

ON-SITE REVIEWS

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- **What is an onsite review?**
 - An evaluation of lunch counting & claiming procedures conducted at the school level
- **Which schools are required to conduct on-site reviews?**
 - All School Corporations, including Residential Child Care Institutions (RCCI), with more than one location that participate in the National School Lunch Program are required to complete an On-Site Review

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- **Where is the review conducted?**
- At each school/building that participates in the National School Lunch Program in the School Corporation/RCCI

- **Who must conduct the review?**
- Each School Corporation/RCCI is responsible for conducting their own reviews
 - Reviews must be conducted by an individual that does not typically work in the building being reviewed
 - i.e., a Food Service Director or Food Service Administrative Assistant that does not work directly in the cafeteria

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- **When must the review(s) be completed?**
 - Must be completed at least once each school year by February 1st
 - **Tip: The earlier the better to catch any potential issues.**
- **How do I conduct the review?**
 - Observe a full meal service and complete the required 3-page checklist.
 - The checklist and instructions can be found on SCN website at: <http://www.doe.in.gov/nutrition/site-review>
 - **Tip: Be sure to answer all questions and obtain the appropriate signatures.**

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- **What do I do if I find an issue?**
- Utilize Page 3 of the checklist to:
 - Document a corrective action plan
 - Conduct a follow-up review within the following 45 days to ensure implementation of the corrective action plan
- **Tip: Better to find an issue and document it than have a reviewer find an undocumented issue**