

Coordinated Review Effort (CRE)/School Food Service Administrative Review Public School Districts-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.

Public Schools Required Documents

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

Additional documents may be requested at the time of review.