Administrative Review Webinar Questions and Answers

1) **Q: Could you explain the Civil Rights announcement?**

   A: The Civil Rights announcement and public release are one in the same and corresponds to Question 801 on the Off-Site Assessment Tool. Question 801 requires submission of the public release. The request for the Civil Rights announcement should have been accurately named 'Public Release' on the Offsite Assessment Tool. The LEA can distribute its own public release, consider requirement met with the [Public Release](#) sent by OSPI – CNS through the OSPI Communications Department, or use the [sample public release](#) available on the Child Nutrition Service webpage. When the district chooses to distribute its own public release, a copy should be included with the Off-Site Assessment Tool. *RCCIs are not required to submit a public release unless enrollment includes day students.*

2) **Q: If the district uses the OSPI – CNS Public Release, what document should be submitted with the Offsite Assessment Tool?**

   A: If the district uses the Child Nutrition Services [sample public release](#) or the [OSPI - CNS Public Release](#) document that is distributed through the OSPI Communications Department, make a notation on the Off-Site Assessment Tool Question 801. If the district distributes its own public release document, submit a copy with the Offsite Assessment Tool.

3) **Q: Is the Letter to Households that is mailed with the application sufficient for the Public Release?**

   A: No. The Public Release and the Letter to Households are two separate requirements. The letter to households is required to accompany the free and reduced application. The public release is discussed in questions 1 and 2 of this Q&A.

4) **Q: If we offer a snack program at only one of our sites and that site is not selected for review, will it be reviewed as a separate site?**

   A: Generally, the number of programs that are operated at a site increases that site's chances of being selected as the review site. The assigned Specialist will work with the district to determine which sites will be selected for review.

5) **Q: What is the edit check document that should be available during the review?**

   A: The edit check document will vary depending on the type of meal counting system used. The edit check document should show the attendance factor applied to the number of meals served for each eligibility category: free, reduced, and paid. Edit checks ensure that the number of meals claimed does not exceed the attendance adjusted number eligible. If edit checks are exceeded, a notation should be made that explains why meal counts are high. The USDA calculated attendance factor is 93.8%.

6) **Q: Should edit checks be reviewed daily or weekly?**

   A: Edit checks are daily. [Point of Service Meal Counting Reference Sheet](#)

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7) Q: Can you provide a link to the Paid Lunch Equity and Non-Program Food Tool information?

A: [Paid Lunch Equity](#) – [Non Program Food Revenue](#)
[Instructions for completing the PLE Tool SY2016-17](#)
[PLE Tool SY2016-17](#)
[USDA Non-program Revenue Tool](#)

8) Q: Do we need the Non-Program Food Revenue Tool if we don't sell a la carte?

A: If there are no a la carte sales, the Non-Program Food Revenue Tool is not required. However, if you sell single milk and adult meals, the Non-Program Food Revenue Tool is required.

9) Q: Because the Non-Program Food Revenue Tool is due September 1st, it won't include new a la carte items added for SY 16-17. Is this okay?

A: The Non-Program Food Revenue Tool that is submitted with the Off-Site Assessment Tool is completed most likely during the 15-16 school year which assessed if the revenue requirement was met and likely informed a la carte prices for SY 16-17.

10) Q: Are we supposed to keep all non-program food bills separate for the Non Program Food Revenue Tool?

A: There is no requirement to separate bills/invoices. Please refer to our [reference sheet](#) on this topic for guidance.

11) Q: What documents are to be sent with the Offsite Assessment Tool?

A:

- Local School Wellness Policy

- Paid Lunch Equity Tool (not need for non-pricing, Provision 2, or Community Eligibility Provision district-wide)

- USDA Non-Program Revenue Tool (if applicable)

- Civil Rights Public Release (if using something other than the one sent out by OSPI Communications Department)

- The most recent assessment of the Local School Wellness Policy

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12) **Q: Can you give an example of what you mean by the most recent assessment of the Local School Wellness Policy?**

A: Wellness policies need to be implemented and be effective. USDA states that LEAs must conduct an assessment of the wellness policy every 3 years, at a minimum. This assessment must determine compliance with the wellness policy, how the wellness policy compares to model wellness policies, and progress made in attaining the goals of the wellness policy.

http://www.fns.usda.gov/sites/default/files/tn/LWPsummary_finalrule.pdf

The LEA may have its own assessment tool. A resource that you may use is the Wellness Policy Best Practices Toolkit. There is section about assessment and a sample assessment form that you may use.

Implementation, Assessment and Updating the Wellness Policies

13) **Q: Do Residential Child Care Institutions (RCCI) need a Local School Wellness Policy?**

A: Yes, every public school district, private school, and RCCI that participates in school meal programs must have a Local School Wellness Policy.

14) **Q: The full non-discrimination statement does not fit on our documents. Must we include the full statement?**

A: The full statement is required for all major documents that address the program, media announcements, and webpages. Major documents that address the program are meal application materials, including notification of eligibility letters, as well as verification materials. The short statement may be used on small documents less than one page that cannot realistically display the entire statement (example: menus).

Civil Rights Reference Sheet

15) **Q: Does this webinar count towards the professional standards training requirements?**

A: Yes. Training credit slips have been sent to attendees.