VERMONT
AGENCY OF EDUCATION
CHILD NUTRITION PROGRAMS

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On-Site Monitoring Form

Per 7 CFR 210.8(a)(1) and 7 CFR Part 220.11(d)(1), every school year, **prior to February 1**, each School Food Authority (SFA) with more than one school/site must conduct one on-site review of the National School Lunch Program at all schools/sites, and an on-site review of the School Breakfast Program at 50% of the schools/sites. SFAs with only one school/site that have a Food Service Management Company (FSMC) contract must complete the FSMC Monitoring Form available on the VTAOE CNP webpage.

Each on-site monitoring must ensure the school/site has sufficient meal counting and claiming procedures, in line with their Permanent Agreement, Free and Reduced Policy Statement, and annual renewal packet. The monitoring review must ensure that the submitted Claim for Reimbursement reflects the actual number of free, reduced-price, and paid reimbursable meals served for each day of operation. The monitoring visits are a helpful opportunity for the SFA to assess the operation of the School Meal Programs, stay informed and aware of what is taking place at each school/site, and to address any potential problems.

If the review discloses problems with a school's/site's meal counting and claiming procedures, the SFA must ensure that the school/site implements corrective action, and within 45 days of the review conduct a follow-up on-site review to determine that the corrective action resolved the problems.

School/Site Name: _____

Review Date: _____ **Meal Type Reviewed: Breakfast:** ☐ **Lunch:** ☐

Arrival Time: _____ **Departure Time:** _____

SFA Reviewer: _____

Meal Counting and Claiming Questions:

YES   NO

☐   ☐   1. Is the method used for counting reimbursable meals in compliance with the approved Point of Service (POS) method as stated in the free & reduced policy statement or renewal? (Meal counts must be taken at the location where complete meals are served to children.)

Indicate the POS method:
☐ Electronic register
☐ Paper roster
☐ Other

YES   NO

☐   ☐   2. Does the system prevent overt identification of children receiving free or reduced-price meals?

☐   ☐   3. Are the Point of Service meal counts used to determine the school's/site's Claim for Reimbursement? (Are any adjustments made to the POS count prior to reporting on the claim?)

☐   ☐   4. Is the person responsible for monitoring and counting meals correctly identifying reimbursable meals?

☐   ☐   5. Is the school/site correctly implementing policies for handling the following (as applicable):

	Yes	**No**	**N/A**	
	☐	☐	☐	Incomplete meals?
	☐	☐	☐	Second meals?
	☐	☐	☐	Lost, stolen, misused, forgotten or destroyed tickets, IDs, PINs?
	☐	☐	☐	Visiting student meals?
	☐	☐	☐	Adult and non-student meals?
	☐	☐	☐	A la carte?
	☐	☐	☐	Student worker meals?
	☐	☐	☐	Field Trips?
	☐	☐	☐	Charged and/or prepaid meals?
	☐	☐	☐	Offer vs. Serve (OVS)

☐   ☐   6. Is there a method of identifying non-reimbursable meals (i.e. not meeting meal pattern requirements, seconds, adult meals, etc.), and distinguishing them from reimbursable meals?

☐   ☐   7. Is there a method for tracking a la carte sales and sales of adult meals?

☐   ☐   8. Is someone trained as a backup for the cashier/monitor/meal counter?
          Name of back up cashier/monitor: _____

☐   ☐   9. Are there procedures for meal counting and claiming when the primary counting and claiming system is not available *and* do staff know when and how to implement them?
          What process is used? _____

☐   ☐   10. Are daily counts correctly totaled and recorded?

☐   ☐   11. For programs where cash is taken in, is there a second-party count of the cashier's intake?

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YES   NO

☐   ☐   12. Is the cash reconciled and are differences recorded?

☐   ☐   13. Is it ensured that counts are not adjusted or 'backed out' to correspond with cash intake?

☐   ☐   14. If claims are aggregated from different Points of Service, is there a system in place to prevent second meals from being counted? Are the meal counts correctly totaled and consolidated? ☐ **N/A**

☐   ☐   15. Are internal controls (edits, monitoring, etc.) established to ensure that daily counts do not exceed the number of students eligible, in attendance, and that an accurate Claim for Reimbursement is made? Record today's meal counts by category and compare to the number of students eligible by category.

Number of Students Approved by Category	Day of Review Meal Counts by Category	
Eligible Students:	**Breakfast:**	**Lunch:**
Free: _____	F: _____	F: _____
Reduced: _____	R: _____	R: _____
Paid: _____	P: _____	P: _____
Total Enrollment: _____	T: _____	T: _____

Note: For Provision 2 and CEP schools, please only record total enrollment and total number of meals served.

☐   ☐   16. Are edit checks completed and documented which compare the daily counts of free, reduced price and paid lunches against the attendance factor?

Are any discrepancies accounted for? _____

National Attendance Factor: _93%_

Example: Attendance factor 93% x 110 free status students = 103 attendance adjusted free status students. Free counts above 103 for any day should be checked out to see if there is an error. The number '103' represents the expected number of free status students in school, based on the average attendance for all students.

Your Site Calculations:

Number of Attendance Adjusted Free Status Students is # of free status students
_____ X 93% = _____

Number of Attendance Adjusted Reduced-Price Status Students is # of reduced-price status students
____ X 93% = ____

Number of Attendance Adjusted Paid Status Students is # of paid status students
____ X 93% = ____

Number of Attendance Adjusted Total Enrolled Students is # of total enrolled students
____ X 93% = ____

Note: For Provision 2 and CEP schools, please only calculate the attendance factor based on total enrollment.

☐ ☐ 17. Do any meal counts exceed the attendance factor times the number of students eligible for the day or month to date?

☐ ☐ 18. Does the SFA have a Meal Charge Policy and did the school/site implement said policy?

Attach a copy of the written policy.

Yes	No	
☐	☐	Is there a limit to charges?
☐	☐	Is the student denied a meal if their charge balance is at the limit?
☐	☐	Does the school/site provide a substitute meal or item?
☐	☐	Is there a system to notify households of excess meal balances?

Benefit Issuance Questions:

NOTE: The following two questions are for all SFAs except for SFAs on Provision 2 in non-base years, Community Eligibility Provision (CEP), or RCCIs with only residential students:

YES   NO

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

☐ ☐ 20. Does the "Benefit Issuance" list from the Point of Service (POS) system track how students were determined eligible and any changes in student' status?
If no, is this tracked on a Master List?   **YES   NO**   ☐   ☐

Describe how eligibility status updates are made to the POS/Benefit Issuance list in a timely manner:

_____
_____
_____
_____

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General Questions:

YES   **NO**

☐   ☐   21. Is the most recent Health Inspection Report posted in a location visible to the public?

☐   ☐   22. Are staff wearing gloves and hair restraints during food preparation and service?

☐   ☐   23. If OVS, does each meal contain a minimum of ½ cup fruit and/or vegetable?
              ☐ **N/A**

☐   ☐   24. If OVS, is there signage explaining what constitutes a reimbursable meal, including the requirement to take a minimum of ½ cup fruit or vegetable? ☐ **N/A**

☐   ☐   25. Are temperatures of food and all storage units, including milk coolers, walk-in freezers, and walk-in refrigerators, monitored and recorded daily?

☐   ☐   26. Is the "And Justice for All" nondiscrimination poster displayed in a prominent location visible to the public?

☐   ☐   27. Is free, potable water available to students in the cafeteria?

NOTE: Questions 28-33 are for Provision 2 and Community Eligibility Provision (CEP) programs only.

☐   ☐   28. The school/site has an accurate process for counting and documenting total reimbursable meals. Indicate the process used:

        _____

☐   ☐   29. Is there a system in place to prevent second meals from being counted?

☐   ☐   30. Are meal counts correctly reported on the Claim for Reimbursement?

☐   ☐   31. Is the school/site operating in a Base Year for Provision 2?

☐   ☐   32. Is the Base Year documentation for Provision 2 on file? (Daily & monthly meal counts)

☐   ☐   33. Is complete documentation on file for the identified students indicated on the Site Declaration Form for CEP implementation? (Enrollment List of Students & Direct Certification Documentation)

NOTE: Question 34. is for Residential Child Care Institutions only.

☐   ☐   34. Is the RCCI Master List of enrolled students current regarding dates of enrollment,

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eligibility, and dates of withdrawal?

What system is used for counting reimbursable meals?

_____

Corrective Action is required for each "No" answer above:

1. _____

2. _____

3. _____

Corrective Action is due: _____

Notes and Observations:

_____

_____

_____

_____

The monitoring is not complete unless it is signed by the reviewer and the site official at the school.

Signatures:

School/Site Representative	**Title**	**Date**

SFA Reviewer	**Title**	**Date**

Follow-Up Visit (must be conducted within 45 days if corrective action was required):

Date of Follow-Up Visit: _____

Observations of corrective action implementation:

_____

_____

_____

_____

Note- SFAs must maintain monitoring documentation on file for three years, plus the current year.

This institution is an equal opportunity provider.