

Administrative Review Onsite Meal Service Checklist for the School Nutrition Programs

School Year 2024-25 (July 1, 2024, through June 30, 2025)

This checklist identifies the information that the Connecticut State Department of Education (CSDE) will review during the onsite meal observation portion of an Administrative Review (AR) of the [school nutrition programs](#), including the National School Lunch Program (NSLP), School Breakfast Program (SBP) and the Afterschool Snack Program. The school food authority should complete this checklist while reviewing the applicable lunch and breakfast service at each site scheduled for an onsite review. The CSDE AR lead reviewer will review the completed checklist during the onsite portion of the AR.

Meal Counting and Claiming

- Reimbursable meal counts and reimbursable afterschool snack counts are taken at the point of service (including grab-and-go and other points of service).
- For schools that implement in-classroom meal counts:** Breakfast and lunch in each classroom are observed. Classroom staff are trained in reimbursable meals and point-of-service counts. Written procedures are available in each classroom.
- No overt identification of free or reduced-eligible students observed during meal service or afterschool snack service.
- No overt identification of students with negative balances observed during meal service or afterschool snack service.
- No overt identification of students with special diets observed during meal service or afterschool snack service.
- Cashiers can correctly identify reimbursable meals.
- Cashiers use blind cash-out procedures, i.e., the cashier cannot see how much cash they should have when closing the register.
- Cash is locked in a safe at the end of the day or taken directly to the bank.

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Meal Preparation and Service

- Recipe book is physically accessible on site with all standardized recipes.
- Staff completed production records during preparation.
- Staff use appropriate measures to ensure proper crediting of all meal components.
 - Weight (ounces) is used for meats/meat alternates like meat, fish, and poultry.
 - Volume (cups) is used for vegetables and fruits.
 - Weight (ounces) is used for grains in groups A-G and volume (cups) or weight (ounces) is used for grains in groups H-I (refer to the CSDE's [Grain Ounce Equivalents for the National School Lunch Program and School Breakfast Program Meal Patterns for Grades K-12](#)).
- Crediting documentation is on file for all commercial processed products, i.e., Child Nutrition (CN) labels and product formulation statements (refer to the CSDE's [Accepting Processed Product Documentation in the School Nutrition Programs](#) and visit the CSDE's [Crediting Documentation for the Child Nutrition Programs](#) webpage).
- Staff use proper serving utensils for correct portioning.
- Food temperatures are recorded on production records or another document and are available for review and maintained on file.
- Two or more varieties of low-fat or fat-free milk are offered, and one choice is unflavored.
- Water, juice, and other beverages are not displayed alongside milk on the serving line or in the same cooler as milk.
- A la carte foods and beverages are not displayed with the meal components of reimbursable meals on the serving line.
- Plain unflavored potable water is available to students at no cost during the meal service (including classroom settings) and afterschool snack service. Water fountains or bottle filling stations are in working order. For more information, refer to the CSDE's [Water Availability for School Nutrition Programs](#) webpage.

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Signage

- Breakfast signage is posted for students showing all meal components of a complete breakfast meal (refer to the CSDE's [Signage Requirements for the National School Lunch Program and School Breakfast Program](#)).
- For schools that implement OVS at breakfast:** Breakfast signage is posted for students showing the minimum amount of each food item that students must select for a reimbursable meal with OVS, e.g., take one or two fruits with each meal. For more information, refer to the CSDE's [Signage Requirements for the National School Lunch Program and School Breakfast Program](#) and visit the CSDE's [Offer versus Serve for School Nutrition Programs](#) webpage.
- Lunch signage is posted for students showing the meal components of a complete lunch meal (refer to the CSDE's [Signage Requirements for the National School Lunch Program and School Breakfast Program](#)).
- For schools that implement OVS at lunch:** Lunch signage is posted for students showing the minimum amount of each meal component that students must select for a reimbursable meal with OVS, e.g., take one or two fruits or vegetables with each meal. For more information, refer to the CSDE's [Signage Requirements for the National School Lunch Program and School Breakfast Program](#) and visit the CSDE's [Offer versus Serve for School Nutrition Programs](#) webpage.
- Menu is posted.
- Signage for a la carte pricing is posted.
- The USDA's *And Justice for All* poster (11 inches by 17 inches) is prominently displayed and placed in a location that enables program participants to read the text of the poster without obstruction. For example, the poster could be placed next to the cashier, at the beginning of the serving line, over the milk cooler, or at the entrance/exit to the cafeteria.

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Smart Snacks Nutrition Standards

- All a la carte snack items are on the CSDE's [List of Acceptable Foods and Beverages](#) or meet the [Connecticut Nutrition Standards \(CNS\)](#). If a la carte foods and beverages are ordered at the school level, the food service director has written procedures in place to ensure that the school is ordering and receiving only approved items.

Food Safety

- Hazard Analysis Critical Control Points (HACCP) plan is on site.
- HACCP plan is signed and dated that it has been reviewed for the current school year.
- HACCP plan is individualized for each school (i.e., does not contain standard operating procedures (SOPs) or equipment not applicable to that school).
- HACCP plan references the most recent Food and Drug Administration (FDA) Food Code.
- HACCP plan contains an SOP for field trip meals.
- The most recent health inspection report is posted in a public area where students can view it.
- Proper usage of gloves and handwashing practices are in place.

On-site Storage

- All food is stored at least six inches off the floor.
- Chemicals are stored in an area separate from food.
- Any item that does not meet the Buy American regulations (other than those on the Federal Acquisition and Regulation (FAR) list) has a [Buy American Justification Form](#) completed annually (refer to the CSDE's [Buy American Requirement for the School Nutrition Program](#) and visit the "[Justification for Non-domestic Products](#)" section of the CSDE's Procurement for School Nutrition Programs webpage). Pay particular attention to juices, frozen and fresh produce, and cooking oils and sprays.

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Record Keeping

- The district follows the requirements outlined by USDA and the CSDE (refer to the CSDE's [Records Retention Requirements for the School Nutrition Programs](#)).
- The school food service operation knows and follows the district's record retention policy as applicable.
- Completed production records are on file including all supporting documentation, e.g., menus, CN labels, product formulation statements, standardized recipes, and Buy American Justification forms.
- Equipment temperature logs are up to date.
- Equipment temperature logs for the last six months are on file.

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Resources

The links below provide information related to the topics in this document. Visit the CSDE's [Program Guidance for School Nutrition Programs](#) webpage for more resources on complying with the federal and state requirements for the school nutrition programs.

Meal counting and claiming

Meal Counting and Claiming for School Nutrition Programs (CSDE webpage):

<https://portal.ct.gov/sde/nutrition/meal-counting-and-claiming-for-school-nutrition-programs>

Key Information for Connecticut Claims Preparers for School Nutrition Programs (CSDE):

https://portal.ct.gov/-/media/sde/nutrition/nslp/forms/mealcount/claims_preparer_information_snp.pdf

Meal Counting and Claiming Forms: Meal Counting and Claiming for School Nutrition Programs (CSDE):

<https://portal.ct.gov/sde/nutrition/meal-counting-and-claiming-for-school-nutrition-programs/documents>

Meal Pattern Training for School Nutrition Programs (CSDE webpage):

<https://portal.ct.gov/sde/nutrition/meal-pattern-training-materials>

Meal Patterns for Grades K-12 in School Nutrition Programs (CSDE webpage):

<https://portal.ct.gov/sde/nutrition/meal-patterns-school-nutrition-programs/documents>

Overview of Meal Counting and Claiming Process for Connecticut School Nutrition Programs (CSDE):

https://portal.ct.gov/-/media/sde/nutrition/nslp/forms/mealcount/overview_meal_counting_claiming_snp.pdf

Requirements for Classroom Meals in the National School Lunch Program and School Breakfast Program (CSDE):

https://portal.ct.gov/-/media/sde/nutrition/nslp/forms/mealcount/requirements_classroom_meals_nslp_sbp.pdf

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Meal preparation and service

Accepting Processed Product Documentation in the School Nutrition Programs (CSDE):

https://portal.ct.gov/-/media/sde/nutrition/nslp/crediting/accepting_processed_product_documentation_snp.pdf

Crediting Documentation for the Child Nutrition Programs (CSDE webpage):

<https://portal.ct.gov/sde/nutrition/crediting-documentation-for-the-child-nutrition-programs>

Crediting Summary Charts for the Meal Patterns for Grades K-12 in the School Nutrition Programs (CSDE):

https://portal.ct.gov/-/media/sde/nutrition/nslp/crediting/crediting_summary_charts_snp_grades_k-12.pdf

Fruits Component (CSDE's Crediting Foods in School Nutrition Programs webpage):

<https://portal.ct.gov/sde/nutrition/crediting-foods-in-school-nutrition-programs/fruits>

Grains Component (CSDE's Crediting Foods in School Nutrition Programs webpage):

<https://portal.ct.gov/sde/nutrition/crediting-foods-in-school-nutrition-programs/grains>

Meats/Meat Alternates Component (CSDE's Crediting Foods in School Nutrition Programs webpage):

<https://portal.ct.gov/sde/nutrition/crediting-foods-in-school-nutrition-programs/meats-and-meat-alternates>

Milk Component (CSDE's Crediting Foods in School Nutrition Programs webpage):

<https://portal.ct.gov/sde/nutrition/crediting-foods-in-school-nutrition-programs/milk>

Offer versus Serve for School Nutrition Programs (CSDE webpage):

<https://portal.ct.gov/sde/nutrition/offer-versus-serve-for-school-nutrition-programs>

Offer versus Serve for School Nutrition Programs (CSDE webpage):

<https://portal.ct.gov/sde/nutrition/offer-versus-serve-for-school-nutrition-programs>

Offer versus Serve Guide for School Meals (CSDE):

https://portal.ct.gov/-/media/sde/nutrition/nslp/ovs/ovs_guide_snp.pdf

Portioning Guides for Fruit s and Vegetables (CSDE):

<https://portal.ct.gov/sde/nutrition/menu-planning/portion-control#StartHalfCup>

Vegetable Component (CSDE's Crediting Foods in School Nutrition Programs webpage):

<https://portal.ct.gov/sde/nutrition/crediting-foods-in-school-nutrition-programs/vegetables>

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Nutrition standards for competitive foods

Connecticut Nutrition Standards (CSDE webpage):

<https://portal.ct.gov/sde/nutrition/connecticut-nutrition-standards>

Healthy Food Certification (CSDE webpage):

<https://portal.ct.gov/sde/nutrition/healthy-food-certification>

Smart Snacks Nutrition Standards (CSDE webpage):

<https://portal.ct.gov/sde/nutrition/smart-snacks-nutrition-standards>

Signage

Signage Requirements for the National School Lunch Program and School Breakfast Program (CSDE):

https://portal.ct.gov/-/media/sde/nutrition/nslp/ovs/signage_requirements_nslp_sbp.pdf

Food safety/on-site storage

Buy American Requirement (CSDE's Procurement for School Nutrition Programs webpage):

<https://portal.ct.gov/sde/nutrition/procurement-for-school-nutrition-programs/buy-american-requirement>

Buy American Justification Form (CSDE):

https://portal.ct.gov/-/media/sde/nutrition/nslp/procure/buy_american_form.pdf

Buy American Requirement for the School Nutrition Program (CSDE):

https://portal.ct.gov/-/media/sde/nutrition/nslp/procure/buy_american_requirement_snp.pdf

Fact Sheet: Buy American: Supporting Domestic Agriculture in School Meals (USDA):

https://fns-prod.azureedge.us/sites/default/files/resource-files/FactSheet_BuyAmerican.pdf

FDA Food Code 2022 (FDA):

<https://www.fda.gov/media/164194/download>

Food Safety for Child Nutrition Programs (CSDE webpage):

<https://portal.ct.gov/sde/nutrition/food-safety-for-child-nutrition-programs/documents>

Requirements for Field Trip Meals in the National School Lunch Program and School Breakfast Program (CSDE):

https://portal.ct.gov/-/media/sde/nutrition/nslp/forms/mealcount/requirements_field_trip_meals_nslp_sbp.pdf

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Writing, Updating, and Revising a HACCP-Based Food Safety Plan for Schools Workshop
(Institute of Child Nutrition):
<https://theicn.org/icn-resources-a-z/writing-a-haccp-based-food-safety-plan-for-schools/>

Administrative Review forms and requirements

Administrative Review for School Nutrition Programs (CSDE webpage):
[https://portal.ct.gov/sde/nutrition/administrative-review-for-school-nutrition-programs/
documents](https://portal.ct.gov/sde/nutrition/administrative-review-for-school-nutrition-programs/documents)

Records retention

Records Retention Requirements for the School Nutrition Programs (CSDE):
https://portal.ct.gov/-/media/sde/nutrition/nslp/adminrev/records_retention_snp.pdf

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For more information, contact the [school nutrition programs staff](#) at the Connecticut State Department of Education, Bureau of Child Nutrition Programs, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841. This document is available at https://portal.ct.gov/-/media/sde/nutrition/nslp/adminrev/ar_onsite_meal_service_checklist.pdf.

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1. mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: program.intake@usda.gov

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