

Michigan Department of Education
Grants Coordination and School Support
School Nutrition Programs

Check List for Coordinated Review Effort (CRE)

ALL ITEMS MUST BE AVAILABLE FOR THE CRE

Civil Rights

SNP- 6 Post Award Civil Rights Compliance Review form *(form must be completed and signed.)*

Free and Reduced Price School Meal Eligibility Documentation for Review Period from Selected Buildings

All *approved* Free and Reduced Price School Meals Family Applications

All *denied* Free and Reduced Price School Meals Family Applications

Official Direct Certification documentation for eligible students

Documentation used to extend Categorical Eligibility to siblings/other household members

Benefit Issuance lists with free and reduced-price students

Counting and Claiming Documentation

A copy of the most recent School Meals Program SM-4012-SL Claim for Reimbursement submitted on MEIS

All meal count records with edits for the review period *(daily, weekly, or monthly)*

Community Eligibility Option Schools (CEO)

Provide documentation verifying the direct certification rate

Menus and Production Records for Review Period from Selected Buildings

Breakfast

Lunch

AfterSchool Snack

On-Site Reviews for All District Buildings

(If not yet completed for current year, provide last year's records.)

Lunch

AfterSchool Snack

Check List for CRE (cont.)

Health Department Sanitation / Safety Inspection Reports

Reports for all district buildings

A copy of the most recent report for each building posted in a publicly visible location

Complete Verification File for District

Copies of original Free and Reduced Price School Meals Family Application with attached Verification documentation (*i.e., letters, copies of check stubs, and all calculations made by school district personnel*)

Letter from Department of Human Services with verification of case numbers (*if applicable*)

Completed Verification Summary Sheet (*see Administrative Policy #4 SY 2009-10*)

A copy of the Local Educational Agency Review System (LEARS) summary page

Paid Lunch Equity (PLE)

Copy of Paid Equity tool

http://www.michigan.gov/documents/mde/pletool_355770_7.xls

Documentation of non-federal funds used to cover the required revenue if meal price was not increased

Paid Lunch Equity questions and answers

http://www.michigan.gov/documents/mde/SP_39-2011-_Revised_s_367565_7.pdf

General Area Items

School calendar of days in session for all building(s) selected

Student-parent input documentation (*yearly requirement*)

Most recent Nutrition Review Analysis, Results, and Plan of Action

Alternate Agreement(s) (*if applicable*)

School Breakfast Outreach documentation

Summer Food Service Outreach documentation

A copy of the Food Service Contract and Commodity Agreement for vended meals (*if applicable*)

Local Wellness Policy (LWP)

SNP-1 Food Service Management Company/Vendor form (*form must be completed and signed, if applicable.*)

Check List for CRE (cont.)

SNP-2 Food Safety and Sanitation form *(form must be completed and signed.)*

SNP-3 Procurement form *(form must be completed and signed.)*

SNP-4 USDA Foods form *(form must be completed and signed.)*

SNP-5 Wellness Policy form *(form must be completed and signed.)*

Fresh Fruit and Vegetable Program (FFVP)

A copy of the most recent Claim for Reimbursement

A copy of the Operational Plan from MEGS+

Procurement documentation

Invoices/Purchase orders including all administrative and operational cost documentation

Sponsor Self-Monitoring Form *(please make sure this is completed by February 1st)*

Nutrition education materials and promotion documentation