General Instructions/Intent

The *Off-site Assessment Tool* encompasses questions about and requests for information from the School Food Authority (SFA) with regard to several of the monitoring areas of the Administrative Review. This tool is designed to decrease the amount of time needed for the on-site portion of the review, as well as provide both the State Agency (SA) and SFA with essential information to help the reviewer focus on any areas of non-compliance and target any technical assistance that may be necessary while on-site.

SCHOOL FOOD AUTHORITY: CATHERAL OF FAITH CHRISTIAN SCHOOL - 5797

School Year: 2016-2017

Module: Certification and Benefit Issuance

		YES	NO
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. If the SFA does not meet one of the above criteria answer the following questions (101-205).		√ √ √

☐ N/A

101.	Who is the determining official for certifying household applications?	

(Names and/or position titles): **Janice Fleetwood, Office Administrator**

		Electronic	Manual
102.	a. Does the SFA use an electronic applications approval system or a manual **application approval system**? If a combination of electronic and manual is used check both boxes.	a. ☐	√
	b. Does the SFA use an electronic benefit issuance system or a manual **benefit issuance system**? If a combination of electronic and manual check both boxes.	b. ☐	a. ☐

Electronic application system means household applications are submitted by the household through a web-based or scanned application system. The system has limited to virtually no manual data entry by the SFA. Records are kept at the SFA electronically. All direct certification matches at the SFA level are completed with a computer match.

Manual application system means household applications are submitted by the household to the SFA. SFA completes eligibility determination and direct certification matches and enters data manually into a system and/or keeps written records. Hard copy records are kept on file at the SFA.

If the SFA has implemented an electronic system, but one or more aspect of the application processing is conducted manually (e.g., applications are submitted online, and also on paper – SFA staff processes paper applications) the reviewer will consider it a manual/combination system. This would include instances where SFA staff are entering paper applications into the online electronic system for determinations.

Electronic benefit issuance system means that the transfer of a student's benefits to the Point of Service document is completed through a computerized system. The system has limited to virtually no manual data entry by the SFA; however, updates to benefits may be made manually in the electronic system. Benefit issuance identification and rosters are kept electronically.

Manual benefit issuance system means that the transfer of a student's benefits to the POS document is completed manually by the SFA. All updates to benefits are made manually by the SFA. Benefit issuance identification and rosters are manually developed. Hard copy records are kept on file at the SFA.

If the SFA has implemented an electronic system, but one or more aspect of the benefit issuance process is conducted manually (i.e., the SFA has an electronic benefit issuance system at most sites, but utilizes rosters/ tickets/tokens or any other benefit issuance method at some sites and SFA staff must manually make updates to those alternate systems), the reviewer will consider it a manual/combination system.

103.	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:

104.	**If the SFA has an electronic application approval system**, answer the below questions, if not proceed to the next question.
	a. How are records maintained and for how long?
	b. Describe the backup to the electronic-based approval system.
	c. List the method used to obtain household signature.

Comments:

a.

b. **We do not use the "benefit" issurance system.**

c.

105.	How long does the application approval take from the date the SFA receives the application from the household?

Comments: **Approxiamately 2 days**

106.	Within the SFA, who has access to the applications within the system?

(Names and/or position titles): **Janice Fleetwood, Office Administrator**

Andre B. Small, Principal

107.	a. When and how are households notified of students' certified eligibility? b. How are denied households notified? Obtain copy of the application approval/denial notification letter to assure it is consistent with docuemtn approved as part of the Annual Agreement.

Comments:

a. **Email and hard copy hand delivered to parent**

b. **Email and hard copy hand delivered to parent**

108.	Who is the hearing official?

(Name and/or position title): **Andre B. Small, Principal**

109.	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 direct certification documents from SA	Name/title of person issuing direct certification benefits to students
SNAP	**Andre B. Small, Principal**	**Andre B. Small, Principal**
TANF	**Andre B. Small, Principal**	**Andre B. Small, Principal**
FDPIR		
Homeless	NA	NA
Migrant	NA	NA
Foster Children	NA	NA
Head Start	NA	NA

110.	Does the SFA use the direct certification notification letter provided by the State agency?	**YES**		**NO**
		√		
	If no, was the alternate letter reviewed and approved by DOE in the SNPweb Agreement Supporting Documents Checklist, and is that letter used by the SFA?	**YES**	**NO**	**N/A**

Comments:

111.	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: **All children living in household who are members will receive the benefits.**

112.	Does the benefit issuance system identify how eligibility was determined? (e.g., through application, direct certification, etc.)	**YES**	**NO**

Comments:**NA**

113.	a. Who has access to the benefit issuance system and/or documentation? b. What safeguards are in place to ensure that only authorized individuals have access to the benefit issuance system and/or documentation?

   a.   (Names and/or position titles): **NA**

    b.

114.	How are benefits issued and distributed to students? (e.g., via electronic system with code numbers for students, ticket system)

Comments: **NA**

115.	How are eligibility determinations transferred to the benefit issuance document?

Comments: **NA**

116.	How are benefit issuance document(s) transferred to the point of service system?		
Comments: **NA**			

117.	How are eligibility status updates made to the point of service and to the benefit issuance document(s)?		
Comments: **NA**			

118.	How frequently are updates made to the point of service and benefit issuance document(s)?		
Comments: **NA**			

119.	Does the benefit issuance document indicate the date the eligibility status changes were made?	**YES**	**NO**
Comments: **NA**			

120.	How and when are the following changes made to the point of service and benefit issuance document:
	     a. new students
	     b. transfer students
	     c. withdrawn students
	     d. 30 day carryover of prior eligibility		

Comments: **NA** a. b. c. d.			

121.	a. Is there a backup system for updating benefit issuance	**YES**	**NO**

	document(s)? b. If yes, describe the backup system for updating benefit issuance document(s).		

Comments: **NA**

	Module: Verification		
200.	Obtain a copy of the SFA's most recently submitted SNPweb Verification Summary Report.	**YES**	**NO**
	a. Did the SFA choose the correct verification sample size?		
	b. Did the SFA verify the correct number of applications based on their verification sample size?		
	c. Was the most recent report timely and accurate?		
	If no, is this a recurring problem?		

Comments: NA

201.	Who serves as the SFA's verifying official?

(Name and/or position title): **NA**

202.	Who serves as the confirming official?

(Name and/or position title or software used is acceptable): **NA**

203.	Describe the SFA's verification process (including SFA's verification for cause process).

Comments: **NA**

204.	Does the SFA use an electronic system to identify error-prone applications? If yes, explain in the comments what software the SFA uses?	**YES**	**NO**

Comments: **NA**

Module: Meal Counting and Claiming		
300.	Does the SFA use an electronic or manual system to count and consolidate reimbursable meals? If a combination of electronic and manual is used check both boxes.	**Electronic**	**Manual**
			√

Electronic System means meal counts are generated by an automated Point of Service (POS) system that may connect to the claim for reimbursement. Electronic systems have the ability to identify a student's benefit category, tally daily meal counts, transfer daily meal counts to the SFA, consolidate meal counts for the SFA, and/or submit the claim for reimbursement. The system is limited to virtually NO MANUAL data entry at the POS. Meal counts are kept electronically.

Manual System means meal counts are generated by a manual Point of Service system. Meal counts are manually tallied, consolidated, and transferred to the SFA. Consolidation of meal counts by the SFA is completed manually. Hard copy records are kept on file.

If the SFA has implemented an electronic system, but one or more aspect of the benefit issuance process is conducted manually (e.g., the SFA has an electronic POS, but utilizes a roster at an alternate service location and SFA staff manually enters meal counts from the alternate service location), the reviewer will consider it a manual/combination system.

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). **Check off list**

Comments: **There is a list kept for identifying purpose in the serving area.**

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 in the comments.	YES	NO
			√

Comments:

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

Comments: **Twice a year**

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: **Manual record checking with information provided by main office.**

305.	What are the SFA's meal counting and claiming policies and procedures for the following situations:

		N/A
a) Offer vs. Serve?	NA	
b) Incomplete/Non-Reimbursable Meals?	NA	N/A

c) Second Meals?		**N/A**
		√
d) Visiting student meals?		**N/A**
		√
e) Adult and non-student meals?		**N/A**
		√
f) Student worker meals?		**N/A**
		√
g) A la carte?		**N/A**
		√
h) Field trips?		**N/A**
		√
i) Lost, stolen, misused, forgotten or destroyed tickets, tokens, IDs, and PINS?		**N/A**
		√
j) Charged and/or pre-billed/prepaid meals?		**N/A**
		√
k) Students without funds to pay for meals?		**N/A**
		√

l) New students without approved certification of free or reduced-price benefits?	Students have an option to pay or free lunch if application has been submitted	**N/A**

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

Comments: **There are dailey attendance sheets available to view.**

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**
	If there are alternative points of service, describe in the comments the number and types of alternate points of service operating during each meal service (e.g., meals in classrooms, bus).			√

Comments:

309.	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: **NA**

310.	At the site level, how are the total daily meal counts by category submitted to the SFA for consolidation?
Comments: **NA**	

311.	Describe the SFA's procedures for consolidating daily meal counts by category for each site to process the claim for reimbursement, if applicable.
Comments: **NA**	

	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: **Cathedral of Faith Christian School**
601.	How will the SA proceed with the targeted menu review?
☑	*Option 1: Complete the Dietary Specifications Assessment Tool*
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*?
	Risk Level:

Module: Maintenance of Nonprofit School Food Service Account			
700. Did the SFA have a separate financial account designated for the nonprofit school food service?	**YES**	**NO**	
		√	
Comments:			
701. Did the SFA conduct a year-end review of total revenues and expenses to determine the school food service's nonprofit status?	**YES**	**NO**	
		√	
Comments:			

702. After including the beginning fund balance, did the SFA have year-end expenses in excess of revenues, requiring a general fund transfer to cover the balance?	**YES**	**NO**	
			√
Comments: **NA**			

703. Did the SFA transfer funds out of the nonprofit school food service account to support other school operations during, or at the end of, the school year?	**YES**	**NO**
		√
Comments: **NA**		

704. Did the SFA complete a process to ensure its compliance with the net cash resources limitation to a level at or below three months' average expenses using the analysis on the SNP020 Annual Financial Report ?	**YES**	**NO**
		√
Comments: **NA**		

705. Did the SFA have internal control procedures in place to ensure that only allowable costs were charged to the nonprofit school food service account?	**YES**	**NO**
		√
Comments: **NA**		

Module: Paid Lunch Equity				
706.	Did the SFA charge the weighted minimum average paid lunch price at all sites or use the USDA *Paid Lunch Equity Tool* to evaluate the need to raise its paid lunch prices?	**YES**	**NO**	**N/A***
				√

Comments:

*N/A selection is only allowable if all sites at the SFA are nonpricing

707.	Did the SFA use non-Federal funds to support its paid lunch prices?	**YES**	**NO**	**N/A***
				√

Comments:

*N/A selection is only allowable if all sites at the SFA are nonpricing

708.	Did the SFA have a State agency exemption to the Paid Lunch Equity requirement during the resource management review period/previous school year?	**YES**	**NO**	**N/A***
				√

Comments:

*N/A selection is only allowable if all sites at the SFA are nonpricing

709.	Did the SFA increase its paid lunch prices at the level required by the USDA *Paid Lunch Equity Tool* or comparable mechanisim? If yes, explain which mechanism was used to address the required raise in prices and provide detail on how much the SFA raised its paid lunch prices and/or how much in non-Federal funds the SFA transferred into its nonprofit school food service account to comply with the PLE requirements.	**YES**	**NO**	**N/A***
				√

Comments:

*N/A selection is only allowable if all sites at the SFA are nonpricing

Module: Revenue from Nonprogram Foods		YES	NO
710.	Did the SFA sell nonprogram foods including, but not limited to, a la carte foods (e.g., milk; 2nd entrees; Smart Snacks), catering (e.g., foods/beverages for school board meetings; foods for outside entities & programs), and/or adult meals (e.g., meals for teachers, parents, etc.)?		√

Comments:

Module: Indirect Costs		YES	NO
711.	Were indirect costs charged to the SFA's nonprofit school food service account?		√

Comments: **NA**

Module: Civil Rights	
800.	What is the non-discrimination statement that is used for appropriate Program materials? Please provide exact language.

Comments: In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov. This institution is an equal opportunity provider

801.	Provide a copy of the School Food Authority's public release during onsite review. RCCIs are not required to submit a public release unless their enrollment includes day students.		
802.	What services does the SFA provide to Limited English Proficient (LEP) households?		

Comments: **None - NA**

803.	What is the SFA's procedure for receiving and processing complaints alleging discrimination within USDA School Meal Programs? Provide a copy during onsite review.		

Comments:

804.	Has the School Food Authority received any written or verbal complaints alleging discrimination in USDA Programs in the current or prior school year? **If yes, obtain 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: Students are given a choice provided by school or parents provide lunch.

806.	a. 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? b. Who attended these trainings? c. What topics were covered by the training? Provide supporting documentation for the responses during onsite review.

Comments:

a. **Fall 2016**

b. **Cook and Offcie Assisistant**

c.

807.	a. How does the SFA collect racial/ethnic data? b. How often is this information collected? c. Provide documentation to support the response during onsite review.

Comments:

a. **USDA form**

b. **Yearly**

c.

Module: SFA On-site Monitoring		
900.	**YES**	**NO**
a. Was the on-site monitoring of breakfast completed prior to February 1st?	√	
b. Was the on-site monitoring of lunch completed prior to February 1st?	√	
c. How does the SFA ensure that all schools are meeting program requirements? For example, list in the comments, how and when the	**Unannounced quartley monitoring**	

	monitoring is conducted?	

Comments:

c.

	Module: Local School Wellness Policy	
1000.	Provide a copy or appropriate web address of the current Local School Wellness Policy during onsite review.

Are the minimum required elements written into the Local School Wellness Policy? | |

Comments: **Please see attachment.**

| 1001. | How does the public know about the Local School Wellness Policy?
Provide documentation to support the response (or appropriate web address(es)) during onsite review. |
|---|---|

Comments: **Posting on website.**

| 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)) during onsite review. |
|---|---|

Comments: **Every three years**

1003.	a. Who is involved in reviewing and updating the Local School Wellness Policy? b. What is their relationship with the SFA?

Comments:

a. **Andre B. Small, Principal**

b. **Direct**

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)) during onsite review.

Comments: **School board meetings**

1005.	Obtain a copy of the most recent assessment on the implementation of the Local School Wellness Policy during onsite review.
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)) during onsite review.

Comments: **SFA website**

Module: Smart Snacks
1100. What are the SFA's food sale policies? List all types of food/beverage sales to include the selling of non-food items in combination with food items.

Comments: **NA**

1101.	What is the SFA's process for determining compliance with non-packaged or recipe food items (combination foods that do not have a label)?

Comments: **NA**

1102.	How does the SFA account for accompaniments when determinining whether food items meet the Smart Snack standards?

Comments: **NA**

1103.	Who is responsible for tracking Smart Snacks compliance at the:
	a. SFA level:
	b. School level:
	c. School nutrition program:

Comments:

a. **Andre B. Small, Principal**

b. **Andre B. Small, Principal**

c. **Andre B. Small, Principal**

Module: Professional Standards		
1200.	What is the LEA student enrollment? (select one)	
a) 2,499 or less	√	

b) 2,500 – 9,999		
c) 10,000 or more		
1201.	List the employee count for each of the following:	
Directors		
Managers		
Other Full-Time Nutrition Staff >20 hours/week		
Part-Time Nutrition Staff <20 hours/week		
Staff hired after January 1 of the School Year being reviewed		
Non-school nutrition staff that have responsibilities that include duties related to the program		

		YES	NO
1202.	a) Has the SFA hired any new directors on or after July 1, 2015? If no, proceed to Question 1204.		
	b) If a new School Nutrition Program Director has been hired, did they meet the hiring standards requirements?		

Comments:			

1203.		YES	NO
	a. If a new School Nutrition Program Director has been hired, did they complete food safety training within 30 days of being hired?		
	b. If yes, proceed to question 1204. If no, was previous food safety certification obtained in the last 5 years? If yes, list the date of certification in comments.	√	

Comments: 06/24/2014

1204.		YES	NO
	Did School Nutrition Program Directors meet the training requirement?	√	
	If no, after review of the scheduled/planned trainings for the remainder of the school year is the School Nutrition Program Director expected to meet annual training requirements? List completed training hours and expected/planned training hours in the comments.		

Comments: November 10, 2016 – 6 hours

1205.	Did School Nutrition Program Managers, if applicable, meet	YES	NO

		YES	NO
	the training requirements?		
	If not, after review of scheduled/planned trainings, trainings for the remainder of the school year is the School Nutrition Program Manager expected to meet the annual training requirements?		
	List completed training hours and expected/planned training hours in the comments.		

Comments: **NA**

		YES	NO
1206.	Did Full-Time school nutrition staff, meet the training requirements?		
	If not, after review of scheduled/planned trainings, trainings for the remainder of the school year are School Nutrition staff expected to meet the annual training requirements?		
	List completed training hours and expected/planned training hours in the comments.		

Comments: **NA**

		YES	NO
1207.	Has the State Agency allowed the SFA flexibility to complete annual training requirements over a 2 year period?		√
	If yes, list in the comments section, the first school year to which the flexibility was applied.		

Comments: N/A

		YES	NO
1208.	Is the SFA tracking training hours on an annual basis? If not, please describe how training hours are being tracked.	√	

Comments:

		YES	NO
1209.			

			√
	a. Are there any employees hired on or after January 1 of the current school year? If no, proceed to Question 1210.		
	b. If yes, did the employees meet at least half of the annual training requirements? If no, after review of scheduled/planned trainings for the remainder of the school year, are they expected to meet the annual training requirements? List completed training hours and expected/planned training hours in the comments.		

Comments:

1210.	Did the employees that work outside of the school nutrition program whose responsibilities include duties related to the operation of the school nutrition program receive training applicable to their duties related to the program? If yes, list their names and job titles in the comments.	**YES**	**NO**
			√

Comments:

1211.	Did Part-Time staff meet the training requirements? If no, explain in the comments below.	**YES**	**NO**

Comments:

No Part-Time staff

Module: School Breakfast and Summer Food Service Program Outreach
☐ **Not applicable**

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: School's email

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: School's email

Indicate any additional federal programs operated by the SFA:
√**Afterschool Snack Program** ☐ **Fresh Fruit and Vegetable Program** ☐ **Special Milk Program**

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

2100.	Are non-federal funds being properly allocated to account for the difference of offering all meals to students at no charge and the Federal reimbursement?	**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 Provision 3 ONLY **

☐ **Not applicable (if no schools in the SFA operate Provision 3, skip this page)**

		YES	NO
2105.	Are non-federal funds being properly allocated to account for the difference of offering all meals to students at no charge and the Federal reimbursement?		
Comments:			
2106.	What procedures are/were used to calculate the Base Year level of federal assistance for each school implementing Provision 3?		
Comments:			
2107.	What procedures are used to apply the Base Year level of federal assistance to the Non-base Year's claims for reimbursement?		
Comments:			
2108.	If applicable, were adjustments made to the level of federal assistance established during the Base Year? If yes, describe the procedure used for the adjustment.	YES	NO
Comments:			

** For Community Eligibility Provision ONLY **

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

2109.	Are non-federal funds being properly allocated to account for the difference of offering all meals to students at no charge and the Federal reimbursement?	**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 in the current SY? If yes, describe the procedure used for the adjustment.
Comments:	