

Administrative Review Timeline

Lead Reviewer:	
Date of on-site:	

Review Month:	
Review Week:	

SFA/SA	Event/AR Document	Timeline	Due Date
SFA	Site Selection Worksheet (SSW)	One Week after receiving SSW from AC	
SA	Notification of Site(s) Selected	Less than one week after AC receives SSA	
SA	School Information Sheet & SFA Contact Sheet	One week after site(s) selection	
SFA	<i>If only one review school, check for N/A</i> <input type="checkbox"/>	One week after site(s) selection	
	Meal Compliance Risk Assessment Tool (MCRAT)		
SA & SFA	Target Menu Review School	Less than one week after AC receives MCRAT	
SA & SFA	Off-Site Assessment Tool	60 days prior to AR	
SFA	Food Safety Plan: Send to ESteinberg@doe.k12.ga.us	60 days prior to AR	
SFA	Local Wellness Policy	60 days prior to AR	
SFA	Benefit Issuance Document	1st operating Friday of Review Month	
SA	Notification of Benefit Issuance Sample	2nd operating Friday of Review Month	
SFA	Certification Documents for Selected Sample	3rd operating Friday of Review Month	
SFA	Meal Pattern Documents for all review schools: <ul style="list-style-type: none"> • Menus • Production Records • USDA Menu Worksheets • Dietary Specification Assessment Tool (DSAT) 	Friday following the first full week of the review month	
SA	List of required crediting documentation	One week after the menu is received	
SFA	Meal Counting & Claiming: <i>All Schools for the Review Month</i> <ul style="list-style-type: none"> • DE0112 Number of Breakfasts Served Daily • DE0118 Number of Lunches Served Daily <i>Review Schools Only</i> <ul style="list-style-type: none"> • DE0113 Number of Snacks Served Daily 	As soon as the claim is filed for the review period	
SA	Comprehensive Resource Management	Scheduled Date by Resource Management Reviewer	