**Off-site Assessment Tool**

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| **SCHOOL FOOD AUTHORITY:**  **School Year:** | | | | | | | | | | | | |
| **Module: Certification and Benefit Issuance** | | | | | | | | | | | | |
| 100. | Does the SFA meet one of the following criteria:  🞏 SFA-wide Special Provison Non-Base Year (Provison 2/3)  🞏 RCCI, **without** day students  🞏 SFA-wide Community Eligibility Provision  Note: If one of the above is checked, skip questions 101 – 205 and proceed to question 300. | | | | | **YES** | | | | | **NO** | |
|  | | | | |  | |
| 🞏 N/A | | | | | | | | | | | | |
| 101. | Who is the determining official for certifying household applications? | | | | **YES** | | | | | | **NO** | |
|  | | | | | |  | |
| (Names and/or position titles): | | | | | | | | | | | | |
| 102. | Was the SFA required to conduct an Independent Review of Applications in the previous or current school year?  If yes, please identify in the Comments section who is responsible for the second review of applications. | | | | | **YES** | | | | | **NO** | |
|  | | | | |  | |
| (Names and/or position titles): | | | | | | | | | | | | |
| 103. | | Does the SFA use an electronic or manual **application approval system**?  Does the SFA use an electronic or manual **benefit issuance system**? | **Electronic** | | | | | **Manual/ Combination** | | | | |
|  | | | | |  | | | | |
| 104. | At the beginning of the school year, how is benefit status handled for children who have not submitted an application for the current school year? | | | | | | | | | | | | |
| Comments: | | | | | | | | | | | | | |
| 105. | How long does the applications approval take from the date the SFA receives the application from the household? | | | | | | | | | | | | |
| Comments: | | | | | | | | | | | | | |
| 106. | Within the SFA, who has access to the applications within the system? | | | | | | | | | | | | |
| (Names and/or position titles): | | | | | | | | | | | | | |
| 107. | When and how are households notified of students’ certified eligibility?  How are denied households notified? | | | | | | | | | | | | |
| Comments: | | | | | | | | | | | | | |
| 108. | Who is the hearing official? | | | | | | | | | | | | |
| (Name and/or position title): | | | | | | | | | | | | | |
| 109. | **If the SFA has an electronic application approval system**:   * 1. How are records maintained and for how long?   2. Describe the backup to the electronic-based approval system.   3. List the method used to obtain household signature. | | | | | | | | | **N/A** | | | |
|  | | | |
| Comments:  a.  b.  c. | | | | | | | | | | | | | |
| 110. | | Who at the SFA receives the direct certification documents from the state or local agency, and who is responsible for issuing and updating the benefit list? | | | | | | | | | | | |
| |  |  |  | | --- | --- | --- | | **Program** | **Name/title of person receiving DC documents from SA** | **Name/title of person issuing direct certification benefits to students** | | **SNAP** |  |  | | **TANF** |  |  | | **FDPIR** |  |  | | **Homeless** |  |  | | **Migrant** |  |  | | **Foster Children** |  |  | | **Head Start** |  |  | | **Even Start** |  |  | | | | | | | | | | | | | | |
| 111. | | Does the SFA use the direct certification notification letter provided by the State agency?  If no, does the letter contain all required information, and is it approved by the State agency?  (**Obtain a copy of the letter used**.) | | **YES** | | | | | **NO** | | | | |
|  | | | | |  | | | | |
| **YES** | | | **NO** | | | | | **N/A** | |
|  | | |  | | | | |  | |
| Comments: | | | | | | | | | | | | | |
| 112. | | What is the SFA’s procedure for extending free school meal eligibility to all children who are members of a household in which one person in that household is receiving SNAP, TANF, or FDPIR benefits? | | | | | | | | | | | |
| Comments: | | | | | | | | | | | | | |
| 113. | | Does the benefit issuance system identify how eligibility was determined?  (e.g., through application, direct certification, etc.) | | **YES** | | | | | **NO** | | | | |
|  | | | | |  | | | | |
| Comments: | | | | | | | | | | | | | |
| 114. | | Who has access to the benefit issuance system and/or documentation? | | | | | | | | | | | |
| (Names and/or position titles): | | | | | | | | | | | | | |
| 115. | | How are benefits issued and distributed to students?  (e.g., via electronic system with code numbers for students, ticket system) | | | | | | | | | | | |
| Comments: | | | | | | | | | | | | | |
| 116. | | How are eligibility determinations transferred to the benefit issuance document? | | | | | | | | | | | |
| Comments: | | | | | | | | | | | | | |
| 117. | | How are benefit issuance document(s) transferred to the point of service system? | | | | | | | | | | | |
| Comments: | | | | | | | | | | | | | |
| 118. | | How are eligibility status updates made to the point of service benefit issuance document(s)? | | | | | | | | | | | |
| Comments: | | | | | | | | | | | | | |
| 119. | | How frequently are updates made to the point of service benefit issuance document(s)? | | | | | | | | | | | |
| Comments: | | | | | | | | | | | | | |
| 120. | | Does the benefit issuance document indicate the date changes were made in the system? | | **YES** | | | | | **NO** | | | | |
|  | | | | |  | | | | |
| Comments: | | | | | | | | | | | | | |
| 121. | | How and when are the following changes made to the point of service benefit issuance document:   1. new students 2. transfer students 3. withdrawn students 4. 30 day carryover of prior eligibility | | | | | | | | | | | |
| Comments:  a.  b.  c.  d. | | | | | | | | | | | | | |
| 122. | | Is there a backup system for updating benefit issuance document(s)?  If yes, describe the backup system for updating benefit issuance document(s). | | **YES** | | | | | **NO** | | | | |
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| Comments: | | | | | | | | | | | | | |

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| **Module: Verification** | | | | | |
| 200. | Obtain a copy of the SFA’s most recently submitted FNS-742 (Verification Collection Report). | **YES** | | **NO** | |
| 1. Did the SFA choose the correct verification sample size? |  | |  | |
| 1. Did the SFA verify the correct number of applications based on their verification sample size? |  | |  | |
| 1. Was the most recent report timely and accurate? |  | |  | |
| If no, is this a recurring problem? |  | |  | |
| Comments: | | | | | |
| 201. | Who serves as the SFA’s verifying official? | | | | |
| (Name and/or position title): | | | | | |
| 202. | Who serves as the confirming official? | | | | |
| (Name and/or position title or software used is acceptable): | | | | | |
| 203. | Describe the SFA’s verification process (including SFA’s verification for cause process). | | | | |
| Comments: | | | | | |
| 204. | Has the SFA completed the SA’s verification training?  List who and when. | | **YES** | | **NO** |
|  | |  |
| Comments: | | | | | |
| 205. | Does the SFA use an electronic system to identify error-prone applications?  If yes, what software does the SFA use? | **YES** | | **NO** | |
|  | |  | |
| Comments: | | | | | |

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| **Module: Meal Counting and Claiming** | | | | | | | | | | | |
| 300. | Does the SFA use an electronic or manual system to count and consolidate reimbursable meals? | | | **Electronic** | | | **Manual/ Combination** | | | | |
|  | | |  | | | | |
| 301. | | How does the SFA’s point of service system identify a student’s eligibility?  Include all types of distinct counting methods (e.g., check-off list for grades 1-3, tickets for grades 4-8). | | | | | | | | | |
| Comments: | | | | | | | | | | | |
| 302. | | Does the SFA have a backup system to their primary meal counting and claiming system should the primary system fail/not operate?  If YES, describe backup system. | | | **YES** | | | | | **NO** | |
|  | | | | |  | |
| Comments: | | | | | | | | | | | |
| 303. | | How often are cashiers and substitute cashiers trained on the meal counting and claiming system (including the backup system)? | | | | | | | | | |
| Comments: | | | | | | | | | | | |
| 304. | | At the end of meal service, how does the SFA obtain the daily meal counts by category from each school’s point(s) of service? | | | | | | | | | |
| Comments: | | | | | | | | | | | |
| 305. | | What are the SFA’s meal counting and claiming policies and procedures for the following situations : | | | | | | | | | |
| 1. Offer vs. Serve? | | |  | | | | | **N/A** | | | |
|  | | | |
| 1. Incomplete/Non-Reimbursable Meals? | | |  | | | | | | | | |
| 1. Second Meals? | | |  | | | | | **N/A** | | | |
|  | | | |
| 1. Visiting student meals? | | |  | | | | | **N/A** | | | |
|  | | | |
| 1. Adult and non-student meals? | | |  | | | | | **N/A** | | | |
|  | | | |
| 1. Student worker meals? | | |  | | | | | **N/A** | | | |
|  | | | |
| 1. A la carte? | | |  | | | | | | **N/A** | | |
|  | | |
| 1. Field trips? | | |  | | | | | | **N/A** | | |
|  | | |
| 1. Lost, stolen, misused, forgotten or destroyed tickets, tokens, IDs, and PINS? | | |  | | | | | | **N/A** | | |
|  | | |
| 1. Charged and/or pre-billed/prepaid meals? | | |  | | | | | | **N/A** | | |
|  | | |
| 1. Students without funds to pay for meals? | | |  | | | | | | **N/A** | | |
|  | | |
| 1. New students without approved certification of free or reduced-price benefits? | | |  | | | | | | **N/A** | | |
|  | | |
| 306. | | What procedures are used as internal controls to ensure the meal counts do not exceed enrollment or attendance adjusted enrollment? | | | | | | | | | |
| Comments: | | | | | | | | | | | |
| 307. | | **Electronic Systems Only**:  Are meal counts automatically consolidated?  If YES, does the software program contain edits and internal controls?  If NO, when and how are edit checks and internal controls completed? | | | **YES** | **NO** | | | | | **N/A** |
|  |  | | | | |  |
| Comments: | | | | | | | | | | | |
| 308. | | Have alternate points of service been approved by the SA? | | | **YES** | **NO** | | | | | **N/A** |
|  |  | | | | |  |
| Comments: | | | | | | | | | | | |
| 309. | | Describe the number and types of alternate points of service operating during each meal service (e.g., meals in classrooms, bus). | | | | | | | | | |
| Comments: | | | | | | | | | | | |
| 310. | If a school has more than one meal service line, how does the point of service system prevent duplicate or second meals from being claimed? | | | | | | | | | | |
| Comments: | | | | | | | | | | | |
| 311. | At the site level, how are the total daily meal counts by category submitted to the SFA for consolidation? | | | | | | | | | | |
| Comments: | | | | | | | | | | | |
| 312. | Describe the SFA’s procedures for consolidating daily meal counts by category for each site to process the claim for reimbursement, if applicable. | | | | | | | | | | |
| Comments: | | | | | | | | | | | |

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| **Module: Dietary Specifications and Nutrition Analysis** | |
| 600. | Based on the results of the *Meal Compliance Risk Assessment Tool*, what site has been selected for the targeted menu review? |
| School selected for targeted menu review: | |

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| 601. | How will the SA proceed with the targeted menu review? |
| * ***Option 1: Complete the Dietary Specifications Assessment Tool*** * ***Option 3: Conduct Nutrient Analysis*** – if not 6 cent certified | |
| 602. | If Option 1 is selected, what initial risk level has been assigned for the targeted menu review site based on the results of the *Dietary Specifications Assessment Tool*? |
| * N/A   Risk Level: | |

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| **Module: Civil Rights** | | | | | |
| 800. | | | What is the non-discrimination statement used for appropriate Program materials? Please provide exact language. | | |
| Comments: | | | | | |
| 801. | | | Provide a copy of the School Food Authority’s public release. | | |
| 802. | | | Is there a need for services for Limited English Proficient (LEP) households?  If so, what services does the SFA provide*?* | | |
| Comments: | | | | | |
| 803. | | What is the SFA’s procedure for receiving and processing complaints alleging discrimination within FNS School Meal Programs?  If procedures are written, provide a copy. | | | |
| Comments: | | | | | |
| 804. | Has the School Food Authority received any written or verbal complaints alleging discrimination in FNS Programs in the current or prior school year?  **If yes, please provide the following information: date, nature of complaint, and agency complaint was reported to.** | | | **YES** | **NO** |
|  |  |
| Comments: | | | | | |
| 805. | | How are students with special dietary needs accommodated? | | | |
| Comments: | | | | | |
| 806. | | When was the SFA’s most recent civil rights training for staff who interact with program applicants or participants (e.g., cafeteria staff, F/R application approval staff) and their supervisors?  Who attended these trainings?  What topics were covered by the training?  Provide supporting documentation for the responses. | | | |
| Comments: | | | | | |
| 807. | | How does the SFA collect racial/ethnic data?  How often is this information collected?  Provide documentation to support the response. | | | |
| Comments: | | | | | |

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| **Module: SFA On-site Monitoring** | |
| 900. | How does the SFA ensure that all schools are meeting program requirements? For example, how and when is monitoring conducted? |
| Comments: | |

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| **Module: Local School Wellness Policy** | |
| 1000. | Provide a copy of the current Local School Wellness Policy. |
| 1001. | How does the public know about the Local School Wellness Policy?  Provide documentation to support the response (or appropriate web address(es)). |
| Comments: | |
| 1002. | When and how does the review and update of the Local School Wellness Policy occur?  Provide documentation to support the response (or appropriate web address(es)). |
| Comments: | |
| 1003. | Who is involved in reviewing and updating the Local School Wellness Policy?  What is their relationship with the SFA? |
| Comments: | |
| 1004. | How are potential stakeholders made aware of their ability to participate in the development, review, update, and implementation of the Local School Wellness Policy?  Provide documentation to support the response (or appropriate web address(es)). |
| Comments: | |
| 1005. | Provide a copy of the most recent assessment on the implementation of the Local School Wellness Policy. |
| 1006. | How does the public know about the results of the most recent assessment on the implementation of the Local School Wellness Policy?  Provide documentation to support the response (or appropriate web address(es)). |
| Comments: | |
| **Module: Smart Snacks** | |
| 1100. | What are the SFA’s food sale policies? List all types of sales to include the selling of non-food items in combination with food items. |
| Comments: | |
| 1101. | What is the SFA’s process for determining compliance with non-packaged or recipe (combination foods that do not label) food items? |
| Comments: | |
| 1102. | How does the SFA account for accompaniments when determinining whether food items meet the Smart Snack standards? |
| Comments: | |

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| **Module: School Breakfast and Summer Food Service Program Outreach** | |
| 1600. | How did the SFA inform households of the availability of the School Breakfast Program prior to (or at the beginning) of the school year and provide reminders about the availability of the School Breakfast Program throughout the school year? |
| Comments: | |
| 1601. | How did the SFA inform eligible households about the availability and location of free meals for students via the Summer Food Service Program? |
| Comments: | |

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| **Indicate any additional federal programs that will be examined during this review:** | |
| * **Afterschool Snack Program** * **Seamless Summer Option** | * **Fresh Fruit & Vegetable Program** * **Special Milk Program** |

**\*\* For Provision 2 ONLY\*\***

  **Not applicable (if no schools in the SFA operate Provision 2, skip this page)**

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| 2100. | Are non-federal funds being properly allocated to account for the difference of offering all meals to students at no cost? | **YES** | **NO** |
|  |  |
| Comments: | | | |
| 2101. | What procedures are/were used to calculate the Base Year claiming percentages for each school implementing Provision 2? | | |
| Comments: | | | |
| 2102. | What procedures are used to apply the Base Year claiming percentages to the Non-base Year’s claims for reimbursement? | | |
| Comments: | | | |
| 2103. | If applicable, were adjustments made to the claiming percentages established during the Base Year?  If yes, describe the procedure used for the adjustment. | **YES** | **NO** |
|  |  |
| Comments: | | | |
| 2104. | Has the SFA ensured all meals are provided at no cost to all enrolled students during Provision 2 Base Year?  If no, explain. | **YES** | **NO** |
|  |  |
| Comments: | | | |

**\*\* For Community Eligibility Provision ONLY \*\***

  **Not applicable (if no schools in the SFA operate Community Eligibility Provision, skip this page)**

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| 2109. | Are non-federal funds being properly allocated to account for the difference of offering all meals to students at no cost? | **YES** | **NO** |
|  |  |
| Comments: | | | |
| 2110. | What procedures are used to apply the established ISPs to the current School Year’s claims for reimbursement? (Documentation supporting establishment of ISP and corresponding claiming percentages will be verified during completion of the On-site Review Assessment Tool)  If applicable, were adjustments made to the ISP and corresponding claiming percentages being utilized in the current SY? If yes, describe the procedure used for the adjustment. | | |
| Comments: | | | |