

School Review

Readiness Checklist

This checklist was prepared by a Registered Dietician/Child Nutrition Specialist to assist schools in preparing for their Administrative Review of their USDA Child Nutrition Programs. This checklist includes both 'Kitchen Readiness' and 'Office Readiness' along with a place to indicate further technical assistance support needed in both areas.

Kitchen Readiness

Observe Breakfast Meal Service

✓ check items that are observed during the review	Comments
Each student takes 3 items & 1 item is a ½ c. fruit or juice.	
Students are offered 1 c. of fruit or juice daily at breakfast.	
No more than half of the fruit choices are juice.	
Free water is readily available near serving area/in cafeteria	

Observe Lunch Meal Service

✓ check items that are observed during the review	Comments
Each student takes 3 components & one is a ½ c. fruit and/or vegetable.	
Little-to-no meat/meat alternate is offered on the salad bar. <i>Examples: shredded cheese, cottage cheese, yogurt, sunflower seeds, boiled eggs, yogurt</i>	
Free water is readily available near serving area/in cafeteria	

Recipes

✓ check items that are observed during the review	Comments
Standardized recipes are used	

Special Diets

✓ check items that are observed during the review	Comments
Special diets are followed to according to medical statement(s) on file.	



Updated July 2018

Production Records - Breakfast

✓ check items that are observed during the review	Comments
Production records are filled out thoroughly. <i>See the 1-week sample in the production record book right before the blank production record pages.</i>	
Juice is offered as no more than half of the fruit offered throughout the week. A fruit (fresh, canned, or dried) is offered as at least 50% of the fruit offerings.	
All grains/breads are WGR, unless the district has a WGR waiver for 2018-2019. <i>In the weeks(s) when a WGR-exempt item is offered, the SFA must ensure that at least half of the grain items offered that week are WGR.</i>	
The weekly minimum of grains/breads is met for all age groups.	
1 c. fruit/juice is offered daily.	
Two different milks are offered.	

Production Records - Lunch

✓ check items that are observed during the review	Comments
Production records are filled out thoroughly. <i>(See the 1-week sample in the production record book right before the blank production record pages.)</i>	
All grains/breads are WGR, unless the district has a WGR waiver for 2018-2019. <i>In the weeks(s) when a WGR-exempt item is offered, the SFA must ensure that at least half of the grain items offered that week are WGR. Any G/B that is not WGR may be counted as an "extra" as long as a WGR item is offered at that meal <u>or</u> the SFA might have a WG waiver.</i>	
Daily and weekly minimums for grains/breads are met for all age groups. <i>Grades 9-12 must be offered 2 oz. G/B daily</i>	
Sweet desserts are limited to 2 oz. per week.	
Daily and weekly minimum for meat/meat alternates are met for all age groups. <i>Grades 9-12 must be offered 2 oz. M/MA daily.</i>	
The weekly minimum of each veg. subgroup is offered for all age groups. <i>Beans/legumes is a common subgroup that is missing or an insufficient amount is offered weekly.</i> <i>If the school offers a salad bar (fruit & veg. bar), ensure that salad bar production records are completed daily. A salad bar production record page is available near the front of the lunch production book.</i>	
Temperatures of main entrée are documented.	
Leftover amounts are indicated.	
Two different milks are offered.	

Food Products

✓ <i>check items that are observed during the review</i>	Comments
CN labels are available for all commercial combination foods (such as pizza, chicken nuggets, burritos, etc.) <i>A product formulation statement from the manufacturer may be on file instead of a CN label. www.fns.usda.gov/sites/default/files/PFSmma.pdf</i>	
Reduced sodium/low sodium products are purchased and used. Sodium Target 1 is effective through SY 2018-2019 (June 30, 2019).	
Buy American rule is followed.	

Kitchen Walk-Thru

✓ <i>check items that are observed during the review</i>	Comments
Temperature of coolers and freezers are checked regularly and documented.	
Food is properly stored.	

HACCP Binder

✓ <i>check items that are observed during the review</i>	Comments
HACCP binder is reviewed annually and revised as needed.	

Professional Standards Training/Log

✓ <i>check items that are observed during the review</i>	Comments
Each foodservice employee is documenting training hours and is on track to complete the required amount of training hours during the school year.	
Foodservice directors (head cooks) that were hired on or after July 1, 2015 must meet the minimum hiring standards, unless a hiring waiver was granted by NDDPI. www.fns.usda.gov/school-meals/professional-standards	

Civil Rights

✓ <i>check items that are observed during the review</i>	Comments
Each foodservice employee has received documented civil rights training. www.nd.gov/SchoolStaff/ChildNutritionFoodDistribution/SchoolNutritionPrograms/Training/CivilRights/	



Cafeteria Signage

✓ <i>check items that are observed during the review</i>	Comments
<i>And Justice for All</i> poster	
Most recent health inspection report is visible to customers.	
Reimbursable meal posters for breakfast and lunch <i>MyPlate</i> posters www.nd.gov/dpi/uploads/102/IdentifyingReimburseablemealsign.pdf	

Fresh Fruit and Vegetable Program (FFVP)

✓ <i>check items that are observed during the review</i>	Comments
A menu of FFVP foods served is maintained each month.	
Only fresh fruits and/or vegetables are served.	

Afterschool Snack Program

✓ <i>check items that are observed during the review</i>	Comments
Meal pattern requirements are met: www.nd.gov/dpi/uploads/102/SnackMealPattern.pdf <i>Two different components are served to each student.</i> <i>All grains/breads are WGR.</i>	
Afterschool Snack production records/a list of snacks served each day is maintained.	

Kitchen Readiness Technical Assistance Needs?



Office Readiness

Local Wellness Policy

✓ check items that are observed during the review	Comments
LWP meets USDA's final rule requirements (effective 7/1/2017)	
Publicized in handbook or on website	
Triennial assessment has been completed and documented	

Smart Snacks

✓ check items that are observed during the review	Comments
All food/beverages sold during the school day meet the USDA Smart Snack requirements. A "school day" is midnight to 30 minutes after the last bell on school days.	
Each school building does not exceed NDDPI's set limit of 3 fundraiser exemptions per school building per school year with a duration of one day.	

After School Snack Program

✓ check items that are observed during the review	Comments
Sponsor Monitor Form is completed two times a year and the first review is in the first 4 weeks of the school year. www.nd.gov/dpi/uploads/55/AfterSchoolSnackprogramreviewform.pdf	

If Your District Has More Than 1 Site

✓ check items that are observed during the review	Comments
The School Foodservice Site Monitoring Worksheet is completed by Feb. 1st annually. The form is available on the DPI website.	

Kitchen Readiness Technical Assistance Needs?

