Office of Nutrition Programs & Services

NEW HAMPSHIRE DEPARTMENT OF EDUCATION OFFICE OF NUTRITION PROGRAMS & SERVICES SITE **CORRECTIVE ACTION SUMMARY: NATIONAL SCHOOL LUNCH PROGRAM (NSLP)**

District Name and School(s) Reviewed		Page _____ of _____
Rochester School District		
SAU Number: 54	NHED Staff: Madeline Parker	Date: 1/28/26

An "X" or a "✓" in front of a particular area requires corrective action. All findings, corrective action required, further comments and technical assistance will be outlined in the NSLP Administrative Review Report.
****Subject to change if reviewer identifies further need for corrective action following the exit conference.*

Student Eligibility & Claim for Reimbursement

- ☐ Review Month Meal Counts
- ☐ Review Month Edit Check Report
- ☐ Verification Documents

Comments: _____

Resource Management

- ☐ Non-Program Food Revenue & Compliance with Non-Program Food
- ☐ Catering Invoices/ Documentation of Payments
- ☐ Adult Meals Payment/Pricing
- ☐ Paid Lunch Equity Tool
- ☐ Non-Program Food Revenue Tool
- ☐ Procedures for allowable costs
- ☑ General Ledger
- ☐ Vendor Paid List
- ☐ Equipment Purchases

Other: Missing March 2025 General Ledger

General Program Areas

- ☐ Professional Standards - Hiring
- ☑ Professional Standards - Training
- ☐ Food Safety
  - ☐ Health Inspection
  - ☐ Temperature Logs
  - ☐ Food license
- ☐ Smart Snacks
- ☑ Wellness Policy & Triennial Assessment
- ☐ Meal Charge Policy
- ☑ Meal Charge Policy communicated in writing to households
- ☐ On-site Monitoring Forms not completed
- ☐ Buy American Justification Forms Missing
- ☑ Documentation of 10% Threshold (Buy American)
- ☐ Fresh Fruit and Vegetable Program
- ☐ After School Snack Program
- ☐ Civil Rights
  - ☐ And Justice for All Poster not posted
  - ☐ And Justice for All Poster not visible to public
  - ☐ Procedure for receiving and handling civil rights
- ☐ School Breakfast Outreach
- ☑ Sumer Food Service Program Outreach

Other: _____

Meal Pattern Compliance

- ☐ Menus for review month
- ☑ Production records
  - ☑ Missing required information
  - ☐ Missing
- ☐ Meal Pattern - Day of Onsite
  - ☐ Out of Compliance for Age/Grade Group
  - ☐ Missing Components
- ☐ CN Labels, product formulation statements and/or nutrition labels
- ☐ Menu Certification Worksheets
- ☐ Dietary Specifications/Nutrient Analysis

Other: _____

Day of Review Meal Service & Meal Counts

- ☐ Offer Versus Serve (OVS)
  - ☐ Staff not properly trained on OVS
  - ☐ Signage for OVS not posted
- ☐ Point of Service Meal Counts
  - ☐ Cashier not trained on what constitutes a reimbursable meal
- ☐ Signage posted explaining what is considered a reimbursable meal
- ☐ Meal counts not taken at the point of service
- ☐ Meal counts not accurately recorded
- ☐ Meal counted as reimbursable when components missing

Other/Comments: _____

Certification and Benefit Issuance

- ☑ Free and Reduced Applications Incorrectly Determined
- ☐ Free and Reduced Applications Missing Required Information
- ☐ Direct Certification Documentation Missing
- ☑ Other Benefit Issuance Documentation Missing (homeless, Migrant, Runaway, etc.)
- ☐ Other/Comments: _____

Missing Documents - Must be submitted by: _____

SFSP outreach proof, march 2025 general ledger, planned trainings for rest of the school year (professional standards).

Signature of District Representative ➢	Date Signed *Mo./Day/Yr.*		Signature of NHED Reviewer ➢	Date Signed *Mo./Day/Yr.*
RYCHLIK, D. Supt.	1/28/25		Madeline Parker Digitally signed by Madeline Parker Date: 2026.01.28 14:37:18 -05'00'	