

Preparing for a FFVP Administrative Review

Please have the following arrangements made and information and/or materials accessible at the time of the review.

Site Visit Checklist:

___ General Information

- ___ Grades served
- ___ Days/times/location fresh fruits and vegetables served
- ___ Special needs students, any texture modification or substitutions (if applicable)
- ___ Promotional activities conducted for FFVP
- ___ Old or new partnerships that coordinate with the FFVP goals
- ___ Nutrition education before, during, or after school that coordinate with the FFVP goals

___ Arrangements

- ___ Set up a time for reviewer to talk with teachers, students, and principal during review
- ___ Arrange to visit at least 2 classrooms during review

___ Food Safety Plan

- ___ Standard Operating Procedures for FFVP
- ___ Time Control Plan for cut leafy lettuce, tomatoes, bean sprouts, and melons (if applicable)
- ___ Completed temperature logs for storage facilities and coolers

___ Civil Rights

- ___ "And Justice for All" poster on display

Administrative Checklist:

___ Civil Rights

- ___ Civil Rights Training date and attendance sheet
- ___ Non-discrimination statement on materials and website
- ___ Complaint log and form available

"The USDA and the State of Indiana are equal opportunity providers and employers."

___ Paperwork

___ Equipment Justification Form for any administrative equipment purchased (if applicable)

___ 3 months of completed excel claim forms

___ 3 months of receipts and documentation to back up excel claim forms