

## 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 1<sup>st</sup> when applicable). Provide prior year if current year is unavailable.
- For school nutrition program directors hired on or after July 1, 2015 please provide the following documentation:
  - Highest level of education achieved
  - Education achievement certificates
  - Years of school nutrition program experience
  - Sanitation training received
- Student meal benefit applications and other documentation of eligibility (e.g., the Direct Certification List)
- Denied applications
- Verification materials used in conducting verification including:
  - Original household application for all verified households from current school year
  - Verification notification letter to selected households for current school year
  - Documentation of verified income and efforts to follow-up with unresponsive households

- Any notice of adverse action
- Documentation from the point-of-service demonstrating change in student eligibility status as a result of verification, if applicable
- Meal counts from reviewed school(s) by day for the review period broken down by free, reduced, and paid students
- Copy of the internal control procedures used to ensure that only allowable costs are charged to the nonprofit school food service account
- Supporting documentation for non- program Food Revenue
  - Examples include:*
    - Invoices
    - Deposit Slips
    - Bank Statements
- FFVP - All supporting documentation for the above claim (if applicable)
  - Invoices (anything claimed on your monthly report)
  - Fresh fruits and vegetables
  - Dips, paper, small equipment
  - Large equipment purchases (must be approved prior to purchase)
  - Payroll records involving FFVP
    - Frontline staff
    - Administrative staff
  - Completed On-site monitoring forms for all schools operating FFVP completed prior to February 1<sup>st</sup>
- Afterschool Snack Service (if applicable)
  - On-site monitoring forms for the two required visits at the selected site
  - Documentation indicating that the approved afterschool program offers educational or enrichment activities
  - Description of the procedure used to ensure accurate counting and claiming of snacks
  - All documentation in support of the claim for reimbursement
  - For programs that are not area eligible, the roster of students receiving snacks for the first week of the review period