

## **Coordinated Review Effort (CRE)/School Food Service Administrative Review Residential Child Care Institutions (RCCI)-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.

### **RCCI Required Documents**

1. RCCI – I form for each residential facility
2. Verification of income documentation and verification summary for the Program
3. Free and reduced price meal applications, eligibility roster, and benefit issuance documents for all day students at each site being reviewed
4. Accuclaim Monitoring Review Summary Report (required if SFA has two or more sites)
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 Program administers any After School Care programs)
7. FP-9 meal count records for all sites in the Program
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, if applicable
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 A-133 audit report
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. 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.**