

# Department of Food and Nutrition Visitation Criteria

## III. Meal Program Compliance Visitation

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School OJUS ELEMENTARY Regional Center 2

Location Number 4061 Date of Review: 10/13/2022

Self Contained  Base  Satellite

ADP: Breakfast 88 ADP: Lunch 331

- |     |   |                                      |                          |                                      |
|-----|---|--------------------------------------|--------------------------|--------------------------------------|
| 1.  | Manager adheres to the district menu and standardized recipes. Pre-approved substitutions are documented on Production and Menu Records. (F&N B-6)                                    | <input checked="" type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> N/A            |
| 2.  | Assortment of fresh/canned fruit and 100% fruit juice is offered throughout the serving period according to the district menu.  | <input checked="" type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> N/A            |
| 3.  | Fresh salads/salad bar and/or fresh/cooked vegetables are offered throughout the serving period according to the district menu.   | <input checked="" type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> N/A            |
| 4.  | All meal components meet requirements for reimbursement and correct portion sizes are served. (F&N B-1)   | <input checked="" type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> N/A            |
| 5.  | Offer Versus Serve is in effect. No pre-plating is observed and students choose their menu items. (F&N B-1)   | <input checked="" type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> N/A            |
| 6.  | Cashiers understand, recognize and ensure each tray meets current Offer Versus Serve requirements for reimbursement.  | <input checked="" type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> N/A            |
| 7.  | American with Disabilities Act of 1990 and Discrimination/Harassment posters are visible.   | <input checked="" type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> N/A            |
| 8.  | Offer Versus Serve and "And Justice for All" posters are visible to the students.   | <input checked="" type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> N/A            |
| 9.  | Choices are available to students throughout meal service. Production and Menu Records confirm availability of choices.   | <input checked="" type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> N/A            |
| 10. | Milk is offered in a minimum of 2 fat contents throughout the serving period. (F&N B-1)   | <input checked="" type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> N/A            |
| 11. | Potable water free of charge (water fountain, pitcher, dispenser) is accessible for students during meal service, including at alternate serving areas such as classrooms. (F&N B-16) | <input checked="" type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> N/A            |
| 12. | All menu items for the day are on the overlay, including leftovers.   | <input checked="" type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> N/A            |
| 13. | Cashiers accurately enter each item on the student tray.  | <input checked="" type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> N/A            |
| 14. | All students enter their student ID Number into the keypad.   | <input checked="" type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> N/A            |
| 15. | A verbal identifier is implemented for all students.  | <input checked="" type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> N/A            |
| 16. | Current classroom worksheets or balance reports are available. Staff is familiar with emergency meal accountability plans in the event of POS failure.                                | <input checked="" type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> N/A            |
| 17. | Documentation for students with diet restrictions is on file.   | <input checked="" type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> N/A            |
| 18. | Storeroom Issue Reports are easily accessible, completed thoroughly and accurately.   | <input type="radio"/> Yes            | <input type="radio"/> No | <input checked="" type="radio"/> N/A |
| 19. | Production and Menu Records are completed on a daily basis and are up-to-date. (F&N C-6)  | <input checked="" type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> N/A            |
| 20. | Production and Menu Records accurately reflect all required data  |                                      |                          |                                      |
| a.  | meals planned   | <input checked="" type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> N/A            |
| b.  | recipe numbers  | <input checked="" type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> N/A            |
| c.  | all menu items and condiments   | <input checked="" type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> N/A            |
| d.  | portion sizes   | <input checked="" type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> N/A            |

- e. portions planned  Yes  No  N/A
- f. factor portions/factor portions code  Yes  No  N/A
- g. quantity of food used/quantity of food used code  Yes  No  N/A
- h. portions prepared  Yes  No  N/A
- i. portions brought forward  Yes  No  N/A
- j. portions leftover/portions leftover code (if any)  Yes  No  N/A
- k. portions served  Yes  No  N/A
- l. POS counts  Yes  No  N/A
21. Production and Menu Records document sufficient amounts of prepared food to meet the requirements for reimbursable meals for the number of meals claimed. Calculation: total portions served of reimbursable items ÷ total meal counts (including adults and employees) must be greater than or equal to 3. (F&N C-6)  Yes  No  N/A
22. The following documents are filed together for each serving period in an organized manner and are readily accessible: Storeroom Issue Report, District Weekly Menu, and Meal Service Temperature Records.  Yes  No  N/A
23. Meals served outside of the cafeteria:
- a. Meals are offered to all students regardless of eligibility.  Yes  No  N/A
- b. Rosters are completed at the POS (not prior). Checkmarks are made on rosters at the time each student receives their meal.  Yes  No  N/A
- c. Rosters are signed and dated by staff member distributing the meals.  Yes  No  N/A
- d. Completed rosters are promptly returned to the Food Service Manager.  Yes  No  N/A
- e. "And Justice For All" poster is visible at POS.  Yes  No  N/A
- f. Meal distribution observed complied with procedures.  Yes  No  N/A
- g. Choice of milk in 2 fat contents is offered.  Yes  No  N/A
- h. Upon receipt of rosters, Manager verifies attendance bulletin against names checked off on rosters before entering meals into computer.  Yes  No  N/A
- i. Manager verifies accuracy of names entered by printing POS Meal Report(s) and comparing to rosters.  Yes  No  N/A
- j. Rosters, attendance bulletin and Meal Report(s) are filed with daily records.  Yes  No  N/A
- k. Electronic CRCRs are completed, if needed.  Yes  No  N/A
24. All food service employees are trained regularly to meet the professional standard requirements; rosters are completed, filed at school and readily accessible upon request. (F&N G-16)  Yes  No  N/A
25. All food service employees received Civil Rights compliance training and signed roster is posted.  Yes  No  N/A
26. Staff avoids overt identification.  Yes  No  N/A
27. Procedure is followed when Analysis of Meals Served Report for Schools Exceeding ISIS Authorization is received.  Yes  No  N/A
28. Electronic CRCRs are completed as required: Day End Procedure aborted, correcting errors/omissions to daily data, and to enter data due to power failure.  Yes  No  N/A
29. The Wellness Policy is posted and staff is familiar with its content.  Yes  No  N/A
30. The Outside Line Sales Report is used for accountability of ALC items sold without a POS system. (F&N E-7)  Yes  No  N/A
31. Sales of competitive food and beverages comply with district policies, including vending machines. Non-food service sales (i.e.: PTA, athletic clubs, etc.) comply with the district Wellness policy. Non-compliance issues shall be addressed with school administration.  Yes  No  N/A

This review reflects findings observed on this date.

Comments, notes and observations during this review.

Meal procedures observed were organized and in compliance at Ojus ES.

Required Corrective Action (followup within 45 days)

Satisfactory

Off-Site Visitation Required

On-Site Visitation Required

Required By Date

Principal or Designee  
MARTA MEJIA  
Select...



Food Service Manager/Satellite Assistant  
TASHARA JONES  
Select...



Food Service Administrator  
Audra Wright

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