility errors are identified and recorded on S-5.

ESTIMATE: Use of the estimate procedure provides an immediate meal error rate with a minimal amount of calculation. It is not necessary to count the number of serving days for each student in error to use the estimate procedure.

1. Using the information from S-5, 1 enter the total number of free students identified with a PS 1 Violation. From S-5, 2 enter the total number of reduced price students with a PS 1 Violation.
2. Enter the number of serving days in the review period from S-1, 6. Multiply the number of serving days times the number of free and reduced price students with a PS 1 Violation.
3. Enter the product of line 1 x line 2. This is the maximum number of lunches in the review period for students with PS 1 Violations. Add the number of free and reduced price lunches and enter in the column, Number of Lunches Claimed Incorrectly on SFA-1, 4.
4. Enter the average daily participation factors from S-1, 16. Use the appropriate free and reduced factors in the corresponding column, free or reduced. Multiply the ADP factor times the total number of serving days in the review period with eligibility certification, benefit issuance and updating eligibility errors.
5. Enter the product of line 3 x line 4. This is the adjusted number of lunches incorrectly claimed.
6. Add the adjusted number of free lunches and the adjusted number of reduced price lunches. Record the sum of these numbers.
7. From S-1, 15 (Reviewer Validation) enter the total free plus reduced price lunches.
8. Divide the adjusted number of free plus reduced price lunches incorrectly claimed (6) by the total number of free plus reduced price lunches validated for the review period (7). Carry to 4 places beyond the decimal, round to 3 places beyond the decimal and multiply by 100. (example: $.0875 = .088 = 8.8\%$). Record the percent of lunches claimed incorrectly for this school in S-6, 8 and on SFA-1, 4. Do not round 9.95 through 9.99 to 10.0.

ACTUAL: The actual procedure is used when the reviewer can determine the number of serving days the students with errors were enrolled during the review period or the actual number of meals taken by the students with errors.

Applications in which corrective action has been taken on missing Social Security numbers and adult signatures should not be included in the calculations.

3. Using the information from S-5, 3 and 4 (F→R plus F→D), enter the maximum number of lunches in error for the review period in the free column. Follow the same procedure for reduced using S-5, 5 and 6. If the actual number of lunches for each student is obtained from source documentation, leave blank.
4. Enter the average daily participation factors from S-1, 16. Use the appropriate free and reduced ADP factors in the corresponding column, Free and Reduced. Multiply the ADP factor times the actual number of serving days in the review period with eligibility certification, benefit issuance and updating eligibility errors. If participation data is obtained for each student listed, enter the total meals in error by category on Line 5.
5. Enter the product of item 3 x item 4 or the total number of actual lunches incorrectly claimed.
6. Add the number of free lunches and the number of reduced price lunches. Record the sum of these numbers in the column, Number of Lunches Claimed Incorrectly on SFA-1, 4.
7. From S-1, 15 (Reviewer Validation) enter the total free plus reduced price lunches.
8. Divide the number of free plus reduced price lunches incorrectly claimed (6) by the total number of free plus reduced price lunches validated for the review period (7). Carry to 4 places beyond the decimal, round to 3 places beyond the decimal and multiply by 100 (example: $.0875 = .088 = 8.8\%$). Record the percent of lunches claimed incorrectly for this school in S-6, 8 and on SFA-1, 4. Do not round 9.95 through 9.99 to 10.0.

SCHOOL WORKSHEET FOR MISSING MENU ITEM/FOOD ITEM

SFA:	School:
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Day of Review						NA []
		Number of Lunches Missing Item By Category				
1. Menu	2. Missing Item	3. Total	4. Free	5. Reduced	6. Paid	

Review Period							NA []
			Number of Lunches Missing Item By Category				
7. Date	8. Menu	9. Missing Item	10. Total	11. Free	12. Reduced	13. Paid	
TOTAL							

INSTRUCTIONS FOR S-7

SCHOOL WORKSHEET FOR MISSING MENU ITEM/FOOD ITEM

This worksheet should be used to record information for the day of review and/or review period if a menu is identified which does not contain all of the items required by the menu planning approach being used by the school.

DAY OF REVIEW: If the menu(s) for the day of review contained all required items for the entire meal service and no problems were noted, check [] NA.

If a menu missing required item(s) was identified at the beginning of the meal service or all items were not available throughout the entire meal service, complete the following:

1. Record the menu which was missing an item or items.
2. Record the missing item.
3. Determine the number of lunches counted as reimbursable which were missing the item because of the menu missing required item(s). Record the total number of lunches which were affected.
- 4, 5, 6. If available, record the number of lunches missing the item by category: free, reduced and paid. If the information is not available, use the FA-7 sheet to determine the number of free, reduced, and paid meals missing required item(s) observed on the day of review.

Record the total lunches affected by the menu missing required item(s) on the day of review on S-1, 18.

REVIEW PERIOD: If menus for the review period indicate that all required items were available, check [] NA.

If one or more menus were identified which did not contain all of the required items, complete the following:

7. Enter the date of the menu which was missing an item(s).
8. Record the menu missing required item(s).
9. Record the missing item.
10. Determine the total number of lunches claimed as reimbursable which were missing the item.
- 11, 12, 13. If available, record the number of lunches claimed as reimbursable which were missing the item by category: free, reduced and paid. If the information is not available, use the FA-7 sheet to determine the number of free, reduced, and paid meals missing required item(s) identified in the review period.

INSTRUCTIONS FOR S-7a INSUFFICIENT PORTION SIZE FOOD ITEM

This worksheet should be used to record information for the day of review and/or review period if a menu is identified which does not contain sufficient portion sizes of all of the items required by the menu planning approach being used by the school.

DAY OF REVIEW: If the menu(s) for the day of review contained sufficient portion sizes for the entire meal service and no problems were noted, check [] NA.

If the portion size was identified as insufficient at the beginning of the meal service or the portion sizes were not sufficient throughout the entire meal service, complete the following:

1. Record the menu which had the insufficient portion size food item.
2. Record the insufficient portion size food item
3. Determine the number of lunches counted as reimbursable which were insufficient portion sizes. Record the total number of lunches which were affected.
- 4, 5, 6. If available, record the number of lunches with an insufficient food item by category: free, reduced and paid. If the information is not available, use the FA-7 sheet to determine the number of free, reduced, and paid meals missing required item(s) observed on the day of review.

Record the total lunches affected by the insufficient portion size food item (s) on the day of review on S-1, 18.

REVIEW PERIOD: If menus for the review period indicate that all required items were available, check [] NA.

If one or more menus were identified which did not contain sufficient portion sizes of all of the required items, complete the following:

7. Enter the date of the menu which was had the insufficient portion size food item (s).
8. Record the insufficient portion item(s).
9. Record the missing item.
10. Determine the total number of lunches claimed as reimbursable which were missing the sufficient portion size.
- 11, 12, 13. If available, record the number of lunches claimed as reimbursable which were missing the sufficient portion size by category: free, reduced and paid. If the information is not available, use the FA-7 sheet to determine the number of free, reduced, and paid meals missing the sufficient portion identified in the review period.

SFA:	School:
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			Number of Lunches		
A. SFA or School	B. Claim Period	C. Describe Type of Error	D. SFA or School Data	E. — Reviewer's Data	F. = Difference + or -
			F	—	=
			R	—	=
			P	—	=
			F	—	=
			R	—	=
			P	—	=
			F	—	=
			R	—	=
			P	—	=
			F	—	=
			R	—	=
			P	—	=
			F	—	=
			R	—	=
			P	—	=
			F	—	=
			R	—	=
			P	—	=
			F	—	=
			R	—	=
			P	—	=
			F	—	=
			R	—	=
			P	—	=
			F	—	=
			R	—	=
			P	—	=
			F	—	=
			R	—	=
			P	—	=

INSTRUCTIONS FOR S-8

OTHER MEAL CLAIM ERRORS - FISCAL ACTION REQUIRED

All errors identified during the review must be corrected. Record all identified errors which occurred in other claim periods or review period errors, not previously recorded. These errors do not contribute to the PS 1 Violation threshold, but are subject to fiscal action.

1. Check [] NA if errors were not identified in other claim periods.
2. SFA, School - If the form is being used to record only SFA errors, enter NA for the school. If used to record school errors, enter school name.

COLUMN

- A. Identify where the error occurred. Enter SFA or S (school). For missing menu item/food item for schools that were not reviewed, record each school's meal counts separately or record the total for the SFA.
- B. Record the claim period affected by the error.
- C. Indicate the type of error, including date of error. Examples of the types of errors that must be recorded are listed in CRE Guidance, Critical Areas.
- D. Record the number of meals claimed for reimbursement by the SFA for the school. If the errors occurred at the SFA, enter the total number of meals claimed for reimbursement.
- E. Record the number of validated meal counts by category, when appropriate.
- F. Calculate the difference between column D and column E.

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INSTRUCTIONS FOR THE DAILY MEAL COUNT WORKSHEET

Form O-4 will be used to record the meal counts claimed at the school level and the SFA level. Record the school's reported meal counts by category and the SFA's claim for meal counts by category for the school. If the school submits one monthly claim period report, validate the entire month by summing the daily totals by category. Compare to the SFA level's claim for the school. Write the name of the computer software program used at the school.

The reviewer will check one day at the review school at the lowest point of the meal count system. If the reviewer observes a difference in meal counts, an under claim or over claim, the difference is noted on the O-4 form and the validated count for Page S-1, 15. All days of the review month are checked if the one day does not check out.