



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Sponsors of the National School Lunch and School Breakfast Programs

FROM: Cheryl Resha, Education Manager *Cheryl Resha*
Bureau of Health/Nutrition, Family Services and Adult Education

DATE: September 26, 2011

SUBJECT: **Operational Memorandum #37-11**
On-site Monitoring *New Checklist Attached*

In accordance with C.F.R. 210.8 (a) (1), school food authorities (SFAs) with more than one school/site are required annually to conduct on-site reviews of each school/site.

The purpose of the review is to ensure that the lunch counting and claiming system employed by each sponsor under the SFAs jurisdiction is implemented as approved by the state agency and that it yields a reliable count of actual number of reimbursable free, reduced and paid lunches served for each day of operation.

This review process must be conducted prior to **February 1** of each year and must be completed by an SFA staff member. Contracted food management company employees are *not* to conduct these on-site reviews. If the review discloses problems with a site's meal counting or claiming procedures, the SFA must take the following actions:

- Ensure that the site 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.

This process is important to help ensure that the cashiers understand the counting and claiming process and to prevent inaccurate claims from being submitted by your school district or institution. Additionally, in order for the on-site monitoring process to be completed effectively, the SFA should include the following as part of the process:

- Observe at least one complete lunch wave if there is only one cashier. If there is more than one cashier at the school, then more time should be spent so that *all cashiers are observed* for at least one wave.
- Monitor each cashier to determine if they are identifying reimbursable meals correctly and recording them accurately at the point of service.

Monitor the cashing out procedures. It is important to note that when monitoring the cashing out procedures, the following areas should be observed as part of the on-site review:

1. How the cashiers obtain their free, reduced and paid counts;
2. How the cashiers account for **charged** meals;
3. If using a *ticket* system, how cashiers are matching the register count with the total number of tickets collected; and
4. If using a *roster* system, how cashiers are matching the total number of free, reduced and paid students checked off on the roster with the daily register counts.

Additionally, the on-site reviewer must ensure that:

- the site's daily reconciliation form reflects correct figures;
- differences in the ending cash balances of each cashier are recorded and monitored;
- the Edit Check Worksheet reflects accurate data;
- a double check system is in place to monitor the Edit Check Worksheet for each site;
- the claim for reimbursement matches the Edit Check Worksheet; and
- the cashier procedures accurately reflect what is outlined in the site's written collection procedures.

The new on-site monitoring form is attached and may also be obtained by going to our Web site: http://www.sde.ct.gov/sde/lib/sde/PDF/deps/nutrition/forms/onsite_monitoring.pdf. The content of the checklist contains the minimum requirement for the on-site review. The completed form is to be maintained on file for audit purposes and should not be sent to the Child Nutrition Programs office.

Questions may be directed to:

<i>COUNTIES</i>	<i>CONSULTANT</i>	<i>E-MAIL</i>	<i>PHONE</i>
Hartford, Windham and New Haven (Towns/Cities beginning with N – W)	Teri Dandeneau	teri.dandeneau@ct.gov	860-807-2079
Litchfield, Middlesex and Tolland	Fionnuala Brown	fionnuala.brown@ct.gov	860-807-2129
Fairfield, New London and New Haven (Towns/Cities beginning with A – M)	Jackie Schipke	jackie.schipke@ct.gov	860-807-2123

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Attachment