Administrative Review Checklist
School Nutrition Programs

The School Nutrition Administrative Review process consists of an off-site assessment and an on-site visit. You are required to answer a series of questions in CNPweb and upload several documents. The reviewer will specify the review period and due dates via email.

*Special Provision 2 Non-Base Year (years 2-4) and CEP must not collect Free/Reduced Applications therefore Items with an asterisk (*) are not applicable for these schools.

Step 1: Answer Off-site Assessment Questions in CNPweb Prior to the On-site Review

There are several sections of questions to be answered prior to the on-site review. Log into CNPweb, select SNP, current program year, select 'E-Reviews' at the top of the screen. Follow the instructions in the *CNPWeb E-Review Quick Guide.*

Step 2: Upload Documents in CNPweb Prior to the On-site Review

Follow the instructions in the CNPWeb E-Review Quick Guide. When uploading documents, please name each document so it is clear what it is.

Meal Pattern Compliance
Upload documentation for all meal types (breakfast, lunch, FFVP, afterschool snack) for the assigned review period
☐ Menus
☐ Completed Production records for a 5-day week
☐ Standardized recipes for components with more than one ingredient
☐ Child Nutrition (CN) labels or product formulation statements for processed meat/meat alternate and combination meat/meat alternate and grain items
☐ Nutrition facts panel and ingredient list for grain items (unless product formulation statement of CN label is provided)
Copies or photographs of labels must be from the actual product used, NOT printed labels from the manufacturer or distributor website.

Certification and Benefit Issuance*
☐ A list of all F/R students in the district, their eligibility status, and date of eligibility determination. This list must come directly from the point of service system and be in Excel format.
☐ Copy of free/reduced-price eligibility notification letter
☐ Copy of free/reduced-price ineligible notification letter
☐ Copy of direct certification notification letter
Eligibility documents must have the federal and state non-discrimination statements

Resource Management
☐ District/program procedures to ensure that only allowable costs are charged to the nonprofit school food service account

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☐ Detailed General Ledger for the SNP from March of the previous school year

☐ Vendor paid list – a report from the business office with a list of vendors paid from the SNP from the previous school year

☐ If contracting meals form a vended meal provider, a copy of the signed contract

☐ Documentation for equipment purchases over $5,000 of the previous school year (not including equipment purchased from equipment grant funds)

General Program Areas

☐ Wellness Policy

☐ Wellness Policy Triennial Assessment documentation

Step 3: Documents to Have Available for the On-Site Review:

Student Eligibility & Claim for Reimbursement

☐ Month of Review Claim Documents and Edit Check Report
- o Point of service meal counts used in the claim for reimbursement
- o Edit Check Report – Meal counts by day compared with enrollment and attendance adjusted enrollment. For traditional operations, meal counts should be listed by F/R/P. For CEP and Non-Base Year Special Provision 2 schools, meal counts will be listed as total meals.   Meal counts must match the count the meal counts used in the claim for reimbursement.

☐ Approved and denied Free and Reduced-price Meal Benefit Applications, Direct Certification lists from NEO and other documentation used to determine student eligibility *

☐ Verification documents, if applicable: *
- Original household application
- Verification notification letters
- Documentation of verified income
- Documentation follow-up efforts with unresponsive households
- Notice of adverse action
- Documentation from the point-of-service demonstrating change in student eligibility status as a result of verification, if applicable

Resource Management

☐ Documentation for non-program Food Revenue (catering, adult meals, a la carte)
Examples include:
- Catering invoices & documentation of payment
- Adult meal payments

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General Program Areas

☐ Professional Standards Documentation
- Annual training documentation and tracking for <u>all</u> School Nutrition program staff
- Annual USDA Civil Rights training documentation for all staff assisting with SNP
- Hiring standards documentation for School Nutrition Director If hired after July 1, 2015:
  - Highest level of education achieved
  - Education achievement certificates
  - Years of school nutrition program experience
  - Sanitation training completed

☐ Food Safety
- Food Safety Standard Operating Procedures (SOPs)
- Current and Previous Health Inspection Reports
- Documentation of a Certified Food protection Manager in each kitchen
- Food and equipment temperature logs
- Thermometer calibration log

☐ On-site Monitoring Forms completed prior to February 1st (not required for single school SFAs). Provide the prior year if current year is unavailable.

☐ Smart Snacks – documentation that items sold are compliant

☐ Fresh Fruit & Vegetable Program (if applicable)
- Produce and supply invoices
- Large equipment purchases (must be approved prior to purchase)
- Timecards/Payroll records
- On-site monitoring forms completed prior to February 1st

☐ NSLP Afterschool Snack Program (If applicable)
- Menu for month of review
- Production records (if not previously submitted)
- On-site monitoring forms completed within the 1st 4 weeks and again later in the year
- Documentation of educational or enrichment activities at the site
- Point of service meal counts
  - If site is not area eligible (less than 50% F/R), snack counts must be recorded by student name and claimed by F/R/P

Step 4: Respond to Corrective Action (if applicable)

The reviewer will send the administrative review report within 30 days of the on-site review. If there are findings, corrective action will be required. The SFA must respond to corrective action in CNPweb by the due date. If responses are not sufficient, the reviewer will request additional information. Once corrective responses have been accepted, a final notice will be sent closing the review.

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