

Commissioner's Memo
10/22/2020

On-Site Review Requirements

Memo Information

Memo Number **CNU-21-010**

Memo Date 10/22/2020

Memo Type Regulatory

Unit Child Nutrition

Regulatory Authority 7 CFR 210.8; 7 CFR 220.11

Response Required YES

Attention Superintendents; Principals; Child Nutrition Directors/Managers

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Memo Text

ATTENTION: Co-op Directors; Elementary Principals; High School Principals; Middle School Principals; Secondary Principals; Superintendents; Child Nutrition Directors

National School Lunch Program and School Breakfast Program (NSLP and SBP)

Every school year, prior to February 1, each School Food Authority (SFA) must perform one On-Site Review of the BREAKFAST and LUNCH counting and claiming system and the readily observable general areas of review in each school operating the National School Lunch Program and School Breakfast Program.

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

If the review disclosed 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. It is suggested the On-Site Review for breakfast and lunch be performed as early as possible during the school year to resolve any corrective action needed for counting and claiming meals as early in the school year as possible.

The required on-site review form is available at the DESE, Child Nutrition website under the Forms tab then under Program Management and also linked [here](#).

For school year 2020-2021, many SFAs are administering the Seamless Summer Program for counting and claiming meals. SFAs are required to follow the on-site review requirements for NSLP and SBP completing all applicable questions on the on-site review prior to February 1, 2021. The completion of the review will be confirmed in the SFAs next Administrative Review.

Afterschool Snack Program (ASP)

While participating in the ASP, the SFA must complete the required on-site review form. This form must be completed two (2) times during the time that snacks are served. The first on-site review must be completed within the first four (4) weeks of snack service. All program documentation must be retained and kept on file for five (5) years. Please see Commissioner's Memo CNU-20-021: After School Snack Program: Availability, and Requirements for an overview of the program requirements.

The required ASP on-site review form is available at the DESE, Child Nutrition website under the Forms tab then under Afterschool Snack Program and also linked [here](#).

Seamless Summer Option (SSO)

If the SFA provides summer meals through the Seamless Summer Option, an On-Site Review is required at least one time during summer meal service.

The completed On-Site Review forms (and any corrective action follow up) for each school (LEA) must be kept on file by the SFA for monitoring purposes. The On-Site Review requirement is monitored by ADE/CNU as part of the Administrative Review (AR) conducted at each SFA.

The required on-site review form is available at the DESE, Child Nutrition website under the Forms tab then under Summer Meals Program and also linked [here](#).

Any questions regarding the On-Site Review requirement should be directed to the Area Specialist assigned for the SFA as indicated on the [Area Specialists Assignment Map](#).

