Maine Department of Education

Child Nutrition

Maine Department of Education

Administrative Review Training

Agenda

- Pre-review Activities
- Tour of CNPweb E-Reviews
- Review Areas
- Procurement Reviews
- Get Started in CNPweb

School Nutrition Reviews

- We are on a 5-year cycle
- Federally Required Reviews
  - Administrative Review (AR)
  - Procurement Review
- Both reviews are done during the same year
- Follow-up reviews take place as necessary

Review Timeline

- Letter notifying superintendent
- Email FS director/contact with review details
- Off-site documentation in CNPweb
- Pre-review phone call
- On-site review/Exit conference
- Review report/Corrective action
- SFA response to corrective action
- Final letter to close review

Pre-Review Activities

- Off-site questions completed in CNPweb
- Documents uploaded into CNPweb
  - Pre-visit checklist

Child Nutrition Website

Programs→ NSLP → Review Information

- Programs
- CNPWeb/NEO
- Student Eligibility & Applications
- Financial
- Legal References
- Webinars and Training
- Contacts and Events

Administrative and Procurement Reviews

SY2023 Reviews

Please see the School Review Schedule SY2023 (pdf) to mark your calendar and use the following documents to prepare for the review process.

NOTE: Due to findings, complaints, or other information provided to the state agency additional reviews may be added.

Preparing for Reviews

- Admin Review Sponsor Manual (CNPWeb)
- SNP Administrative Review Checklist
  Administrative Review Training
- Procurement Review Tool
  Procurement Review Training

Required Documents to Submit for the Administrative Review

The Offsite Tool and Corrective Action are completed in CNP Web; https://me.cnpus.com/cnp/Login. Contact Pam at pamela.partridge@maine.gov for access. Below is an *Administrative Review Quick Guide* with directions and screenshots on how to use this new tool.

- SY23 CNP Web Administrative Review Quick Guide for SFAs

Required Document to Submit for the Procurement Review

Tour of CNPweb E-Reviews

Pre-Visit Checklist

Documents uploaded into CNPweb

SNP Administrative Review Pre-Visit Checklist

DOCUMENTS TO UPLOAD INTO CNPWeb WHEN COMPLETING OFF-SITE QUESTIONS

- ☐ Benefit Issuance Document (e.g., Student Master List used to maintain a student's eligibility status)
- ☐ Breakfast and lunch menus for the **week of review** and all supporting documentation. This includes completed production records for 5 consecutive days, along with corresponding recipes, Child Nutrition (CN) labels and other product labels. Labels must be photocopies or photographs of the original, not printed labels from the manufacturer or distributor. Labels must also show the nutrition facts and ingredients.
- ☐ Documentation of itemized program revenues (subsidies received, a la carte, meal sales and town appropriation if applicable) for March 2022*
- ☐ Documentation of itemized program expenses (food, labor and other costs) for March 2022*
- ☐ Documentation of any SY 2022 equipment purchases over $5,000*
- ☐ SY2022 Year-end balance sheet
- ☐ FFVP menu for the review period if applicable
- ☐ Afterschool Snack menu for the review period if applicable
- ☐ Production records for afterschool snacks served during the first week of the review period

* Please note, financial documentation from the prior school year will be reviewed. Paid Lunch Equity (PLE) will not be required/reviewed for resource management this year due to a USDA waiver.

DOCUMENTS TO HAVE AVIALABLE AT THE TIME OF ON-SITE REVIEW

- ☐ Current school year training documentation (including date, agenda, sign-in sheets) of Civil Rights training pertaining to the USDA Child Nutrition Programs for all staff
- ☐ Professional standards training documentation and tracking form for all School Nutrition program staff
- ☐ Completed On-site Monitoring Forms (found on our website) for all schools in the SFA completed before February 1st when applicable). Provide prior year if current year is unavailable.

Tips for Organizing Pre-Visit Documents

- Clearly label documents
- Menu documentation
  - Label by meal and day
    - i.e. Monday lunch production record, lunch recipes, labels, etc.
- Benefit issuance/Master List- submit as Excel (requirement)
- Will make for smoother review process for everyone

View All Review Documents

E-Review Documents

Content	No.	File Name	Upload Date	Upload By	Action
E-Review		District Information ~ Policies.pdf	4/13/2022	kmartin	
E-Review		District Information ~ Task #1.pdf	4/13/2022	kmartin	
E-Review		District Information ~ Task 2.pdf	4/13/2022	kmartin	
E-Review		District Information ~ Task 3.pdf	4/13/2022	kmartin	
E-Review		Food Service Phone Call Audit.pdf	5/5/2022	kmartin	
E-Review		General Areas ~ Tasks 10-15.pdf	4/13/2022	kmartin	
E-Review		Meal Access ~ Task 4.pdf	4/13/2022	kmartin	
E-Review		Meal Access ~ Task 5 Continued.pdf	4/13/2022	kmartin	
E-Review		Meal Access ~ Task 5.pdf	4/13/2022	kmartin	
E-Review		Meal Access Task 6.pdf	4/13/2022	kmartin	
E-Review		Meal Pattern ~ Task 7.pdf	4/13/2022	kmartin	
E-Review		OHHS March 2022.pdf	5/19/2022	kmartin	
E-Review		Questionnaire.pdf	4/13/2022	kmartin	
E-Review		report for OHHS March Meal Counts.pdf	5/16/2022	kmartin	
E-Review		Resource Management ~ Task 8 & 9.pdf	4/13/2022	kmartin	
E-Review		Tick Sheets ~ OHHS March 2022.pdf	5/19/2022	kmartin	

Review Areas

Review Areas

- Meal Access & Reimbursement*
  - Performance Standard 1
- Meal Pattern & Nutritional Quality*
  - Performance Standard 2
- Resource Management
- General Program Compliance
- Other Federal Program Reviews

PS1: Meal Access & Reimbursement

1. Certification and Benefit Issuance
2. Verification
3. Meal Counting and Claiming

Verifying that meals claimed for reimbursement were served only to eligible students.

PS1: Meal Access & Reimbursement

Certification & Benefit Issuance:

Reviewing the approval of Free and Reduced Priced applications to ensure the correct benefits are being extended to eligible students and that they are claimed properly for reimbursement

Certification and Benefit Issuance

Off-site → **On-site**

- Answer questions in CNPweb E-Reviews
- Submit benefit issuance file in CNPweb (Excel)*

- Review student eligibility documents
  - Applications
  - DC lists
  - Letters
- Review denied applications

Benefit Issuance Documentation

Electronic list (Excel) of **all** free and reduced priced students in the district

- Do not include withdrawn or paid students
- List to be pulled from the Point of Service (POS)
- List should be pulled during the Review Period/Review Month
- Benefit Issuance Document Must Include:
  - Student Name
  - Eligibility Status
  - Method of approval (Income, Foster, DC, …)
  - Date of approval
  - School

Off-site Benefit Issuance Documentation

Sample Benefit Issuance List

Student Name	Benefit Status	Method of Certification	School Name	Approval Date
Walter Beesley	F	DC	Smith ES	9/2/2015
David Hartley	R	Income Application	Harrison MS	8/30/2015
Sarah Platt	F	SNAP Application	Jones HS	9/10/2015
Gail Lombardi	F	Foster	Jones HS	9/2/2015

On-site Benefit Issuance Documentation

- Approved meal benefit applications
  - How do you sort and store applications?
- Denied meal benefit applications
- Direct certification lists
- Homeless/Migrant/Head Start lists
  - Application has check box for Homeless/Migrant. Be sure to follow up with the appropriate person and maintain documentation.

Common Review Findings

- ✓ 30-day carryover not implemented correctly
- ✓ Incomplete Meal Benefit Applications
- ✓ Miscategorized Applications- math errors
- ✓ Incorrect SNAP/TANF number
  - ✓ Format must be 8 digit plus letter
- ✓ Missing documentation (Keep ALL DC lists)
- ✓ Not converting to annual income when different frequencies of income are reported
- ✓ Incorrect non-discrimination statement on letter sent home

Verification

Off-site

- Answer questions in CNPweb E-Reviews

On-site

- Review:
  - Verified Applications
  - Tracking documentation
  - Letters
  - Income documentation

Verification

- Was it completed on time?
- Used correct method (error prone)
- Compare verification report to documentation
- Follow-ups were made (use tracking form)
- Notification letter met standards
- Copies of all correspondence kept
- Eligibility status changes

Verification

Internal Use Only

HOUSEHOLD FILE CONTROL FORM

Head of Household Name: _____

Date Selected: _____ Notification Sent: _____

Response Due: _____ Second Notice Sent: _____

Response Due: _____ Missing Information: _____

_____

DOCUMENT ALL TELEPHONE CONTACTS ON REVERSE SIDE OF THIS PAGE.

Date Reduction/Termination Notice Sent: _____

Food Stamp/TANF Household — Income Household: $_____ Monthly

Confirmed By -	Confirmed by -
[ ] Predetermined Eligibility List	[ ] Wage stubs
[ ] Food Stamp/TANF Office	[ ] Written documents (Explain below)
[ ] ATP Card	[ ] Collateral Contacts (Explain below)
[ ] Other:_____	[ ] Agency Records
[ ] Eligibility not confirmed	[ ] Other:_____

Explanation:_____

_____

Verification Result:

[ ] No Change [ ] Reduced to Free [ ] Free to Reduced [ ] Ineligible

Reason For Change: [ ] High Income [ ] Refused to Cooperate
[ ] Food Stamp/TANF Eligibility Not Confirmed
[ ] Other - include self denial

Signature of Verifying Official: _____

Verification Notification and Tracking Forms

https://www.maine.gov/doe/schools/nutrition/studenteligibility

Common Verification Errors

Did not use the correct method

- Must be ‘error prone’ unless receive permission
- Mark error prone applications when approving

Incorrect sample size - double check the math!

- A family application who is on direct certification is NOT included in the number of applications

Not following timeline protocol

Eligibility changes not made timely

Incorrect math used with paystub

Meal Counting and Claiming

Off-site

- Complete questions in CNPweb E-Reviews
- Submit claim from the *Review Period*

On-site

- Review meal counts by day for review month
- Review *edit checks*
- Observe POS procedures
- Meal counts for day of review

PS1: Meal Access & Reimbursement

Meal Counting & Claiming

- Electronic or Manual System
- A point of service system that accurately counts reimbursable meals by category (F/R/P) at each school
- Ensures only one meal per student
- Reimbursable meals were consolidated accurately at each school and at the SFA
- Correct meal counts were used in the Claim for Reimbursement

Meal Counting and Claiming

Off-Site Questions

What type of back-up system is in place?

How often are cashiers and substitute cashiers trained?

How are these things handled?:

- Offer vs Serve
- Incomplete Meals
- Second Meals
- Visiting Student Meals
- Adult/Non-Student Meals
- Student Worker Meals
- A La Carte Sales
- Field Trips
- Lost/forgotten IDs/Tickets
- Charging/Pre-paid Meals
- Students without funds
- New students without approved benefits

Meal Counting and Claiming

On-Site Procedures

- Validating information on SFA application
- Validate Claim for Reimbursement
- Observe POS Procedures
  - Oversight at POS ensuring accurate meal counts
  - Eligibility Category
  - Without Overt Identification
  - Alternate serving locations (i.e. classroom)

Meal Counting & Claiming: Common Findings

- Inaccurate meal counts on the claim
- Lack of training for person at POS
- Alternate serving locations (Pre-K meals or Breakfast in the Classroom)
  - Train teachers
  - Consistent monitoring to ensure requirements are being followed

PS2: Meal Pattern & Nutritional Quality

- Meal Components & Quantities
- Offer vs. Serve

PS2: Meal Pattern & Nutritional Quality

Off-site

SFA will submit in CNPweb E Reviews

- Menus
- Completed production records
- Component crediting documentation
- Recipes, labels, etc.

SFA complete:

- Meal Compliance Tool

On-site

- Observe breakfast & lunch preparation
- Observe breakfast & lunch service
- Validate the off-site information

Meal Components & Quantities

Off-Site: Documentation

- Menu (breakfast, lunch)
- Production Records (complete)
- Standardized Recipes – food component contribution, ingredients, serving size, yield
- Crediting Information
  - Nutrition Labels (ingredients and nutrition facts)
  - Child Nutrition (CN) Labels
  - Manufacturer's Product Formulation Statements

- Review before submitting – can you determine how everything credits?
- Submit by deadline to reviewer

Meal Components & Quantities

Off-Site: Documentation

Organize documentation in order by day

Monday's Menu: *Breaded Chicken Patty on a WG Bun, Broccoli, Carrot Sticks, Strawberry Cup, Milk Choice*

Folder should contain:

- Completed PR from Monday
- Product documentation including:
  - CN label for Chicken Patty
  - Ingredient & nutrition facts label for the roll
  - Indication of serving size on PR for fruits & vegetables
  - Labels for milk

Sample Complete Production Record

Lunch Production Record

Date: 9 / 27 / 2015

Preparation Site: DOE High School

OvS: Yes X No _____

Grades 9-12

Menu: Shepherd's Pie w/ WG Biscuit or Deli Bar
Salad Bar
Grapes
Mixed fruit
Milk Variety

LUNCH TOTALS	MEALS PLANNED	MEALS SERVED
STUDENT MEALS		
ADULT MEALS		
TOTAL MEALS		

MENU ITEMS AND CONDIMENTS	RECIPE OR PRODUCT (Name or #)	SERVING SIZE/UTENSIL	TEMPS		COMPONENT CONTRIBUTIONS									ACTUAL SERVINGS		AMOUNT LEFTOVER	PRODUCTION NOTES
			After Cook	Start of Service	Meat/MA	Grain/ Bread	Fruit	Dark Green Vegetables	Red/Orange Vegetables	Legumes	Starchy Vegetables	Other Veg	Total Vegetables	Student	Adult/ A la Carte		
Deli Bar:																	
Sliced Ham	USDA	1.22 oz			1												Sandwiches with no cheese (meat)
Sliced Turkey	USDA	1.6 oz			1												get double meat (cheese).
American Cheese	USDA, .5 oz ea	2 slices			1												
Provolone Cheese	Cheese Head, 1 oz	1 slice			1												
WG Sandwich Bread	CK #546, 28g/slice	2 slices				2											
WG Sub Roll	CK #269, 70g ea	1 ea				2.5											
WG Wrap, 10"	Wrappy, 56g	1 ea				2											
Shepherd's Pie	USDA D-43	1 piece			2							¾ c	¾ c				
WG Biscuit	Pby #5495	1 each				2											
Salad Bar	SB recipe #1	1 Cup						.5	.5	.5	.5	.5	2.5				
Mixed fruit, canned	USDA	½ cup					.5										
Grapes, fresh	Apple Farm	½ c					.5										~14 = ½ cup
Salad Dressing, lf	Recipe #102	2T															
Minimum Daily Lunch Component Totals					2	2	1	.5	.5	.5	.5	.5	2.5				
Weekly component Totals																	

Notes: **This is a sample production record that a Director would give to kitchen staff to complete on the day of service.**

On-Site: Meal Components & Quantities

Meal Observation – Day of Review

Prior to Meal Service

- Will the meal pattern be met?
- Review menu & production records
- Review ‘general areas’

During Meal Service

- Observe POS
- Checking that meals claimed are done so correctly

After Meal Service

- Obtain meal counts by eligibility

Meal Components and Quantities

Offer Versus Serve

- Signage explaining how to select a reimbursable meal – include requirement to select ½ cup f/v
- Staff at POS trained and able to recognize a reimbursable meal

Meal Components & Quantities

Common Findings

- ✓ Insufficient quantities of a component offered
- ✓ OVS not implemented correctly
- ✓ Unallowable milk substitutions
- ✓ Incomplete production records
- ✓ Lack of Standardized Recipes
- ✓ Pre-K not comingled with other students (must follow CACFP meal pattern)
- ✓ Field Trip/Bag Lunches – accountability & meal pattern

Recommendations

- ✓ Check menu & production records
  - Daily/weekly minimums
- ✓ Credit components correctly
- ✓ Observe meal service
  - Is the kitchen following the meal as planned?
  - Can staff accurately identify a reimbursable meal at the POS?
- ✓ Plan a 2G/2M/MA every day

Resource Management

1. Maintenance of the non-profit school food service account
2. Revenue from Non-program Foods
3. Paid Lunch Equity (PLE)
4. Indirect Costs

- Off-site questions 700-712 completed in CNP web

Maintenance of Non-Profit School Food Service Account

- Only allowable costs are charged to the food service account (7 CFR 210.14)
  - Used only for the operation and improvement of the school food service
  - Net cash resources do not exceed three months' average operating expenses

Maintenance of Non-Profit School Food Service Account

- Review Procedures:
  - Answer questions in CNPweb based on prior school year
  - Submit documentation of program revenues and expenses from March 2022
    - Income and expense detail report
    - Sample of invoices/timecards

Revenue from Non-Program Foods

- A la carte, catering (within the school or outside organizations), vending, adult meals, etc.
  - Does revenue from non-program food sales generate sufficient revenues?
- What is the procedure and controls for ensuring all revenue is deposited into the food service account?
- Catering, may review a sample invoice & copy of payment received

Adult Meal Pricing

- Does the price of adult meals cover the expense, including the value of USDA foods?
  - If not, difference must be offset by non-federal funds (i.e. town support, general fund)
- Only food service staff may receive complimentary meals

Paid Lunch Equity (PLE)

- Ensuring compliance with the pricing of paid student lunches
  - Must be equal to or greater that then free federal reimbursement
  - N/A SY 2023

Indirect Costs

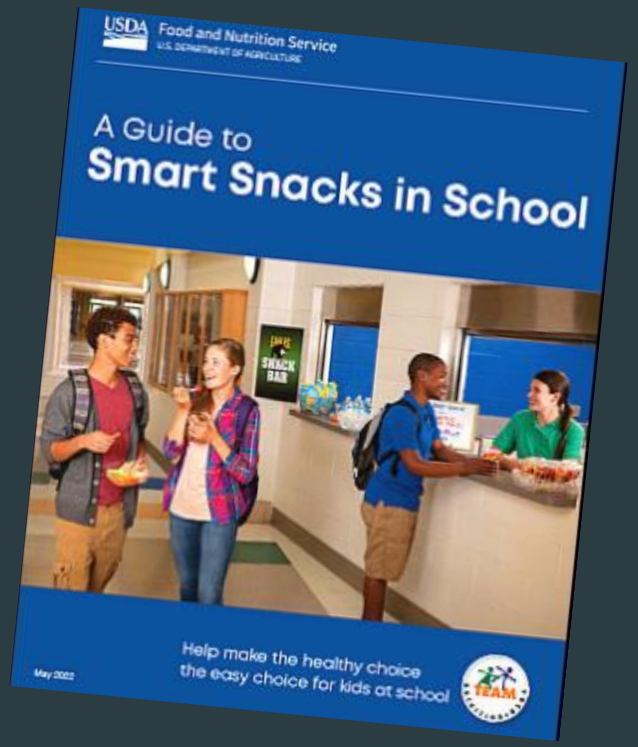
- Ensure no indirect costs are charged to the food service program
  - Cannot charge without prior approval
- Example:
  - Utilities (propane) unless separate meter
  - Percentage of staff time to food service account
    - i.e. custodian, van driver

Common Findings

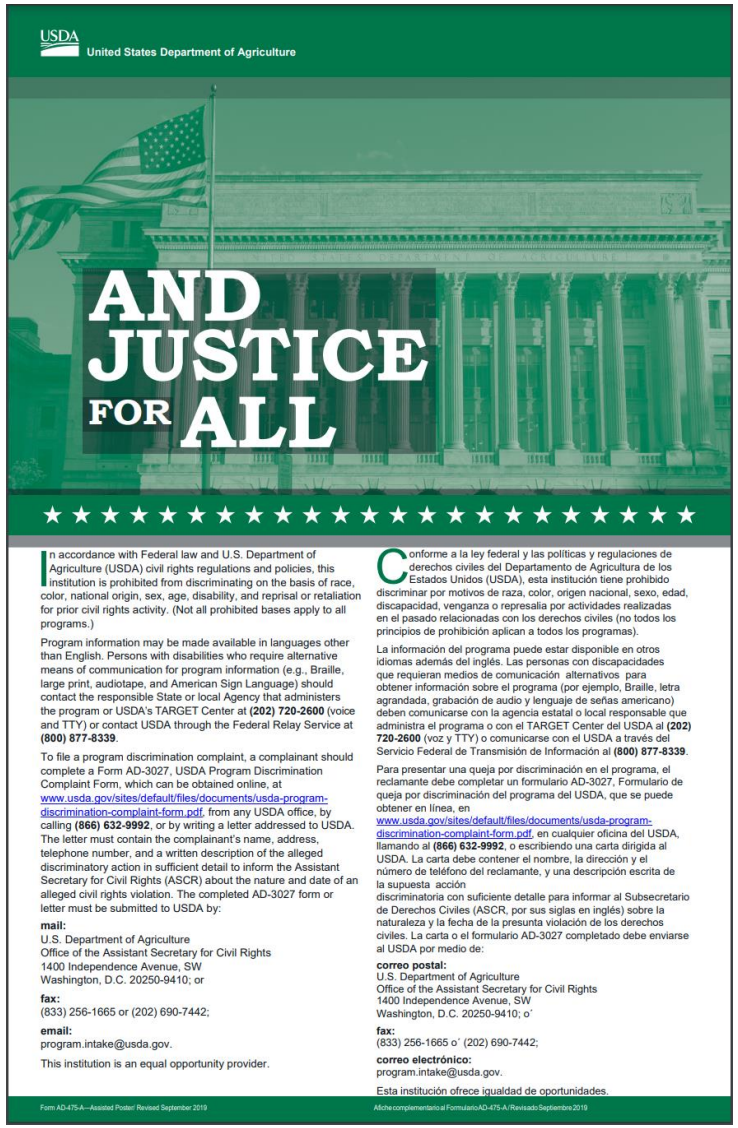
- Not reporting costs accurately
- Propane, utilities. Percentage of staff time charged to program (indirect costs)
- A la Carte program losing money
- Non-program staff being charged to the school nutrition account

General Program Compliance

1. Civil Rights
2. Food Safety
3. Local Wellness Policy
4. Smart Snacks Competitive Foods
5. SFA On-site monitoring
6. Reporting and Recordkeeping
7. Professional Standards



Civil Rights



USDA United States Department of Agriculture

AND JUSTICE FOR ALL

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, and American Sign Language) should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at **(202) 720-2600** (voice and TTY) or contact USDA through the Federal Relay Service at **(800) 877-8339**.

To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online, at www.usda.gov/sites/default/files/documents/usda-program-discrimination-complaint-form.pdf, from any USDA office, by calling **(866) 632-9992**, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

fax:
(833) 256-1665 or (202) 690-7442;

email:
program.intake@usda.gov.

This institution is an equal opportunity provider.

Conforme a la ley federal y las políticas y regulaciones de derechos civiles del Departamento de Agricultura de los Estados Unidos (USDA), esta institución tiene prohibido discriminar por motivos de raza, color, origen nacional, sexo, edad, discapacidad, venganza o represalia por actividades realizadas en el pasado relacionadas con los derechos civiles (no todos los principios de prohibición aplican a todos los programas).

La información del programa puede estar disponible en otros idiomas además del inglés. Las personas con discapacidades que requieran medios de comunicación alternativos para obtener información sobre el programa (por ejemplo, Braille, letra agrandada, grabación de audio y lenguaje de señas americano) deben comunicarse con la agencia estatal o local responsable que administra el programa o con el TARGET Center del USDA al **(202) 720-2600** (voz y TTY) o comunicarse con el USDA a través del Servicio Federal de Transmisión de Información al **(800) 877-8339**.

Para presentar una queja por discriminación en el programa, el reclamante debe completar un formulario AD-3027, Formulario de queja por discriminación del programa del USDA, que se puede obtener en línea, en www.usda.gov/sites/default/files/documents/usda-program-discrimination-complaint-form.pdf, en cualquier oficina del USDA, llamando al **(866) 632-9992**, o escribiendo una carta dirigida al USDA. La carta debe contener el nombre, la dirección y el número de teléfono del reclamante, y una descripción escrita de la supuesta acción discriminatoria con suficiente detalle para informar al Subsecretario de Derechos Civiles (ASCR, por sus siglas en inglés) sobre la naturaleza y la fecha de la presunta violación de los derechos civiles. La carta o el formulario AD-3027 completado debe enviarse al USDA por medio de:

correo postal:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; o´

fax:
(833) 256-1665 o´ (202) 690-7442;

correo electrónico:
program.intake@usda.gov.

Esta institución ofrece igualdad de oportunidades.

Form AD-475-A—Assisted Poster/ Revised September 2019

Afiche complementario al Formulario AD-475-A / Revisado Septiembre 2019

"And Justice for All" poster

- Posted where your customers can see it
- Make sure you have the newest copy!

Civil Rights

- Non-discrimination statement placed on program notifications
- Procedures for receiving and processing civil rights complaints within FNS programs
- Documentation for annual civil rights training for staff
- Accommodating students with special

  dietary needs

Food Safety

On-Site Documentation

- Food Safety Plan (SOP's):
  - Should be <u>customized</u> for each site

- Recordkeeping: Temperature logs, calibration logs
- Recent health inspection posted
- Certified Food Protection Manager (Serv Safe)
  - One per kitchen

- Ghost trays - required by DOE

Local Wellness Policy (LWP)

- Ensure the required elements are in place
- When was it last updated/assessed?
- Check against wellness policy checklist- does your wellness policy measure up?
- Triennial assessment extended to June 2023 (USDA waiver)

Does Your Wellness Policy Measure Up?

A local school wellness policy is a written document that guides a local educational agency (LEA) or school district's efforts to establish a school environment that promotes students' health, well-being, and ability to learn. This optional checklist can be used to review and update your district's wellness policy to ensure it meets all requirements as written in *section 204 of Public Law 111-296 Local School Wellness Policy Implementation.*

☐ District has a current wellness policy. It can be found online at:_____

☐ Date it was last updated: _____

☐ Wellness policy includes measurable goals for:

- **nutrition promotion**
- **nutrition education**
- **physical activity**
- other school-based activities to promote **student wellness**
- **nutrition guidelines** for all foods and beverages available during the school day including
  - -*Smart Snacks in School* nutrition standards for items sold to students.
  - -Polices for foods and beverages, not sold to students, but available throughout the school day (e.g. classroom parties, foods given as reward, classroom snacks, etc.).

☐ Wellness policy addresses **food and beverage marketing**. Maine State statute is as follows:

§6662. Foods outside school meal program

3. Food and beverage advertising. Brand-specific advertising of food or beverages is prohibited in school buildings or on school grounds except for food and beverages meeting standards for sale or distribution on school grounds in accordance with rules adopted under subsection 2.

For the purposes of this subsection, "advertising" does not include advertising on broadcast

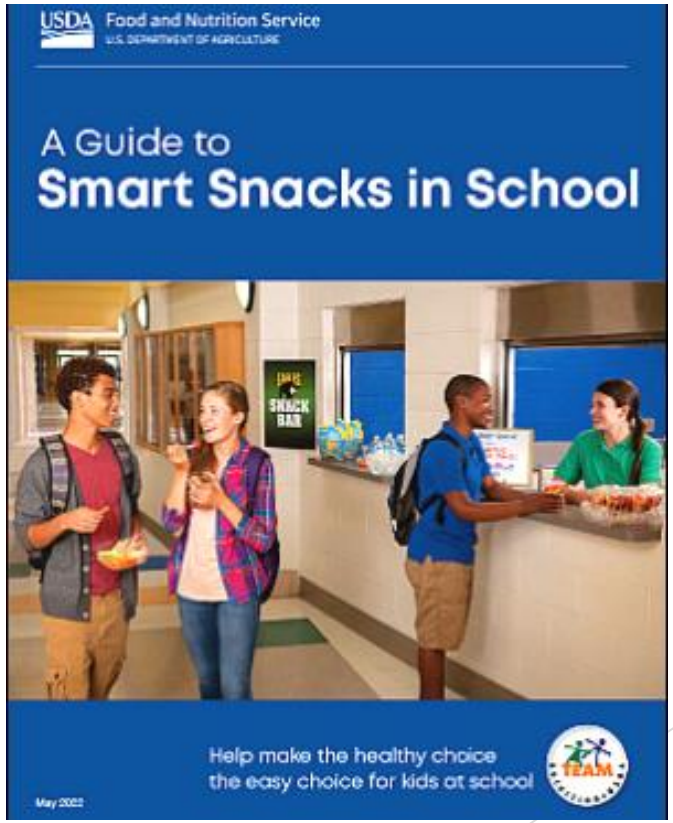
Smart Snacks/Competitive Foods

Standards that pertains to any food and beverage sold to students at school during the school day

- A la carte items
- Vending machines
- School store

Determine if food items meet Smart Snacks standards

- Printouts from Smart Snacks Calculator
- https://foodplanner.healthiergeneration.org/



State of Maine Law- calories must be posted at point of decision for a la carte items

SFA On-Site Monitoring

- SFA's must conduct a review of the counting and claiming system prior to Feb 1st each year
- For districts with 2 or more schools
  - All sites with NSLP
  - 50% of the schools that operate SBP
- Forms are available on our website

On-Site Monitoring - After School Snack Service

- Completed twice each year.
  - First 4 weeks of operation AND
  - 2nd review later in the school year
  - Must be completed during snack service

On-Site Monitoring - Fresh Fruit and Vegetable Program

- Completed by February 1st each school year
- Completed for each FFVP site

Reporting and Record Keeping

Program records must be kept for 3 years plus current!

(menus, production records, student applications, monitoring forms, health inspections)

Financial records must be kept for 7 years

Professional Standards

-Hiring and training standards SFA's must meet to ensure personnel have the knowledge and skills to operate the nutrition programs successfully.

In the current or prior year did staff meet the training requirements?

- Training documentation
- Tracking tool/form used for all school nutrition staff

STAFFING LEVEL	Yearly Hours
Director	12
Manager	10
All Other Staff	6
Part Time Staff, Less than 20 hours a week	4
Acting Temp Personnel	4
Hours Must be meet each School Year	

FRESH FRUIT & VEGETABLE PROGRAM

AFTERSCHOOL SNACK PROGRAM

SPECIAL MILK PROGRAM

Other Federal Program Reviews

Fresh Fruit and Vegetable Program

- Determine if FFVP guidelines are met
- Documentation is kept- invoices/cost documentation
- Widely publicized in school
- Food safety & sanitation
  - How are leftovers handled?
- Are the schools on track with budget?

After School Snack Program

Accountability is taken once snack is received

- 2 different components =reimbursable snack

Fruit/Vegetable offered is ¾ cup serving

Was onsite monitoring conducted? 2x/year

Special Milk Program

Available only to half- day Pre-K and K who do not have access to breakfast or lunch

Eligibility documentation must be kept

Checklist by name if not all students qualify as free

Track number of free and paid milks

Post Review Activities

Exit Conference with Superintendent/Designee

- Corrective Action Plan (CAP) for findings
- Potential fiscal action

Administrative Review Report & Corrective Action

- Emailed to superintendent & FS director
- Mail a hard copy
- CAP documents uploaded into CNP web

Corrective Action

- Any findings will result in corrective action
  - Submit by deadline
    - If 30 days past deadline, have ability to withhold payment
  - Can grant extensions, if needed
- Corrective action responses must be uploaded into CNP web
- Observations: technical assistance only

Example: Missing Meal Component

Corrective Action

- Describe in detail how the finding was corrected
- Show documentation (i.e. production records)
- Fiscal Action for missing meal components (if repeat)

Fiscal Action

What is fiscal action?

- Recovery of overpayment
- Disallowance of meals that should not have been reimbursed

- Assessed for repeat missing meal components, and meal counting and claiming errors

Procurement Reviews

Procurement Review

- Separate review process, but same year as AR
- Desk review process
  - Documents due September 30th
- Separate written report and CAP

Procurement Review Timeline

SFA sends documentation to reviewer by established deadline

SA reviews information and requests invoices and additional documentation

Once review is complete SA will communicate findings with point of contact and email report/corrective action to superintendent

Procurement Review Timeline

Corrective action is received by established deadline (if applicable)

Final letter is sent to close review

Procurement Review Documents

- SY 2023 SFA Procurement Review Questions
- District/School Nutrition Code of Conduct
- District/School Nutrition Procurement Procedures
- SY 2022 Vendor Paid list for School Nutrition Department

- **All emailed to reviewer (PR not in CNPweb)**

Sample Procurement Procedures/Code of Conduct

Template for School Nutrition Programs
Procurement Procedures and Code of Conduct

School Food Authorities (SFAs) may use this template to identify their procurement plan for USDA School Nutrition Programs. Each SFA is responsible for customizing these procedures and ensuring compliance with Federal, State, and Local procurement regulations. Federal purchase thresholds are used in this template: $0-$10,000 micro-purchase; $10,001 - $250,000 small purchase; and over $250,000 formal procedures. However, if a District's purchase thresholds are more restrictive, the more restrictive thresholds must be followed and be reflected in this plan.

A. General Procurement

1. The NAME plan for procuring items for use in the School Nutrition Programs is as follows. The procurement procedures maximize full and open competition, transparency in transactions, comparability, and documentation of all procurement activities.

2. When purchasing an item or items with an aggregate total of $10,000 or less *[insert local amount if more restrictive]*, the NAME will follow micro-purchase procedures. To the extent practicable, the NAME will distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded if NAME considers the price to be reasonable as required by 2 CFR 200.67.

3. For purchases between $10,00.01 and $250,000 *[insert local amount if more restrictive]*, NAME will conduct informal procurement at a minimum. The NAME will draft specifications

https://www.maine.gov/doe/schools/nutrition/financial

Vendor Paid List

- The dollar amount paid to each vendor for the school year
- Must come from district's accounting software
  - Work with your business manager
- Allows us to select invoices for review

REGIONAL SCHOOL UNIT
Vendor History

Report # 39922

Vendor: 196
Posting Dates: 07/01/2018 - 06/30/2019
Vendor Status: Active
Sort By: Vendor Code
Include Remittance Addresses: No
Include Purchase Information: No
Include Distribution Information: No
Include Payment Information: No
Include Student Activity Disbursements: No

Vendor Code	Vendor Name	Vendor Status	Reporting Period	
			Purchases	Payments
196	DENNIS PAPER & FOOD SERVICE	Active	94,369.34	94,369.34

1 Vendor Listed.

Resources

Child Nutrition website- Review Information

https://www.maine.gov/doe/schools/nutrition/programs/nslp/ar

DOE Review Staff-

David Hartley,

Adriane Ackroyd

Sarah Platt

Stephanie Stambach

Michele Bisbee

Kate Fayle

Questions

Get Started in CNPweb