



Department of Food and Nutrition
Satellite Compliance Visitation



School _____ Location Number _____ Date _____

Region Supervisor _____ ADP Breakfast _____ ADP Lunch _____

BREAKFAST PROGRAM **LUNCH PROGRAM**

MEAL PROGRAM COMPLIANCE

| | | Yes | No | N/A |
|-----|--|-----|----|-----|
| 1. | District menu is followed as observed today. Review of Production and Menu Records confirm daily adherence. | | | |
| 2. | All meal components meet requirements for reimbursement and correct portion sizes are served. | | | |
| 3. | All menu items for the day are on the overlay, including leftovers. | | | |
| 4. | Milk is offered in a minimum of 2 fat contents throughout the serving period. | | | |
| 5. | Water (free of charge) is accessible during meal service (water fountain, pitcher, and dispenser). | | | |
| 6. | Condition of food is acceptable. Serving area is set up in a visually appealing manner to attract meal participation and encourage healthy eating options. | | | |
| 7. | Offer Versus Serve and "...And Justice for All" posters are visible to the students. | | | |
| 8. | Current classroom worksheets or balance reports are available. Staff is familiar with emergency meal accountability plans in the event of POS failure. | | | |
| 9. | Sales of competitive food and beverage comply with district policies, including vending machines follow district approved procedures such as the Wellness Policy. Non-compliance issues shall be addressed with school administration. | | | |
| 10. | Copies of the following reports are on file: Daily Attendance Bulletin, District Weekly Menu, Meal Service Temperature Records, and Production and Menu Records. | | | |

PERSONNEL

| | | Yes | No | N/A |
|----|--|-----|----|-----|
| 1. | All personnel are informed of their job description, and work schedules. Schedules are posted. | | | |
| 2. | All employees wear clean uniforms and shoes, adequate hair restraints and maintain a high degree of personal hygiene. | | | |
| 3. | Fingernails must be short, unpolished and clean (no artificial nails). Jewelry is limited (plain wedding ring, stud earrings, watch, no bracelets or necklaces). | | | |
| 4. | Only authorized personnel are allowed behind the serving line and/or in production areas. | | | |
| 5. | All food service employees received Civil Rights compliance training and signed roster is posted. | | | |
| 6. | All food service employees are trained regularly to meet the professional standards requirements; rosters are completed, filed at base school and readily accessible upon request. | | | |

SANITATION AND SAFETY/INVENTORY CONTROL

| | | Yes | No | N/A |
|----|---|-----|----|-----|
| 1. | Vehicles transporting food items are maintained in a safe and sanitary condition. | | | |
| 2. | The current permit to operate and DOH Inspection Report are posted. | | | |
| 3. | Deficiencies on the most recent DOH Food Service Inspection Report have been addressed. (List pending items in appropriate "Required Corrective Actions" section.) | | | |
| 4. | The facility and equipment are maintained and used in a safe and sanitary manner. (Walk-ins, Reach-in Refrigerators/Freezers, Ice Machine, Beverage Coolers, Can Openers/Slicers, Work Surfaces/Drawers should be clean and organized.) | | | |

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| SANITATION AND SAFETY/INVENTORY CONTROL - CONTINUED | | Yes | No | N/A |
|--|---|-----|----|-----|
| 5. | Kitchen facility is free of crevices, holes, broken/missing screens or windows, uncovered drains, open ceiling areas, peeling paint, mold or other apparent structural deficiencies. | | | |
| 6. | The site is clean and free of insects, rodents, and other vermin. | | | |
| 7. | Hot water is available at all sinks (3 compartment, hand washing, etc.). All sinks are unobstructed, operational, and clean. | | | |
| 8. | Handwashing signs at all employee sinks and restrooms are posted in visible locations. | | | |
| 9. | All exterior doors are kept closed and locked. | | | |
| 10. | Temperature readings are recorded twice daily and maintained for each refrigerator, freezer, beverage cooler and dry goods storage area. | | | |
| 11. | Temperature readings are recorded daily and maintained for meal components during preparation, reheating, holding and on serving lines. | | | |
| 12. | Temperatures are taken at time of delivery and driver's Route Log is signed. | | | |
| 13. | All stock is dated: Month/Day/Year and rotated properly using First-in First-out (FIFO) method. Expiration dates circled. | | | |
| 14. | Copies of the following reports are on file: Daily Cold/Dry Storage Temperature Records, DOH Inspection Reports, HACCP Description of Program Review, HACCP Food Safety Checklist and Procedures. | | | |

MEAL ACCOUNTABILITY

| | | Yes | No | N/A |
|----|---|-----|----|-----|
| 1. | An approved meal accounting system for counting and recording meals for reimbursement is in place for breakfast and lunch. | | | |
| 2. | Each transaction is entered separately and itemized as each student or adult passes by cash register. Exception may be made with approval (i.e. PK, Head Start and field trips). | | | |
| 3. | Satellite Assistant and Base Manager communicate daily regarding meal counts, leftovers, menu and other operational needs. | | | |
| 4. | Electronic CRCRs are completed as required: Day End Procedure aborted, correcting errors/omissions to daily data, and to enter data due to power failure. | | | |
| 5. | Copies of the following reports are on file: Outside Line Sales Report (if applicable), Completed Cash Register Correction Reports, Field Trip Forms, Payroll sign-in sheets, Region Supervisor Visitation Reports (electronic or hard copy), Satellite Compliance Visitation Report, End-of-Day Reports (computer desktop file), After School Meals and Snack Forms (if applicable). | | | |

COMMENTS, NOTES AND OBSERVATIONS DURING THIS REVIEW:

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REQUIRED CORRECTIVE ACTIONS (follow-up within 45 days):

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| | |

SATELLITE PRINCIPAL/DESIGNEE

SATELLITE ASSISTANT

BASE SCHOOL MANAGER