

# Pre Review Questionnaire

## School Nutrition Programs Administrative Review SY 2016-17



Your district is scheduled for an OPI School Nutrition Programs Administrative Review this school year.  
Please complete the following questionnaire and return to OPI School Nutrition Programs by:

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**October 7, 2016**

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**District Name:**

  
  

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Please Include the Following Items:

- Copy of [Public Release](#) (Q 800, 801)
- Copy of [Direct Certification Letter](#) (Q 110, 800)
- Current [Wellness Policy](#) (Q 1000)
- Copy of most recent [Wellness Policy Assessment](#) (Q 1005)
- [Civil Rights Training Documentation Sheet](#) (Q.806)
- Vendor Payment List (For Food Service Expenses)
- Fund 12 Balance Sheet (Statement of Revenue and Expenses)

## Community Eligibility Provision and Provision 2 - USDA Reference Q 100

Does your district meet any of the following criteria?

District-wide Provision 2/3 non-base year operation:	Yes	No
Residential Child Care Institution (RCCI), <b>without</b> day students:	Yes	No
District-wide Community Eligibility Provision (CEP) operation:	Yes	No

**\*\*If YES to any of these selections, skip to Meal Counting and Claiming.**

## District Roles and Responsibilities – USDA Reference Q 101, 106, 108, 109, 110, 113, 201, 202, 1103

		Name and Position Title
1.	<b>Who is the determining official at the district?</b> <i>This person processes and approves applications for free/reduced-price school meals.</i>	
2.	<b>Who is the hearing official at the district?</b> <i>This person does a second review of free/reduced-price applications and addresses any conflicts that arise.</i>	
3.	<b>Who has access to the free/reduced-price applications?</b>	
4.	<b>Who has access to the benefit issuance system and/or free/reduced-price student information?</b> <i>Who can see free/reduced-price/paid student eligibility data in the computer system or on eligibility rosters? This may include anyone that completes daily meal counts.</i>	
5.	<b>What safeguards ensure only authorized individuals have access to the benefit issuance system and/or free/reduced-price student information?</b>	
6.	<b>Who is responsible for logging in to the Direct Certification Application (<a href="#">DCA</a>)?</b>	
7.	<b>Who is responsible for updating the school database/roster with direct certification information?</b>	
8.	<b>Who is the Migrant Liaison?</b>	
9.	<b>Who is the Homeless Liaison?</b>	
10.	<b>As part of the <a href="#">Verification</a> process, who serves as the district's verifying official?</b> <i>This person conducts, completes and reports results to OPI about Verification at your district annually.</i>	
11.	<b>As part of the Verification process, who serves as the confirming official?</b> <i>This person double checks selected applications for accuracy <b>before</b> households are notified that they have been selected for Verification.</i>	
12.	<b>Who is responsible for tracking <a href="#">Smart Snack</a> compliance at the district?</b>	

**Free and Reduced-Price Meal Benefits** – USDA Reference 102-105, 107, 110, 111, 204, 121

1. Are [free and reduced-price meal applications](#) approved:

Manually

Electronic Computer System ONLY (*answer the following*)

How are records maintained? \_\_\_\_\_

How long are records maintained? \_\_\_\_\_

Describe the backup to the electronic-based approval system? \_\_\_\_\_

What is the method to obtain household signature? \_\_\_\_\_

Combination

*Household applications are received and entered into the computer system manually.*

2. If applicable, does the district computer system, identify which applications are error-prone?

YES

NO

*Error-prone applications are income applications that fall within \$100 dollars of the free/reduced-price income guideline.*

3. Does the school maintain students' free/reduced-price/paid status documentation:

Manually (ex. paper roster)

Electronic Computer System (ex. Infinite Campus)

Name of software system used: \_\_\_\_\_

4. Is there a backup system for updating students' free/reduced-price/paid status documentation?

YES

NO

Describe the backup system.

5. 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?

6. How long does it take to approve free/reduced applications once they are received by the district?

7. When are households notified of students' free/reduced-price eligibility benefits?

8. How are households notified of students' free/reduced-price eligibility benefits? How are denied households notified?

9. Does your district use the [direct certification notification letter](#) provided by OPI?  
If no, submit a copy of the letter used by the district.

YES

NO

10. Is free school meal eligibility extended to all members of a household when applicable?

*Free eligibility extends to all students in a household when one person in that household receives SNAP, TANF or FDPIR benefits. Manually identify these students in [DCA](#).*

YES

NO

## Meal Counting and Claiming – USDA Reference 114, 115, 302-306, 310

1. How are benefits issued and distributed to students? Check all that apply.

- Student Pin Numbers
- Meal Tickets
- Card Scan
- Paper Roster
- Other (specify) \_\_\_\_\_

2. Does your district have a backup system to the primary meal counting and claiming system should the primary system fail/not operate? YES NO

Describe.

3. How often are cashiers and substitute cashiers trained on the meal counting and claiming system including the backup system?

4. At the end of meal service, how does the district obtain the daily meal counts by category from each school's point(s) of service?

- Paper rosters are submitted to district office
- All sites use Point of Service (POS) software
- Other (specify) \_\_\_\_\_

5. At the site level, how are total daily meal counts by category submitted to the district for consolidation?

Who is responsible for consolidating meal counts by category for the monthly claim in [CNPweb](#)?

6. Describe the district's meal counting and claiming policies and procedures for the following situations:

1) Which school sites within the district operate Offer vs. Serve?

2) Does the district count incomplete meals?

YES

NO

3) Does the district count non-reimbursable meals?

YES

NO

4) Are full second meals tracked?  
*Second meals cannot be claimed for reimbursement.*

YES

NO

Does the district charge for full second meals?

YES

NO

How much does a second meal cost?

Breakfast:  
\$ \_\_\_\_\_

Lunch:  
\$ \_\_\_\_\_

Are second entrees tracked?	YES	NO
Does the district charge for second entrees?	YES	NO
How much does a second entree cost?	Breakfast: \$ _____	Lunch: \$ _____
5) How are visiting student meals handled? <i>Examples: student pays, district pays, etc.</i>		
6) How much does an adult meal cost?	Breakfast: \$ _____	Lunch: \$ _____
Are adult meals tracked?	YES	NO
Do teachers or staff receive free meals as a benefit of employment?	YES	NO
If YES, how much, per meal, does the district pay on their behalf per meal (from non-federal funds)?	Breakfast \$ _____	Lunch \$ _____
7) Do students work in the cafeteria?	YES	NO
If YES, are students charged for their meal?	YES	NO
Are any students required to work for their meal?	YES	NO
8) Are a la carte items available for purchase?	YES	NO
List or include a list of all a la carte items available and amount charged for each.		
Does the district allow second/a la carte entree items to be served to students at no charge? (ex. second portions)	YES	NO
Are these second portion/a la carte items tracked?	YES	NO
9) How are field trip meals accurately counted when served?		
Are records from field trips returned to the appropriate district personnel?	YES	NO
10) What happens when there are lost, stolen, misused, forgotten or destroyed tickets, tokens, IDs, and pin numbers?		
11) Are students allowed to charge meals?	YES	NO
12) Can households pre-pay for meals?	YES	NO

13) Does the district have a charge policy?	YES	NO
14) What happens to students without funds to pay for meals?		
15) How are new/transfer student meal accounts addressed before a free/reduced-price application has been received?		

7. **What procedures are used as internal controls to ensure the meal counts do not exceed enrollment or attendance adjusted enrollment?**

- Computer software automatically completes edit check.
- District uses OPI [edit check form](#).
- Other (specify) \_\_\_\_\_

**Meal Service – USDA Reference 308, 309**

1. **Indicate if the district operates any of the following alternate meal service option. Specify which sites operate [alternative options](#). Check all that apply.**

- Traditional Breakfast
- Expanded Breakfast  
(ex. Breakfast in the Classroom, Grab’N’Go, Breakfast After the Bell)
- Grab ‘N’ Go Lunch
- Other (specify) \_\_\_\_\_

2. **Does the school have more than one meal service line?** YES NO

If YES, describe how the POS prevents duplicate or second meals from being claimed.

## Resource Management – USDA Reference 706, 707, 709-711

1.	<p><b>Does the district charge the weighted minimum average paid lunch price (\$2.78) at all sites?</b> *N/A: Non-pricing programs (CEP or Provision 2)</p> <p>If NO, did the district use the USDA <i>Paid Lunch Equity Tool</i> to evaluate its paid lunch prices?</p>	YES	NO	N/A*
2.	<p><b>Did the district use non-Federal funds to support its paid lunch prices?</b></p>	YES	NO	N/A*
3.	<p><b>Did the district:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Raise prices as indicated by PLE tool</li> <li><input type="checkbox"/> Subsidize the nonprofit school food service account with non-Federal funds as indicated by PLE tool</li> </ul> <p>Provide detail on how much the district raised its paid lunch prices and/or how much the district subsidized the nonprofit school food service account with non-Federal funds?</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> SY 2015-16 Paid Lunch Price(s) at each site: \$ _____</li> <li><input type="checkbox"/> SY 2016-17 Paid Lunch Price(s) at each site: \$ _____</li> <li><input type="checkbox"/> How much was subsidized, as indicated by the PLE tool? \$ _____</li> </ul> <p style="text-align: right;"><input type="checkbox"/> *N/A: Non-pricing programs (CEP or Provision 2)</p>			
4.	<p><b>Does the district sell non-program foods?</b>  <i>Nonprogram foods include: a la carte foods (ie. milk, second entrees, smart snacks); catering (ie. foods/beverages for school board meetings, foods for outside entities); and/or adult meals (ie. meals for teachers, parents, etc.)</i></p>	YES	NO	
5.	<p><b>Does the district charge the nonprofit school food service account for indirect costs?</b>  <i>If YES, please list all indirect costs and the rate charged to the food service account:</i></p>	YES	NO	

## Civil Rights in Child Nutrition – USDA Reference 802-807

1.	<p><b>Does the district provide services to Limited English Proficient (LEP) households?</b></p>	YES	NO	
2.	<p><b>What is the district procedure for receiving and processing complaints alleging discrimination within the school meal programs?</b>  <i>If procedures are written, provide a copy.</i></p>			
3.	<p><b>Has the district received any written or verbal complaints alleging discrimination within the school meal programs in the current or prior school year?</b>  <i>If YES, provide the following information: date, nature of complaint, and agency complaint was reported to.</i></p>	YES	NO	

4. How are students with [special dietary needs](#) accommodated?

**Program Monitoring – USDA Reference Q 900**

1. How does the district ensure all schools are meeting program requirements? Check all that apply.
- The [Self-Review: Meal Counting and Claiming System](#) is completed for each school site at both breakfast and lunch. Due February 1 each year.
  - [School Nutrition Programs Checklist](#) is used to ensure annual operating requirements are met.
  - The [Lunchroom Checklist](#) is used to ensure cafeteria set up in compliance with regulations.
  - Afterschool Snack Required [Self-Reviews](#) (2).
  - Other (specify): \_\_\_\_\_

**School Wellness – USDA Reference Q 1000-1006**

1. Provide a copy (or appropriate web address) of the current Local School Wellness Policy.

2. How does the public know about the Local School Wellness Policy?

- Posted on website: \_\_\_\_\_
- Other: \_\_\_\_\_

3. When does the review and update of the Local School Wellness Policy occur?

4. How does the review and update of the Local School Wellness Policy occur?

5. Who is involved in reviewing and updating the Local School Wellness Policy?

Name(s)/Title(s):



6. How are potential stakeholders made aware of their ability to participate in the development, review, update, and implementation of the Local School Wellness Policy?

Posted on website

Other: \_\_\_\_\_

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7. Submit a copy of the most recent assessment on the implementation of the Local School Wellness Policy.

A copy is attached

Assessment has not been completed

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8. How does the public know about the results of the most recent assessment on the implementation of the Local School Wellness Policy?

Posted on website

Other: \_\_\_\_\_

Assessment has not been completed

**Smart Snacks in School – USDA Reference Q 1100-1102**

1. Outside of the reimbursable school meals served, where else are foods sold to students during the school day? Check all that apply.

Vending machines

Bake sales

Fundraisers

Student stores

Coffee carts

A la carte items

Other (specify)

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2. What is the district’s food sale policy?  
*A food sale policy is a required piece of the School Wellness Policy.*

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3. What is the district’s process for determining compliance with homemade foods items that do not have a label?

[SuperTracker MyRecipe](#)

Nutrikids (or equivalent)

Other: \_\_\_\_\_

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4. Are accompaniments (butter, ketchup, mustard, dressing, etc.) included when determining whether food items meet the Smart Snack standards?	YES	NO
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6.	<b>Is the district tracking training hours on an annual basis?</b>	YES	NO
Describe how training hours are being tracked:			
<input type="checkbox"/> <a href="#">UDSA Professional Standards Training Tracking Tool</a>			
<input type="checkbox"/> <a href="#">Team Work Professional Standards Tracking Tool</a>			
<input type="checkbox"/> Other (folders, files, etc.): _____			
7.	<b>Did employees that work outside the School Nutrition Program whose responsibilities include duties related to the operation of the School Nutrition Program receive training applicable to their duties?</b>	YES	NO
If YES, list their names and job titles, and training attendance below (ex. school secretaries that approve free/reduced-price applications).			

### Other Federal Programs – USDA Reference 1600, 1601

1.	<b>How did the district inform households of the availability of the School Breakfast Program prior to (or at the beginning) of the school year?</b> <i>(ex. sent home breakfast menus, posted breakfast menus on the website, included information about breakfast in the school newsletter, etc.)</i>		
2.	<b>Did the district provide reminders about the availability of the School Breakfast Program throughout the school year?</b>	YES	NO
3.	<b>If applicable, who is in charge of operating <a href="#">Fresh Fruit and Vegetable Program</a>?</b>		
<input type="checkbox"/> Preparation: _____			
<input type="checkbox"/> Ordering: _____			
<input type="checkbox"/> Nutrition Education: _____			
4.	<b>How did the district inform eligible households about the availability and location of free meals for students via the <a href="#">Summer Food Service Program</a>?</b> <i>(ex. posted information/link to the SFSP map on the school website, included information in the last newsletter of the school year, included an outreach postcard with student report cards, etc.)</i>		

*Note: School Food Authority (SFA) and District are the entities that implement Federal Child Nutrition Programs. These terms are used interchangeably throughout this document.*