

CENTRAL OFFICE REVIEW

Reference #:	Date of this Review :	Findings:	RC:
# of District Sites:	Date of last Review :		

SFA:	Person Interviewed:
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Agreements, Contracts and Records

1. Is the Permanent Agreement between the S/A and the Recipient Agency (RA) on file? Yes No
2. Is the Permanent Agreement signed by current Administrator or is a Change of Administrator Form (KY-FD-41A) on file? Yes No
3. If there has been a change in Food Service Director during the current contract period, has a Change in FSD Form (KY-FD-41) been submitted to S/A? Yes No
4. Are all updated attachments being maintained with the Permanent Agreement? Yes No
5. Are required records being held for three years plus the current year? Yes No
6. If R/A has a Food Management Contract, has it been approved the by S/A? Yes No
7. When was the last time the FSD logged into WBSCM?
8. Is the FSD aware of how to track entitlement/ bonus dollars and order USDA Foods on WBSCM? Yes No
9. Does R/A participate in the DOD Program? Yes No
10. What dollar amount of the total Entitlement has been set aside for DOD?
11. What is the remaining balance in DOD Program?
12. Will R/A be able to utilize these remaining funds prior to June 30? Yes No
13. Has NSLP information been disseminated to all Lunchroom Managers? Yes No
14. Are training sessions or manager meetings being held on a regular basis?
15. List topics covered in last managers meeting that involved commodity program:
16. Is R/A aware of all the information available on the Food Distribution website? Yes No

Civil Rights Compliance

17. Is the "And Justice For All" poster in a prominent place within the facility? Yes No
18. Is the nondiscrimination statement included on all printed material? Yes No
19. Has the agency received any discrimination complaint during the past or present fiscal year? Yes No
- If yes, what was the nature of the complaint?
20. Is there a procedure in place to handle complaints? Yes No
21. Has everyone in your agency received Civil Rights training? Yes No

Processing

22. Is R/A having donated foods processed? Yes No
23. If "Yes", give name of Processor.
24. Has contract(s) been approved by S/A? Yes No
25. What type of processing (NOI/FFS) is being utilized?
- Are there any complaints with any State approved processor? Yes No
If yes, describe briefly.
26. Has R/A notified the S/A of any food complaints or problems? Yes No
- If so, are the complaints on file?

Storage

27. Are donated foods stored at any facility other than the state contracted warehouse? Yes No
- If Yes
28. List name/location of facility.
29. If "commercial" facility is used does R/A have a written contract on file? Yes No
30. Are Physical inventories conducted monthly at the commercial facility? Yes No
31. Explain precautions taken during summer months to ensure remaining food is stored properly.
- Describe briefly

Records

32. Are local compliance reviews being completed before February 1 of each school year? Yes No
33. If discrepancies were noted during the compliance review have they been corrected? Yes No
 If No
34. Were instructions provided to ensure corrections have been completed properly?
35. Does the R/A keep accurate records of foods in distributor's warehouse? Yes No
36. Are KY-FD-3 Forms completed properly and promptly? Yes No
37. At the time the KY-FD-3 Form is submitted to Distributor, are all schools notified by the Central Office of foods to be received prior to delivery? Yes No
38. Describe the system in place to follow up on discrepancies in shipment and delivery of USDA foods.
39. Are schools submitting a monthly inventory report? Yes No
40. Does R/A keep USDA Foods stored separately from purchased foods? Yes No
41. Is R/A aware of required procedures regarding the school district's role in case of disaster? Yes No
42. Does R/A have a Disaster Procedure in place? Yes No
43. Is R/A informing school personnel of all food alerts or recalls dealing with USDA Foods? Yes No
44. List product and required action taken by school personnel.
45. Is R/A maintaining written procedures of their district's policy regarding integrated pest management? Yes No

Farm to School

46. Is R/A participating in FTS? Yes No
 If Yes
47. List Producers Names?
48. What is the Dollar Amount Spent?
49. Does the R/A participate in Restaurant Rewards? Yes No
50. Is the R/A a Kentucky Proud Member? Yes No

Comments: