

The image features a dark purple background with a tropical theme. In the corners, there are stylized illustrations of hibiscus flowers in orange and yellow, and large green palm leaves. The text "Aloha!" is written in a large, white, cursive font, and "SCHOOL YEAR 26-27" is written below it in a smaller, white, sans-serif font.

Aloha!

SCHOOL YEAR 26-27

Review Forms



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2026 New Managers' Training
July 7-8, 2026
ALSDE CNP School Programs



7CFR 210.8(a)(1)

Every school year, each school food authority **with more than one school** shall perform no less than one on-site review of the counting and claiming system and the readily observable general areas of review cited under [§ 210.18\(h\)](#), as prescribed by FNS for each school under its jurisdiction.

General Areas of Review

- 
- Free and reduced-price process
 - Civil Rights
 - Competitive foods
 - Potable water available
 - Food Safety
 - Reporting and recordkeeping
 - Program outreach
 - Professional Standards
 - Local School Wellness

7CFR 210.8(a)(1)

The on-site review shall take place prior to February 1 of each school year.

Further, if the review discloses problems with a school's meal counting or claiming procedures or general review areas, the school food authority shall: ensure that the school implements corrective action; and, within 45 days of the review, conducts a follow-up on-site review to determine that the corrective action resolved the problems.

7CFR 210.8(a)(1)

Each on-site review shall ensure that the school's claim is based on the counting system authorized by the State agency under [§ 210.7\(c\) of this part](#) and that the counting system, as implemented, yields the actual number of reimbursable free, reduced price and paid meals, respectively, served for each day of operation.

On Site School Review

Programs Observed

- NSLP (National School Lunch Program) and/or
- SBP (School Breakfast Program)



Alabama Department of Education
Child Nutrition Program
NATIONAL SCHOOL BREAKFAST AND LUNCH PROGRAMS
On-Site School Review for LEAs



According to 7CFR 210.8(a)(1), every school year, prior to February 1, each School Food Authority (SFA) with more than one school (as defined 7 CFR Part 210.2 to include Residential Child Care Institutions (RCCIs)) must perform no less than one on-site review of the lunch counting and claiming system employed by each school under its jurisdiction.

Each on-site review must ensure the school's claim is based on the counting system, as implemented, and yields the actual number or reimbursable free, reduced price and paid lunches, respectively, served for each day of operation.

If the review discloses problems with a school's meal counting or claiming procedures, the SFA must ensure that the school 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.

The Alabama Department of Education Child Nutrition Program State Agency encourages schools to begin reviews in a timely manner in order to meet the required deadline of February 1st. The goal is to review SBP and NSLP in the same day.

Program(s) Observed: ☐ NSLP ☐ SBP

SFA Name		Agreement Number	
School Name	School Enrollment	Date of Review	
ADA NSLP: _____		ADA SBP: _____	
NSLP Participation %: _____		SBP Participation %: _____	
(NOTE: NSLP% and SBP% is the average of the last 3 months percent participation)			

	Yes	No	N/A
I. Application Approval			
1. Are applications approved at the central office of Child Nutrition?	☐	☐	☐
Name of approving official: _____			
2. Are all applications on file correctly approved or denied?	☐	☐	☐
II. Direct Certification			
1. Does the school correctly utilize direct certification?	☐	☐	☐
If YES, is required documentation maintained at district level?	☐	☐	☐
III. Master Roster			
1. Is a Point of Sale (POS) roster used in the meal count system?	☐	☐	☐
2. Do names listed on the master roster match approved applications on file and on the direct certification list?	☐	☐	☐
3. If more than one roster is used (i.e. master roster/ticket issuance roster/ food service line roster/ paper rosters), are all rosters the same format?	☐	☐	☐
4. Is a current 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)?	☐	☐	☐
5. Does the POS roster reconcile with the school's student enrollment roster and reflect eligibility?	☐	☐	☐

Meal Count System

- Accurate counts
- Following approved meal count procedures
- POS counting
- Reimbursable meals/non reimbursable meals
- Prevent overt identification of F/R students
- Back up system/procedures in place
- Meals claimed by category > F/R/P approvals
- Meals claimed > the attendance adjusted eligible by category

	Yes	No	N/A
IV. Meal Count System (as determined by observation of the meal service).			
1. Does the meal count system produce an accurate count of reimbursable meals by category (i.e. free, reduced price, paid) served to eligible children?	☐	☐	☐
2. Are the approved meal count procedures implemented?	☐	☐	☐
(a) Are meal counts taken at the point of meal service?	☐	☐	☐
(b) Are only meals that meet meal pattern requirements counted and claimed for reimbursement?	☐	☐	☐
(c) Does the meal count procedure in use ensure that only one meal per child per meal service is claimed for reimbursement?	☐	☐	☐
3. Does the meal count system prevent overt identification of children receiving free or reduced price meals?	☐	☐	☐
4. Is the person responsible for monitoring meals correctly identifying reimbursable meals?	☐	☐	☐
5. Is someone trained as a backup for the monitor and the meal counter (i.e., substitute cashier)?	☐	☐	☐
6. 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 it?	☐	☐	☐
7. Is the school correctly implementing policies for handling the following (as applicable):			
(a) Incomplete Meals?	☐	☐	☐
(b) Second Meals?	☐	☐	☐
(c) Charged and/or prepaid meals?	☐	☐	☐
(d) Offer vs Serve?	☐	☐	☐
(e) Adult and non-student meals?	☐	☐	☐
(f) A la Carte?	☐	☐	☐
(g) Student worker meals?	☐	☐	☐
(h) Field Trips?	☐	☐	☐
(i) Lost, stolen, misused, forgotten or destroyed tickets, tokens, IDs, PINs?	☐	☐	☐
(j) Visiting student meals?	☐	☐	☐
8. Is there a method of identifying non-reimbursable meals (i.e. not meeting meal pattern requirements, seconds, adult meals, etc.), distinguishing them from reimbursable meals?	☐	☐	☐
V. Meal Counting, Recording, and Edit Checks			
1. For any day during the review month, does the number of lunches claimed by category (i.e. free, reduced-price, and paid) exceed the number of approved free, reduced-price, and paid eligible?	☐	☐	☐
If YES to number 1, is there an acceptable reason why the number exceeded?	☐	☐	☐
Was documentation maintained?	☐	☐	☐
2. For any day during the review month, does the number of lunches claimed exceed the attendance adjusted eligible by category (i.e. free, reduced-price, and paid)?	☐	☐	☐
If YES to number 2 is there an acceptable reason why the number exceeded?	☐	☐	☐
Was documentation maintained?	☐	☐	☐

Reimbursable Meal and Production Records

	Yes	No	N/A
3. Are internal controls (edits, monitoring, etc.) established to ensure that daily counts do not exceed the number of students eligible or in attendance and that an accurate claim for reimbursement is made?	☐	☐	☐
4. Is the cash reconciliation verified and signed by another staff member? (Two people must sign documenting cash received.)	☐	☐	☐
5. Is the end of the day computer generated report or a copy reconciliation sheet attached to this review?	☐	☐	☐

Record today's meal counts by category and compare to the number of students eligible by category.

Total Number of Students Approved by Category

Today's Total Meal Counts by Category

Free: _____ Free: _____

Reduced Price: _____ Reduced Price: _____

Paid: _____ Paid: _____

VI. Reimbursable Meals and Production Records, Signage

1. Does the school follow the menu plan as approved and published?	☐	☐	☐
2. Does the menu as planned meet all of the meal requirements for a reimbursable meal?	☐	☐	☐
3. Are all food items and condiments listed on the production record?	☐	☐	☐
4. Do all production records include:			
(a) serving size?	☐	☐	☐
(b) amounts planned?	☐	☐	☐
(c) amounts prepared?	☐	☐	☐
(d) amounts used?	☐	☐	☐
(e) leftovers (if any)?	☐	☐	☐
(f) how leftovers were handled or dispersed?	☐	☐	☐
5. Are production records accurate?	☐	☐	☐
6. Do production records document sufficient amounts of prepared food to meet the requirements for reimbursable meals for the number of meals claimed?	☐	☐	☐
7. Does the school have proper signage displayed? (menus, required OVS signage, etc.)	☐	☐	☐

VII. Civil Rights

1. Based on observation, was meal service provided without separation by age, race, color, national origin, sex or disability in the eating area, serving line, and assignment of eating periods?	☐	☐	☐
2. Is the 'and Justice for All' poster prominently displayed in the dining/serving area?	☐	☐	☐

VIII. Competitive Foods/Wellness Policy

1. Are only allowable foods sold during the meal service in the food service area?	☐	☐	☐
2. Are vending machines available for students outside the cafeteria? If yes, where?	☐	☐	☐
3. Is school in compliance with the State Board of Education's policy on competitive foods?	☐	☐	☐
4. Is the exempt fundraising form signed by the principal and on file?	☐	☐	☐

- Following menu
- Meal requirements met
- Food and condiments listed on production record
- Production record complete and accurate
- Signage displayed (menus, OVS, CR)
- Competitive Foods/Wellness Policy

Meal Service Observation

- Serving line set up
- TCS
- Overall appearance of cafeteria and serving line
- Menu items last throughout meal service
- Batch cooking
- Use of standardized recipes
- Correct serving utensils
- OVS

HACCP/Equipment

- Storage areas clean and organized
- Temperature log
- Food/supplies 6" off floor
- Health inspection reports
- Pest/rodent free

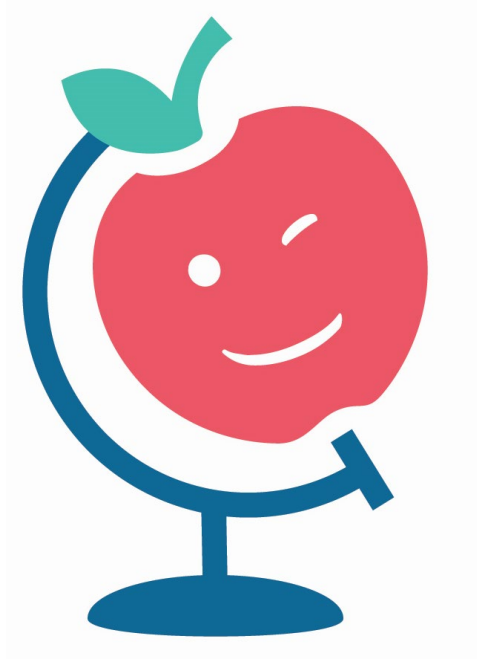
	Yes	No	N/A
IX. Observation of Meal Service			
1. Is serving line set up properly?	☐	☐	☐
2. Is the food aesthetically appealing?	☐	☐	☐
3. Are serving lines clean and well maintained throughout meal service?	☐	☐	☐
4. Are hot foods served hot and cold foods served cold?	☐	☐	☐
5. Is the overall appearance of the cafeteria clean and inviting; and does it encourage participation?	☐	☐	☐
6. Are students offered all menu items from first to last student served?	☐	☐	☐
7. Are food items batch cooked?	☐	☐	☐
8. Are standardized recipes being followed?	☐	☐	☐
9. Are correct serving utensils used to ensure required portion sizes for each age group?	☐	☐	☐
10. If OVS, are students allowed to decline items?	☐	☐	☐
X. HACCP/Equipment			
1. Is HACCP manual available and being followed by staff?	☐	☐	☐
2. Is dry storage area clean and organized?	☐	☐	☐
3. Is dry storage temperature log maintained and indicative of proper temperatures? Record today's dry storage temperature: _____	☐	☐	☐
4. Does inventory indicate FIFO method is being used?	☐	☐	☐
5. Are coolers clean and organized?	☐	☐	☐
6. Are cooler temperature logs maintained and indicative of proper temperatures? Record today's cooler temperature(s): _____	☐	☐	☐
7. Is freezer clean and organized?	☐	☐	☐
8. Is freezer temperature log maintained and indicative of proper temperatures? Record today's freezer temperature: _____	☐	☐	☐
9. Is food in all storage areas being stored at least 6 inches from the floor?	☐	☐	☐
10. Have there been 2 health inspections within the last 12 months? Record scores of 2 most recent inspections: _____	☐	☐	☐
11. Do food service areas, storage areas and kitchen area appear to be pest free?	☐	☐	☐
12. Is all equipment in good working order?	☐	☐	☐
13. Is equipment being used and cleaned properly?	☐	☐	☐
14. Is Equipment Replacement Plan developed and on file for this site?	☐	☐	☐
Comments/Concerns Based on Observation:			

_____		_____	
Manager's Signature		Principal's Signature	
_____		_____	
Director's Signature		Date	

Results of Review and Corrective Action

- Identify issues and actions needed to bring in compliance
- Follow up within 45 days

	Yes	No	N/A
VII. Results of Review			
1. Is a corrective action plan required?	☐	☐	☐
2. Is a follow-up review required?	☐	☐	☐
VIII. Comments, Notes, and Observations During the Review			
IX. Required Corrective Action (follow up within 45 days)			
Specify date by which corrective action(s) will be implemented: _____			
_____ Signature of Reviewer		_____ Date	
_____ Signature of Manager		_____ Date	
X. Follow Up Visit (must be conducted within 45 days if corrective action was required):			
Observation of corrective action implementation:			
_____ Signature of Reviewer		_____ Date	
_____ Signature of Manager		_____ Date	
_____ Signature of Principal		_____ Date	
Keep with your program documents. Do not send to the state agency.			
If you have more than one site, please remember on-site reviews must be completed annually by February 1st.			
On-Site School Review Form for LEAs August 2016			



Questions?

ASK US!



Training: ALSDE New Managers' Training
Training Hours: 10 hours

USDA Professional Learning Code(s):

Nutrition: 1100

Operations: 2100, 2400, 2500, 2600

Administration: 3200, 3300, 3400

Marketing: 4100