



Administrative
Review
Preparation
2024-2025

Administrative Review

WHAT

A comprehensive, on/off site evaluation of the National School Lunch & Breakfast Programs

WHY

All student meals are federally subsidized, over \$176 million in federal meal reimbursements were received last year

WHO

District and school sites

WHEN

February 24 - February 28, 2025

FACTS!

25 schools selected

2-4 weeks before audit

Organization of files

Audit Team on-site for 1 day

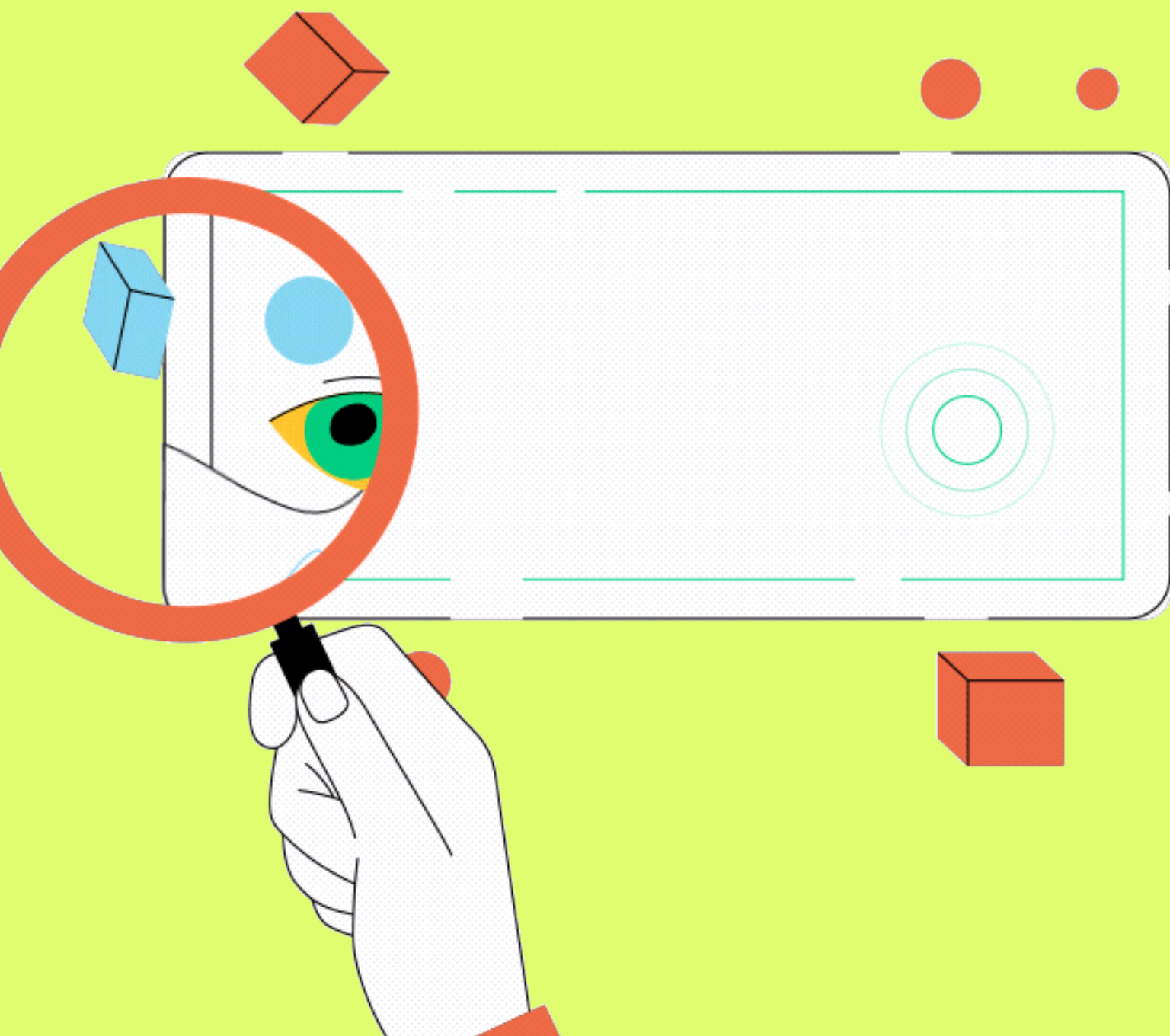
PRODUCTION RECORDS

**PRODUCTION
RECORDS**

PRODUCTION RECORDS

WEEKLY SUPERVISOR VISITS

CRITICAL AREAS of REVIEW



Counting and Claiming
Meal Components

Wellness
FFVP

Civil Rights
On-Site Monitoring

Recordkeeping
HACCP

AR Preparation Checklist

School Name _____ Location # _____ Date _____

AR AUDIT PREPARATION CHECKLIST 2024-2025

MEAL ACCOUNTABILITY	YES	NO Corrective Action Required	Comments/ Corrective Action
1. Do all students enter their student ID number into the keypad? (No memorized numbers by cashiers or teachers may be used)			
2. Is a verbal identifier implemented for all students (cashier or student)?			
3. Is this week's master roster (classroom worksheet or balance report) available at each register?			
4. When meals are served without using an electronic cash register (i.e. classrooms, CSI, clinic or indoor suspension), is a roster checked off at the moment each meal is served, signed and dated by the staff member distributing the meal?			
5. Are rosters sent along with meals prepared for field trips? Do students come through serving lines & registers before field trips?			
6. Are completed rosters promptly returned to the food service manager, input accurately, verified and compared to the final attendance bulletin?			
7. Are meal accountability procedures followed properly for meals served outside of the cafeteria using electronic cash register?			
8. Are the appropriate Non-Reimbursable keys on the overlay? (Elementary: recipe #8885 - Breakfast, #8886 - Lunch; Secondary: recipe #8887 - Breakfast, #8888 - Lunch)			

