

## Meals in the Classroom Monitoring Checklist

Date: \_\_\_\_\_ School: \_\_\_\_\_

<b>Classroom #</b>		<b>Teacher</b>		<b>Meal Type (Circle one)</b>	<b>Breakfast</b>	<b>Lunch</b>	<b>Afterschool Snack</b>
<b>Meal Service Type (circle one):</b> Serving line   Pre-set at desk   Other: _____				<b>Circle one:</b> First Monitoring   Follow-up Monitoring			

<b>REIMBURSABLE MEALS</b>	<b>YES</b>	<b>NO</b>	<b>NOTES, TRAINING OR CORRECTIVE ACTION</b>
Signage on what makes up a reimbursable meal is easily found in the classroom (if implementing OVS for breakfast/lunch, must also have OVS signage posted)			
Teacher/staff understands all of the components required for a reimbursable meal.			
Meal delivery: Teacher/staff checks the meal delivery to ensure all the required components are present before serving students.			
Milk variety: At least two varieties of milk are available. Teacher/staff offers students a choice of the available milk types.			
Special diets/allergies are properly handled. (Special meal is given to the correct student)			
Food safety controls are in place during the distribution of meals. Food is kept at proper temperature until immediately before meal service. Meals are distributed from a clean surface. Student desks/tables are clean and free of debris. Appropriate trash receptacles are available.			
<b>POINT OF SERVICE</b>	<b>YES</b>	<b>NO</b>	<b>NOTES, TRAINING OR CORRECTIVE ACTION</b>
Students select, or are given, all food components in the required amounts for a reimbursable meal.			
Teacher/staff checked off student name right after each reimbursable meal is served. (Teacher/staff checks off name after verifying that the student took the required components before the child sits down to eat.) This task is NOT delegated to students.			
Teacher/staff understands what to do when student doesn't take a reimbursable meal.			
<b>AFTER MEAL SERVICE</b>	<b>YES</b>	<b>NO</b>	<b>NOTES, TRAINING OR CORRECTIVE ACTION</b>
Unserviced meals, due to absences or refusal, are returned to kitchen.			
Meal counts are returned with the unserved meals daily.			
Student leftover food is handled properly (disposed in trash receptacles).			

**The results of this monitoring should be reviewed with the teacher/staff and technical assistance documented above. Repeat monitoring may be required based on the severity of the issues found; the second monitoring must be done within 45 days.**

Signature of Teacher/Staff: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name of Teacher/Staff: \_\_\_\_\_

Signature of the person conducting monitoring: \_\_\_\_\_

Print Name of the person conducting monitoring: \_\_\_\_\_

**Follow Up Needed?    Yes    No**

**Meals in the Classroom Monitoring Checklist INSTRUCTIONS:** Complete one form for each classroom for each meal service. Do not use the same form for multiple classrooms.

To complete form:

1. Choose a classroom and observe their entire meal service. Arrive with the food and stay until all meals are served and counted.
2. Observe what happens with leftover food from student meals and unserved meals.
3. If you check "No" for any area, provide retraining to the teacher/staff and return to this classroom for a follow up review within 45 days.
4. Keep this document on file with other annual onsite monitoring forms that must be completed prior February 1 annually.
5. At each school, observe at least 25% of all classrooms that served meals at least once in the school year. Refer to the "Monitoring review chart for meals served in the classroom" Excel sheet to determine the number of classrooms to be reviewed.

**How to properly count classroom meals using a serving line:**

1. Set out all meal components on clean table to allow students to select a reimbursable meal.
2. At the end of the line, check to ensure that the student has all food items/components for a reimbursable meal.
3. A verbal exchange should occur with the student stating their name, or the teacher/staff stating the student's name and the student responds affirmatively.
4. Meal is counted after each student receives a reimbursable meal.
5. Complete the meal counting form. Place the completed meal counting form with the unserved meals to be returned to the kitchen.

**How to properly count when classroom meals are pre-set at desks:**

1. Reimbursable meals must be set out prior to the arrival of the students to the classroom.
2. Student must not touch their meal until a verbal exchange occurs with the teacher.
3. The teacher must confirm that the student has all required food items/components.
4. A verbal exchange should occur with the student stating their name, or the teacher stating the student's name and the child responds affirmatively.
5. Meal is counted after each child receives a reimbursable meal.
6. Complete the meal counting form. Place the completed meal counting form with the unserved meals to be returned to the kitchen.

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