

Preparing for a CRE Review

***To facilitate the National School Lunch Program's Coordinated Review Effort (CRE), please have the following materials accessible at the time of the entrance conference:***

- Copy of the current year's Contract or Letter of Renewal, Sponsor/Site Information, and if applicable, any joint food service agreements.
- General information for each school:
  - Enrollment and attendance data and attendance factor
  - Edit Checks
  - Time of meal periods; and
  - Current meal charges for students, adults and a la carte prices
  - Free, reduced-price, denied, and withdrawn Application for Free and Reduced-priced Meals
- Master list of students' who are eligible for free and reduced priced benefits by school.
- List of students who are eligible based on direct certification
- Current monthly claim for reimbursement, including supporting documentation for the claim.
- Meal Service Information – Lunch, Breakfast & Snacks (if applicable)
  - Daily Menus
  - Production Records
  - Standardized Recipes
  - Meals served daily
  - Vendor Statements
- On-site reviews for the current year or previous year if the CRE is being conducted prior to February 1<sup>st</sup>.
- Bidding documentation for purchases over \$100,000 and quote documentation for purchases under \$100,000.
- Completed eligibility verification summary for current year or previous year if review is conducted prior to December 15, and applications selected for verification and documentation of household and Food Stamps/TANF response.
- Annual Financial Report including worksheets showing percentage allocations for food costs and labor costs.
- Any local questions or concerns, e.g. high operating cost, low participation, Offer vs. Serve implementation, breakfast program, entree choices, fruit/vegetable suggestions and nutrition information.
- The two most recent health inspection reports performed by the Department of Health.
- Copy of Wellness Policy to give to Field Specialist
- Documentation of a School Food Safety Program
- Documentation of compliance with the civil rights requirements of the National School Lunch Program.