

**Audit Items and Corresponding Scores**

1 Pt - No audit risk or threat to safety but do not comply with DJJ policy  
 2 Pt - USDA audit risks which may result in monetary penalties such as loss of reimbursement  
 3 Pt - Risk to youth or staff safety and/or carry an audit finding on a mandatory ACA standard  
 +1 Pt - Areas repeatedly identified but not corrected will carry an additional 1 point penalty

Penalty	Repeat Error Penalty	Audit Item	Type	NSLP Assessment Coverage
2	3	1.) Meal Production records are accurate and up to date	Paperwork & Reports	#2, Readily Observable General Areas
2	3	2.) ACP Production Records are accurate and up to date	Paperwork & Reports	
2	3	3.) ACP Rosters are complete for all school days and accurately reflect reimbursability	Paperwork & Reports	
3	4	4.) Food Temp Logs are complete, accurate, and within appropriate range	Paperwork & Reports	
3	4	5.) Equipment Temperature Logs are complete and temperatures are within appropriate range and corrective actions recorded when needed	Paperwork & Reports	
3	4	6.) Food Cooling Logs complete and include saved leftovers	Paperwork & Reports	
2	3	7.) Culinary Tool and Meal Time Tracking Forms are complete and correct	Paperwork & Reports	
2	3	8.) Meal Count Records accurately reflect reimbursable and non-reimbursable meals served and JTS submissions	Paperwork & Reports	
1	2	9.) Correctly logging adult meals and transition centers in JTS	Paperwork & Reports	#5, #8, #9, #10, Meal Counting and Claiming System
1	2	10.) Sanitation Log are complete daily, weekly and monthly	Paperwork & Reports	#4, #5, Meal Counting and Claiming System
2	3	11.) There is evidence that month end inventory reports are accurate	Paperwork & Reports	
3	4	12.) K-25 (Employee physicals) and K-30 (Employee Reporting Agreement) forms completed for calendar year	Paperwork & Reports	
1	2	13.) Civil Rights completed for calendar year	Paperwork & Reports	#2, Readily Observable General Areas
3	4	14.) Food Allergy in-service completed for calendar year	Paperwork & Reports	
1	2	15.) GAND Diet manual is present and available	Paperwork & Reports	
1	2	16.) HACCP Binder present and up to date	Paperwork & Reports	
1	2	17.) Menus are posted in dining hall and kitchen	Paperwork & Reports	
1	2	18.) Civil Rights poster is present and posted	Paperwork & Reports	
3	4	19.) DPH Health inspection report is present and posted	Paperwork & Reports	
1	2	20.) Health inspections are completed twice per year	Paperwork & Reports	
3	4	21.) Health permit is present and posted	Paperwork & Reports	
3	4	22.) DPH Quick Decision Guide is posted for employees	Paperwork & Reports	
3	4	23.) ServSafe Certificates are present and posted	Paperwork & Reports	
3	4	24.) There is evidence to support that the intranet is checked regularly and that diets and updates are printed out as appropriate.	Special Diets	
3	4	25.) All active diet menus are printed out.	Special Diets	
3	4	26.) Special diet foods are on hand as needed	Special Diets	
3	4	27.) Special diet food temperatures are recorded	Special Diets	
1	2	28.) Special diet foods are listed on production records	Special Diets	
3	4	29.) Hand washing sign posted	General Safety & Sanitation	#2, Readily Observable General Areas
3	4	30.) Employees wash hands as appropriate	General Safety & Sanitation	#2, Readily Observable General Areas
3	4	31.) Handwashing sink is set up with single use paper towels and trash bin	General Safety & Sanitation	#2, Readily Observable General Areas
3	4	32.) Sanitizing and soap bins are set up at active work stations	General Safety & Sanitation	#2, Readily Observable General Areas
3	4	33.) Heat or chemical sanitizers are within range	General Safety & Sanitation	#2, Readily Observable General Areas
3	4	34.) Rags are stored appropriately	General Safety & Sanitation	#2, Readily Observable General Areas
3	4	35.) Dishwasher is at correct wash and rinse temperature	General Safety & Sanitation	#2, Readily Observable General Areas
3	4	36.) Max temperature thermometers are available and working	General Safety & Sanitation	#2, Readily Observable General Areas
3	4	37.) All temperature controlled food storage areas have thermometers	General Safety & Sanitation	#2, Readily Observable General Areas
3	4	38.) All temperature controlled food storage areas are within appropriate range	General Safety & Sanitation	#2, Readily Observable General Areas
3	4	39.) Equipment is in working order or has work orders placed with appropriate follow up		#2, Readily Observable General Areas
3	4	40.) Equipment is clean and free of buildup and debris	General Safety & Sanitation	#2, Readily Observable General Areas
3	4	41.) Surfaces are clean and free of buildup and debris	General Safety & Sanitation	#2, Readily Observable General Areas
3	4	42.) Floors are reasonably clean and clear of hazards such as ice, water, or grease	General Safety & Sanitation	#2, Readily Observable General Areas

This institution is an equal opportunity provider.

**Audit Items and Corresponding Scores**

1 Pt - No audit risk or threat to safety but do not comply with DJJ policy  
 2 Pt - USDA audit risks which may result in monetary penalties such as loss of reimbursement  
 3 Pt - Risk to youth or staff safety and/or carry an audit finding on a mandatory ACA standard  
 +1 Pt - Areas repeatedly identified but not corrected will carry an additional 1 point penalty

Penalty	Repeat Error Penalty	Audit Item	Type	NSLP Assessment Coverage
3	4	43.) Food storage areas are clean, organized and with food items stored in appropriate proximity of floors and ceilings and in correct storage order	General Safety & Sanitation	#2, Readily Observable General Areas
3	4	44.) Food is labeled and dated properly, including freeze and thaw dates where applicable	General Safety & Sanitation	#2, Readily Observable General Areas
3	4	45.) Open foods and/or leftovers are properly resealed, labeled, and dated	General Safety & Sanitation	#2, Readily Observable General Areas
3	4	46.) All food is within expiration date	General Safety & Sanitation	#2, Readily Observable General Areas
3	4	47.) Employee food is stored in a designated area with label and date	General Safety & Sanitation	#2, Readily Observable General Areas
3	4	48.) Frozen foods are thawed using an approved method	General Safety & Sanitation	#2, Readily Observable General Areas
3	4	49.) The food service area is free of pests and rodents	General Safety & Sanitation	#2, Readily Observable General Areas
3	4	50.) Meals items and portion sizes are served according to the approved cycle menu with variations only for approved substitution	Observations: Meal Service	
3	4	51.) Meals are served at the appropriate temperature, with hot foods at 135 degrees or above, and cold foods at 40 degrees or below	Observations: Meal Service	
2	3	52.) There is evidence to support that recipes are followed regularly and accurately	Observations: Meal Service	
2	3	53.) Water is available and a choice of milk is provided to each youth	Observations: Meal Service	#2, Readily Observable General Areas
2	3	54.) Youth receive a fully reimbursable meal at breakfast and lunch	Observations: Meal Service	
2	3	55.) The approved point of service requirement for meal counting, clickers or rosters, are used at the point of service and recorded for reimbursement claims	Observations: Meal Service	#1, #2 Meal Counting and Claiming System
1	2	56.) All staff responsible for monitoring and counting meals can correctly identify a reimbursable meal	Observations: Meal Service	#3, #6, Meal Counting and Claiming System
1	2	57.) Youth have the opportunity for a 20 minute meal	Observations: Meal Service	
3	4	58.) The Culinary Tool and Meal Time Tracking form is recorded in real time during lunch service and accurately reflect meal times, meal reimbursement, meal counts, and spork counts	Observations: Meal Service	#2, #4, #5, Meal Counting and Claiming System
1	2	59.) Master schedule shows less than 14 hours between dinner and breakfast the following morning	Observations: Meal Service	
1	2	60.) Culinary Tool and Meal Time Tracking Forms support adherence to the master schedule	Observations: Meal Service	
1	2	61.) Leftovers are returned to inventory or discarded appropriately	Observations: Meal Service	
1	2	62.) Trays are visually appealing	Observations: Meal Service	
3	4	63.) Shadow board is organized and easy to assess for accountability	Tool Control	
3	4	64.) All tools are shadowed on board	Tool Control	
3	4	65.) Tools are logged in and out correctly and should be placed on shadowboard immediately after use.	Tool Control	
3	4	66.) Tool accountability is recorded 3 times per day	Tool Control	
3	4	67.) Broken tools are removed from the kitchen and surplus tools are inventoried, stored and locked appropriately	Tool Control	
3	4	68.) All chemicals are stored appropriately	Chemical Control	
3	4	69.) SDS sheets for all chemicals on hand are present	Chemical Control	
3	4	70.) Perpetual chemical logs are accurate and up to date	Chemical Control	
3	4	71.) Chemicals are labeled accurately	Chemical Control	
3	4	72.) Body fluid cleanup kit is available	Chemical Control	
3	4	73.) Chemicals are within expiration, including eyewash stations and body fluid spills cleanup kit	Chemical Control	
1	2	74.) Chemicals are used for their intended purpose	Chemical Control	
3	4	75.) A first aid kit is available and accessible to staff	Staff	
3	4	76.) Staff wears hair and/or beard restraints where necessary	Staff	
3	4	77.) Staff is free of all jewelry with the exception of a smooth ring	Staff	
1	2	78.) Uniform or approved alternative is worn by all staff	Staff	
3	4	79.) Staff refrain from wearing fake eyelashes or nails and nail polish	Staff	
3	4	80.) Staff report to work in good health, free of any illness that should restrict or exclude them from working in the kitchen	Staff	

This institution is an equal opportunity provider.