**SY 2021 Administrative Review Checklist**

**Requested Documents to Submit as part of the Desk Audit Process**

**Instructions: Please submit the following documents electronically through CnpWeb:** [https://www.cnpwebsite.com/Maine/Login](https://nam03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.cnpwebsite.com%2FMaine%2FLogin&data=02%7C01%7CAdriane.Ackroyd%40maine.gov%7C5331c05e87d64125c7d308d72b0dcbd9%7C413fa8ab207d4b629bcdea1a8f2f864e%7C0%7C0%7C637025210562936083&sdata=Bz1sS1LKM4tor%2BuS4imcBouFkaWAuR4zZTL%2BizVbaOo%3D&reserved=0). **“Day of review” requests information on the day the reviewer would typically be on-site and “review period” requests information for the most recent month that a claim for reimbursement was submitted. The “week of review” pertains to the week chosen for menu documentation. All timeframes will be communicated by your reviewer.**

**District Information**

* Documentation of annual Civil Rights training for SY 2021 (including date, agenda, sign in sheets) for all staff with responsibilities in the school nutrition program.
* Professional Standards training documentation and tracking form for all School Nutrition Program staff for SY 2021.
* Copies of most current on-site monitoring forms for all schools, for all programs operated (breakfast, lunch, FFVP and After School Snack Service, if applicable)
* A copy of the district’s most recent assessment of the Wellness Policy (if available)

**Meal Access and Reimbursement -** *For confidentiality reasons please blackout any student information before sending*

* Direct Certification notification letter
* Denial of benefits notification letter
* Eligibility notification letters for Free/Reduced price meals
* Verification notification letters – initial notification, follow up (if needed), final notification
* Meal counts by day, for the **review period**, broken down by free, reduced, and paid students, for all reviewed schools. One additional month of meal counts will be requested from the reviewer.
* Documentation to verify the most recent claim for reimbursement. This includes all back up documentation used to file the claim for reimbursement.

**Meal Pattern**

* 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.
* Submit the menu and production record for all reviewed schools for the **day of review**.

**Resource Management -** *The Resource Management Review Period is from the prior school year.*

* Documentation of itemized program revenues (subsidies received, a la carte, meal sales and town appropriation if applicable) for SY 2020
* Documentation of itemized program expenses (food, labor and other costs) from SY 2020.
* Documentation of any equipment purchases over $5,000 for SY 2020
* SY2020 Year-end balance sheet

**General Areas**

* Photo of “And Justice for All” poster in its location at all reviewed school(s)
* Photos of reimbursable meal signage for breakfast and lunch at reviewed school(s) in display location
* Copies of the Standard Operating Procedures (SOP’s) requested in the Desk Audit Questionnaire
* Photo of recent health inspection report at reviewed school(s) in display location
* Copies of temperature logs for the **review period**- refrigerators, milk coolers, freezers, and food temperatures (if not recorded on production record)
* Photos of all storage areas in reviewed schools- dry storage, coolers and freezers
* Photos of vending machine items and a la carte in all reviewed schools (if applicable)
* Photos of calories posted for all prepackaged items
* Food fundraiser example (if applicable)
* FFVP menu for the **review period** (if applicable)
* Afterschool Snack menu for the **review period** (if applicable)
* Production records for snacks served during the first week of the **review period** (if applicable)

*Your reviewer my request additional documentation that is needed to complete the Administrative Review*