

Coordinated Review Effort (CRE)/School Food Service Administrative Review Private Schools-Required Document Checklist

The documents listed below are required to be available at the time of the CRE review. This list has been provided to assist you in preparing your program for the School Food Service Administrative Review. As per Federal regulation, all documents must be available at the time of review. Any required information that is not available or complete during the review may result in a fiscal disallowance.

Private Schools Required Documents

1. Verification of income documentation and verification summary for the school
2. Free and reduced price meal applications, eligibility roster, and benefit issuance documents for all schools being reviewed
3. Accuclaim Monitoring Review Summary Report (required if Sponsor has two or more schools)
4. Accuclaim Monitoring Report and Corrective Action Plans (if corrective action was required at any site while administering the SFA mandated site monitoring)
5. Snack program monitoring documentation (if District administers any After School Care programs)
6. FP-9 meal count records for each school
7. Copies of reimbursement claims submitted to ESE for the current fiscal year
8. Supplementary financial report for the previous fiscal year and current fiscal year to date
9. Monthly Statement of revenues and expenditures (Profit & Loss Statement)
10. Income and expenses statement (Receipts and Warrants)
11. Daily potential income sheets for each site being reviewed (Cash Sheets)
12. Labor hours for all food service staff at school(s) being reviewed
13. Monthly inventories for purchased foods, USDA commodity foods, non-food supplies
14. Menus for month being reviewed and current menus for month of scheduled review
15. Commodity documentation: order forms, delivery reports and invoices
16. Food Service Management Company contract, or food vendor agreement, if applicable
17. Current school year calendar
18. Copy of the most recent A-133 audit report
19. School Food Safety Program: HACCP Documents to include inspection reports, standardized recipes, Standard Operating Procedures (SOPs), temperature logs for food production, refrigerators and freezers and food safety certifications for employees
20. Daily production records for the review month at school(s) being reviewed
21. Policy for late payment of school lunches by students
22. Current School Wellness Policy
23. Documentation of all food service in-service trainings
24. Copy of the last school lunch review conducted by ESE/DOE

Additional documents may be requested at the time of review.