

## EEC Weekly Compliance Checklist

### Completed Weekly by the Food Service Manager

Circle Yes or No for each statement - Take immediate corrective action for each question with the answer of "No"

Week Ending Date:			Corrective Action		
<b>Required Posters are Posted</b> <i>At a prominent location visible to Parent, Staff &amp; Children.</i> — “And Justice for All” poster, post in two locations — Current Menu with substitutions listed — Current License Permit	Yes	No			
<b>Meal Counts are Conducted at the Point of Service</b> — Record reimbursable meals served per table per classroom for seated children on the EEC Daily Meal Record Form.	Yes	No			
<b>Meal Served Per CDE Approved Serving Time</b> — Meal service time must be followed according to approved service time. Breakfast 8:30-9:00, Lunch 11:30-12:00	Yes	No			
<b>Daily Meal Record Accurately Completed</b> — All information on the form is complete, true, and verified by Food Service Staff Signature	Yes	No			
<b>EEC Snack Daily Transport Record Accurately Completed</b> — All information on the form is complete, true, and verified by EEC Staff Signature	Yes	No			
<b>Special Diets are Compliant</b> — Special Diet Forms are complete and filed in EEC Binder — Appropriate Meal Substitutions are available	Yes	No			
<b>HACCP Procedures are Followed</b> — Food temperature recorded during production, at meal service time & at completion of service. Filed in EEC Binder. — Refrigerator/Freezer Temperature Log posted and completed. — No personal items or outside food items are in the Refrigerator/Freezer. — EEC Staff & Food Service Staff are wearing gloves during service	Yes	No			
<b>Attendance Supports the Meal Counts</b>	Yes	No			
<div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <b>Five Day History - Edit Check</b>   Complete this five day reconciliation to confirm meal counts do not exceed the number of students in attendance. </div> <div style="width: 40%;"> <b>Breakfast Meal Count</b>   <b>Lunch Meal Count</b>   <b>Attendance Count</b> </div> </div>	Monday	Tuesday	Wednesday	Thursday	Friday

*Signature certifies that the information is true & correct and in accordance with Food Services policies and procedures.*

Food Service Manager Signature \_\_\_\_\_

DATE \_\_\_\_\_