

**Administrative Review**

**Purpose of the Administrative Review:**

- ✓ Ensure USDA Program Requirements are being met
- ✓ Provide an opportunity for individualized Technical Assistance

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**Administrative Review**

What happens during a review?

What are you looking for?

How do I prepare?

How long will you be here?

What happens if you find something wrong?

What documents will be looked at?

What staff will you talk to?

What schools will you visit?

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**Administrative Review**

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School Meals Administrative Review

Critical Areas

General Areas

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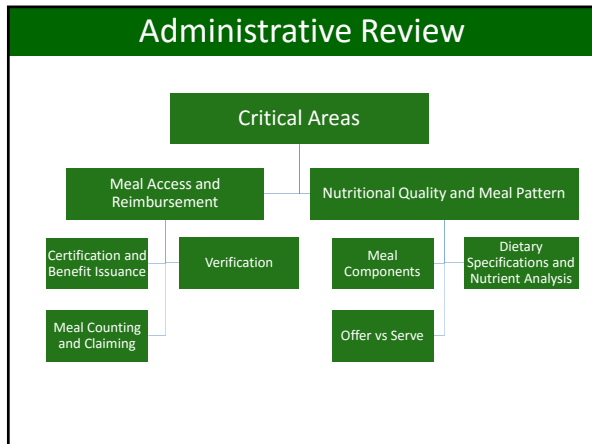
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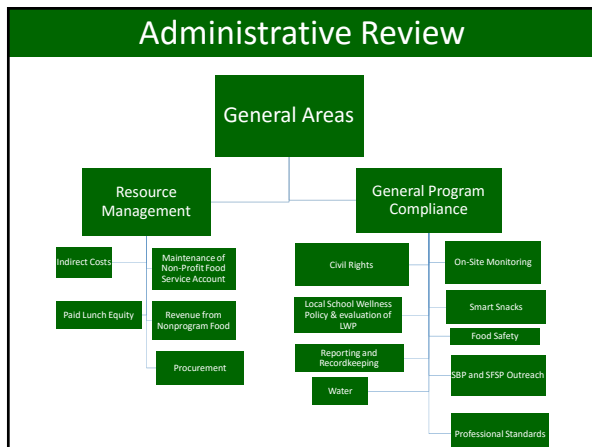
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- ### Administrative Review - Steps
- 1) Off-Site Assessment tool sent
  - 2) Complete and return Off-site Assessment tools
  - 3) Schedule letter
  - 4) Request for Benefit Issuance Document
  - 5) Specialist communicates details of visit
  - 6) On- site Review
    - ✓ Entrance conference
    - ✓ Meal Access / BID
    - ✓ Meal observations / menu
    - ✓ General Areas
    - ✓ Exit Conference
  - 7) Complete and submit all Corrective Action
  - 8) Review is closed (final letter)

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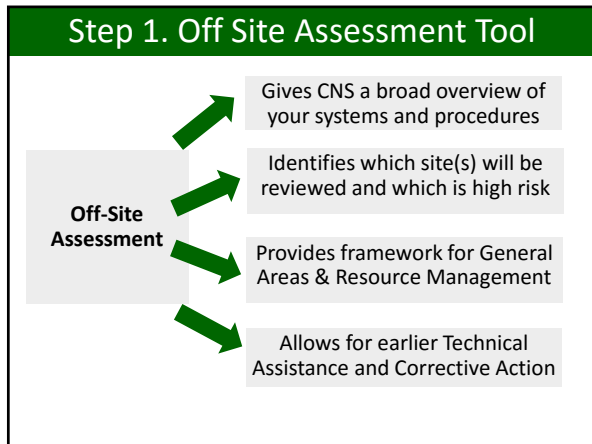
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### Step 1. Off Site Assessment Tool

**SCHOOL MEALS ADMINISTRATIVE REVIEW  
OFF-SITE ASSESSMENT TOOL  
2016-17**

OFF-SITE ASSESSMENT TOOL

Section I: General Information Review

Section II: Meal Access and Reimbursement

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- ### Step 2. Complete / Return Off-Site Assessment Tool
- 1) Off-Site Assessment tool sent
  - 2) Complete and return Off-site Assessment tool
  - 3) Schedule letter
  - 4) Request for Benefit Issuance Document
  - 5) Specialist communicates details of visit
  - 6) On- site Review
    - ✓ Entrance conference
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### Administrative Review - Steps

**Complete and return  
Off-site Assessment Tool**

- ✓ Due September 1<sup>st</sup>
- ✓ Don't wait until the last minute – the tool is LONG
- ✓ Questions can be directed to your program specialist
- ✓ TA and Corrective Action completed prior to review
- ✓ Tools to be returned:
  - ✓ Paid Lunch Equity
  - ✓ Non-Program Foods Tool
  - ✓ Local Wellness Policy and most recent evaluation
- ✓ Tool not returned?
  - ✓ Comprehensive Resource Management
  - ✓ More time on-site

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### Step 3. Schedule Letter

- 1) Off-Site Assessment tool sent
- 2) Complete and return Off-site Assessment tool
- 3) Schedule letter
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- 6) On- site Review
  - ✓ Entrance conference
  - ✓ Meal Access / BID
  - ✓ Meal observations / menu
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### Step 4. Benefit Issuance Document

- 1) Off-Site Assessment tool sent
- 2) Complete and return Off-site Assessment tool
- 3) Schedule letter
- 4) Request for Benefit Issuance Document
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  - ✓ Entrance conference
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  - ✓ Meal observations / menu
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### Step 4. Benefit Issuance Document

- BID correspondence will be with Chuck Ziara
- Must be sent by secure email (instructions will be provided)
- Statistical Sample
- Purpose



Welcome to the State of Washington secure email portal  
This site provides a secure way of sending sensitive information between providers, customers, vendors and other organizations and the agencies of the state of Washington.  
This service is provided by the state and offers encrypted transmission to protect the contents of your email.

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### Administrative Review - Steps

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### Step 5. Specialist communicates details of visit

- Dates for on-site visit
- What sites?
  - Based on USDA site selection process
  - Provision 2 and CEP sites: If the school selection procedures do not result in the review of a provision school, an abbreviated review is conducted in at least one provision school.
- What meals?
  - Lunch: at all sites selected for review
  - Breakfast: at 50% of sites selected for review
  - After-School Snack: at least one site selected for review
  - At Risk Supper: at least one site selected for review
  - FFVP: at 1 of every 5 sites

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### Administrative Review - Steps

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### Step 6. On-Site Review

**Entrance Conference**

**Purpose:** Discuss Off Site Assessment Tool results and provide an AR overview

**Who Should Attend:** Relevant LEA staff (e.g., Food Service Director, Business Manager, Superintendent)

**How long does it last:** approximately 1 hour

**Location and Time:** to be arranged prior to the AR

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### Step 6. On-Site Review

**Meal Access and Reimbursement:**

- Certification and Benefit Issuance
  - Verification
  - Meal counting and claiming

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**Step 6. On-Site Review**

**Meal Access and Reimbursement:**

Module: Certification and Benefit Issuance		
Does the LEA meet one of the following criteria:	YES	NO
100. <input type="checkbox"/> LEA-wide Special Provision Non-Base Year (Provision 2/3) <input type="checkbox"/> RCCL, <b>without</b> day students <input type="checkbox"/> LEA-wide Community Eligibility Provision <small>Note: If one of the above is checked, skip questions 101 – 205 and proceed to question 300. If the LEA does not meet one of the above criteria answer the following questions (101-205).</small>	<input type="checkbox"/>	<input type="checkbox"/>

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**Step 6. On-Site Review**

**Meal Access and Reimbursement:**

- **Certification and Benefit Issuance**
  - Verification
  - Meal counting and claiming

**Common Review Finding:**  
errors in Flexibility of Eligibility Determination date.

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**Step 6. On-Site Review**

**Meal Access and Reimbursement:**

- Certification and Benefit Issuance
  - **Verification**
  - Meal counting and claiming

**Common Review Finding:**  
incorrect sample size, incorrect use of Direct Verification, not meeting the deadline.

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**Step 6. On-Site Review**

**Meal Access and Reimbursement:**

- Certification and Benefit Issuance
  - Verification
  - Meal counting and claiming

**Common Review Finding: Meals are incorrectly counted at the Point of Service.**

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**Step 6. On-Site Review**

**Meal Access and Reimbursement:**

- Certification and Benefit Issuance
  - Verification
  - Meal counting and claiming

**Common Review Finding: no edit checks on meal counts**

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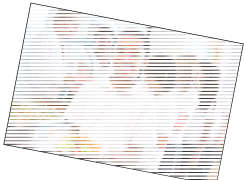
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**Step 6. On-Site Review**

**Meal Observation – Day of Review (DOR)**

**Prior to meal service:**

- Will Meal Pattern be met?
- Menu, Production Record, Product Documentation
- Check 'general areas'



**During meal service:**

- Observe POS procedures
- Ensure all meals claimed for reimbursement are counted correctly

**After meal service:**

- Collect a DOR Meal Count

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**Step 6. On-Site Review**

**Meal Observation – Day of Review (DOR)**

**Common Review Finding:**

Meals containing less than ½ Cup of fruit or vegetable, or less than 3 components at the POS!

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**Step 6. On-Site Review**

**Menu Review – Month of Review (MOR)**

MOR is the month PRIOR to the onsite visit

- Randomly select one full week from the MOR for assessment
- Need detailed daily production records for MOR
- Need ALL product documentation for meals claimed for reimbursement at sites selected for review

**What if we find errors?**

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**Step 6. On-Site Review**

Please organize all supporting documentation and production records **IN ORDER BY DAY**

**Monday Menu: Chicken Nuggets with Whole Grain Roll, Steamed Broccoli, Carrots, Apple Slices & Milk**

Folder or Binder should contain:

- Monday production record
- Associated product documentation including:
- CN label/Manufacturer Specification for Chicken Nuggets
- Product Formulation Statement/Label for Roll
- Associated recipes or product documentation necessary to validate meal pattern for fruits & veggies

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### Step 6. On-Site Review

**Production Records:  
Always fill out to completion!**

Menu Item	Recipe or Product #	Planned Portion Size	Planned # of Servings	Total Planned Quantity	Component Contribution			
					Meat/Poultry	Grain/Bread	Fruit	Vegetables
Chicken Nuggets		5 ea	50		2	1		
WG Roll		1 ea	50			1		
Broccoli		½ C	50					½
Carrots		½ C	50					½
Apple Slices		1 C	50			1		

**Common Review Finding:  
forgetting to indicate planned portion size!**

And remember-we want to see the *used* version of your production records, no need to make copies!

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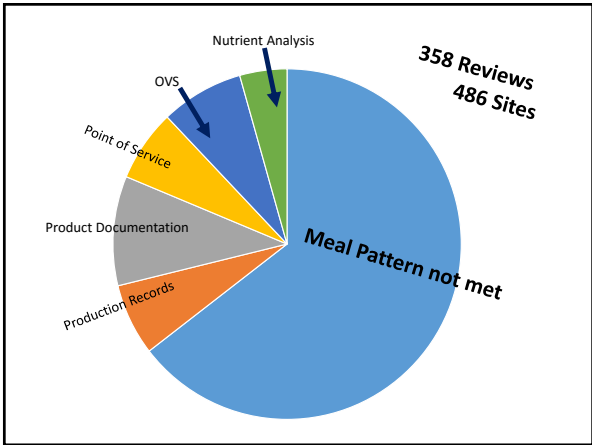
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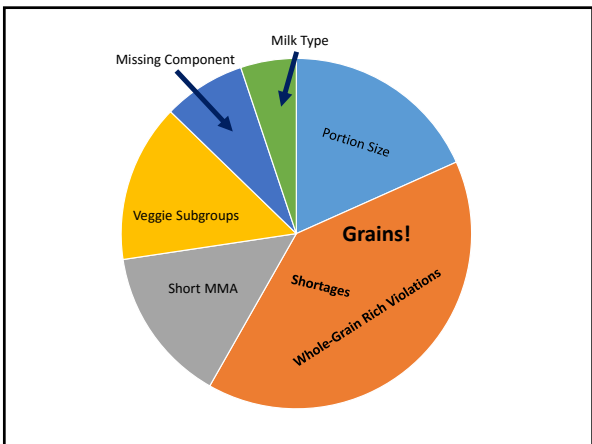
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**Step 6. On-Site Review**

**General Areas**  
Record Keeping & Reporting  
Water Availability  
On-site Reviews  
Food Safety Manuals & Procedures  
Posting of the most recent Health Inspection  
Smart Snacks  
Professional Standards  
Civil Rights

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**Step 6. On-Site Review**

**General Areas**  
On-site Reviews  
Food Safety Manuals & Procedures  
Posting of the most recent Health Inspection  
Smart Snacks  
Professional Standards  
Civil Rights

Common Review Finding:  
On-Site Visits did not identify areas of concern;  
were found to be checked boxes,  
rather than a review of the systems.

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**Step 6. On-Site Review**

**General Areas**  
Food Safety Manuals & Procedures  
Posting of the most recent Health Inspection  
Smart Snacks  
Professional Standards  
Civil Rights

Common Review Finding:  
Health Inspections not posted, temperatures  
inconsistent, some small districts without FS Manuals.

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## Step 6. On-Site Review

**General Areas**

Smart Snacks  
 Professional Standards  
 Civil Rights

**Common Review Finding:**

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## Step 6. On-Site Review

1100: What are the food sale policies?

**General Areas - Smart Snacks**  
Module: Smart Snacks

1103: Who is responsible for tracking Smart Snack Compliance?

1101: What is the process for determining compliance?

1102: How does the LEA account for accompaniments ?

**Common Review Finding:**  
District and Food Services were not working together as a whole to ensure district wide compliance

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## Step 6. On-Site Review

**Smart Snacks Product Calculator Results**

Brand: Lisa's

Product Name: Tortilla Chippies

Serving Size: 30.00 g

First Ingredient: cornmeal

Your whole grain product meets all nutrient standards for entrees or snack foods for snacks.

**Nutrition Facts**

Serving Size 30.00 g

Servings Per Container

Amount Per Serving

<b>Calories</b> 150	<b>Calories from Fat</b> 45
<b>Total Fat</b> (g) 5	
Saturated Fat (g) 1.5	
Trans Fat (g) 0	
<b>Sodium</b> (mg) 120	
<b>Carbohydrates</b>	
Sugars (g) 2	
Vitamin D (%) NA	Potassium (%) NA
Calcium (%) NA	Dietary Fiber (%) NA

**Common Review Finding:**  
Documentation inaccurate or incomplete

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## Step 6. On-Site Review

**General Areas  
Professional Standards**



**Common Review Finding:**  
Professional Standards Plan is not developed and staff have not met training hours

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## Step 6. On-Site Review

**General Areas  
Professional Standards**

**Professional Standards**

- Guide to Professional Standards - USDA
- USDA Professional Standards Learning Objectives
- Professional Standards Reference Sheet
- Professional Standards Q and A



**Common Review Finding:**  
Professional Standards Tracking & Training did not include Key Areas & Key Topic Codes

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## Step 6. On-Site Review

**General Areas – Local Wellness Policy**



**Local School Wellness Policy**

Each LEA that participates in the National School Lunch Program or other federal Child Nutrition programs is required by federal law to establish a local school wellness policy for all schools under its jurisdiction.

**Requirements:**

- LEAs must have a current Wellness Policy
- LEAs must designate one or more school official(s) to ensure Wellness Policy compliance at each school under its jurisdiction
- LEAs must make the Local Wellness Policy available to the public, encourage public comment and input
- LEAs must have a plan to review and update the School Wellness Policy
- LEAs must make stakeholders aware of their ability to participate in the development, review, update and implementation of the Local Wellness Policy
- LEAs must provide annual progress report with update of each school's progress in meeting wellness goals and a summary of wellness events and make that assessment available to the public.
- LEAs must assess progress made in attaining goals and wellness policy compliance and compare to model wellness policies every three years

**Tools to get**

The information in this section were developed and organized to serve as a tool for schools to successfully implement their wellness policies. All documents in the section are the actual information that your school's name and specific contact information. They may then be printed and used at your school community.

- Sample Letter to District/County (Word)
- Sample Policy for School Staff (Word)
- Sample Policy for School Community and Parents (Word)
- School Communication and Assessment (PDF)
- Business Operations Location (PDF)
- Healthy Living (PDF)
- Information on Child Nutrition as a Service (PDF)
- Healthy Living Assessment (PDF)
- Checklist
- Appendix 1 - School District Administration and Reports (Word)
- Appendix 2 - School Principals (Word)
- Appendix 3 - Foodservice (Word)
- Appendix 4 - Teachers (Word)
- Appendix 5 - Physical Education Activities (Word)
- Appendix 6 - Parents (Word)
- Appendix 7 - Students (Word)
- Appendix 8 - Wellness Committee, Implementation and Wellness Plan (Word)
- Professional (PDF)

**Common Review Finding:**  
Local Wellness Policy was not updated, implemented, or evaluated

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**Step 6. On-Site Review**

**General Areas - Civil Rights**

**Updated Non-Discrimination Statement**

- The **full statement** should be provided in the major documents that addresses the program
- **Short statement** may be used when the document is small and cannot realistically include the full statement without changing the nature of the document

**Common Review Finding:**  
Civil Rights Updated Statements on Webpages and incorrect statement on menus

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**Step 6. On-Site Review**

**General Areas  
Civil Rights**



**New Poster!**

**Display "anywhere program benefits are available"**

**Common Review Finding:** Forgetting to have poster in unique service areas (ie: serving snack in the library)

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**Step 6. On-Site Review**

**General Areas – Civil Rights**

**Staff Training**

- Meal Pattern Training: Part 3 [PowerPoint](#)
- Breakfast Meal Pattern Training [PowerPoint](#) | [Handouts](#)
- New Meal Pattern Overview [PowerPoint](#) | [Handouts](#)
- Whole Grains [PowerPoint](#) | [Handouts](#)
- Vegetable Sub groups [PowerPoint](#) | [Handouts](#) | [Worksheet](#)
- Offer vs. Serve [PowerPoint](#) | [Handout](#)
- Offer vs. Serve Breakfast [PowerPoint](#) Updated 8/2014
- [Civil Rights Training](#) [PowerPoint](#)

**Common Review Finding:**  
Civil Rights Training Specific to Food Services

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**Procurement**

- **SP01-2016 Procuring Local Meat, Poultry, Game and Eggs in Child Nutrition Programs**
- **SP02-2016 Questions and Answers on the Transition to an implementation of 2 CFR Part 200**
- **SP03-2016 Procurement Standards and Resource Management Requirements related to Franchise Agreements**
- **SP12-2016 Guidance on Competitive Standards for Program Operators**
- **SP45-2016 Draft Tool for Local Agency Procurement Reviews of SFAs**

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**Step 6. On-Site Review**

**Exit Conference**

- Conducted at the end of the onsite review
- Outlines review findings, identifies any corrective action
- All Corrective Action will have an associated 'DUE DATE'
- Time and location of the exit conference are determined during the onsite Administrative Review
- Superintendents, Business Manager, and/or any School/Facility Administrators that oversee School Food Service are encouraged to attend

Common Review Finding:  
Corrective action must be submitted by due date listed on the exit summary

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**Administrative Review**

**AR Findings may result in:**

- ✓ Technical Assistance
- ✓ Corrective Action
- ✓ Fiscal Action

Or a combination of the above

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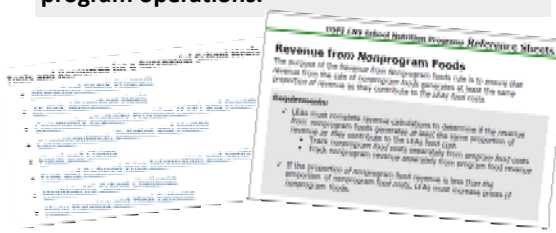
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### Technical Assistance

**Technical Assistance means help or advise provided to the district staff by your program specialist to help improve school meal program operations.**



<http://www.k12.wa.us/childnutrition/programs/nsllbp/default.aspx>

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### Step 7. Corrective Action

**Corrective Action means actions required to correct any violation, practices and training identified during the Administrative Review.**

**Goal:** to ensure that previously deficient practices and procedures are revised system-wide.

- **Corrective Action Plan = "Homework"**
  - Due Date = submitted and approved
  - Implemented District-wide
  - Is permanent

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### Fiscal Action

- **Critical Areas**
  - ✓ Performance Standard 1: Meal Eligibility; Meal Counting and Claiming; Claim Consolidation
  - ✓ Performance Standard 2: Reimbursable meals must comply with meal pattern requirements
- **Program Specific:** SBP, NSLP (ASP), SSO, CACFP, FFVP, SMP
- **USDA Disregard:** less than \$600 per program

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**Administrative Review**

**Finding that may result in Fiscal Action:**

**Performance Standard 1:**

- ✓ Benefit Issuance Errors
- ✓ Meal Counting and Claiming Errors
- ✓ Claim Consolidation Errors

**Performance Standard 2:**

- ✓ Missing Meal Components
- ✓ Non-reimbursable meals (during observation)
- ✓ Repeat finding of meal pattern violations

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**Step 8. Review Closed / Final Letter**

- All corrective action is completed & approved.
- Fiscal action is resolved.

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**Administrative Review**

**Administrative Review Reports are now required to be posted to our webpage**

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## Administrative Review

**Resources:**

- CNS – NSLP Program Application and Requirements webpage
- ✓Administrative Review Reference Sheet
- ✓Program Requirements List
- ✓USDA Off-Site & On-Site Tools
- ✓Meal Pattern and Production Records
- ✓Reference Sheets covering most topics

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## Questions and Answers



**Thank You!**

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