



# DEPARTMENT OF EDUCATION


Townsend Building  
401 Federal Street Suite 2  
Dover, Delaware 19901-3639  
<http://education.delaware.gov>

Cindy Marten  
Secretary of Education  
(302) 735-4000  
(302) 739-4654 - fax

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## MEMORANDUM

**TO:** School Nutrition Supervisors  
Single Unit and Special School Administrators

**FROM:** Aimee F. Beam, MS, RD   
Director, Nutrition Programs

**RE:** **SY 2025-2026 Operational Memo #6**  
**On-Site Review Monitoring Requirements**

Per 7 CFR Part 210.8(a)(1), each school year (July 1 to June 30), School Food Authorities (SFAs) must perform no less than one on-site review of the meal counting and claiming system and the readily observable general areas of review identified under 7 CFR Part 210.18(h) in each school operating the National School Lunch Program (NSLP) and in 50% of the schools operating the School Breakfast Program (SBP). Please note, the on-site review monitoring requirement applies to all SFAs.

The on-site review must take place prior to February 1 of each school year. If the review discloses problems with a school/site's meal counting and claiming procedures or general observable review areas, the SFA must ensure that the school/site implements corrective action, and within 45 days of the on-site review, conduct a follow-up on-site review. Copies of your on-site review(s) must be available during an Administrative Review. If the on-site review has not been completed, this is considered a finding.

The United States Department of Agriculture (USDA) Food and Nutrition Service (FNS) Office has provided prototype on-site review forms, one for breakfast and one for lunch; both forms are attached. If you have any questions regarding the process, please contact us at 302-857-3356.

Attachments: USDA Prototype On-Site Reviews - Breakfast; USDA Prototype On-Site Reviews - Lunch

cc: Nutrition Team