

## Administrative Review Timeline

My on-site Administrative Review is scheduled for: \_\_\_\_\_

My Review Month\* will be: \_\_\_\_\_

My Review Week\*\* will be: \_\_\_\_\_

My Lead Reviewer will be: \_\_\_\_\_

Event	Person Responsible	Due Date	SFA Due Date
School Selection Worksheet (WS)	SFA	Two weeks after receiving the WS from the AC	
Notification of School Selection	SA	Two weeks after the AC receives the School Selection WS from the SFA	
School Information Sheet SFA Contact Sheet	SFA	One week after school selection	
Meal Compliance Risk Assessment Tool (MCRAT)	SA with SFA	One week after school selection	
Targeted Menu Review School Notification	SA	One week after AC receives MCRAT	
Off-Site Assessment Tool	SA with SFA	60 days prior to AR	
Food Safety Plan: emailed to <b>Dr. Ellen Steinberg</b>	SFA	60 days prior to AR	
Wellness Policy: emailed to the lead AC			
<b>Meal Pattern Documentation</b> <ul style="list-style-type: none"> <li>• USDA Menu Worksheets</li> <li>• Production Records</li> <li>• Menu for All Review Schools</li> </ul> Breakfast and Lunch for the first full week of the review month for each site selected	SFA	Friday following the first full week of review month	

Event	Person Responsible	Due Date	SFA Due Date
Request Specific Crediting Documentation	SA with SFA	Week after menu is received	
Dietary Specification Assessment Tool (DSAT) for targeted Menu School	SA with SFA		
Comprehensive Resource Management and/or Resource Management Technical Assistance	SA	Scheduled date from Resource Management reviewer	
<b>General Areas:</b> <ul style="list-style-type: none"> <li>• Civil Rights</li> <li>• Smart Snacks</li> <li>• Professional Standards</li> <li>• Reporting/Recordkeeping</li> <li>• OVS Training</li> <li>• Buy American documentation</li> </ul>	SFA	30 days prior to AR	
<b>General Area:</b> <ul style="list-style-type: none"> <li>• Temperature logs for review month</li> </ul> <b>Meal Counting and Claiming</b> All Schools for the Review Month: <ul style="list-style-type: none"> <li>• DE0112 Number of Breakfasts Served Daily</li> <li>• DE0118 Number of Lunches Served Daily</li> <li>• DE0113 ASCP Snack Daily Meal and Production Record</li> </ul> Review Schools <ul style="list-style-type: none"> <li>• End of day reports for review schools</li> <li>• Edit check documents</li> </ul>	SFA	As soon as claim is filed	
On-site Review	SA with SFA	Scheduled Date	

\*Review month is the month for which the last claim was submitted.

\*\*Review week is the first full week of the review month.



## List of Items for the Administrative Offsite Review

*Original in Teams Folder*

### **Pre-Visit: Email Lead AC**

- \_\_\_ 1. School Calendar
- \_\_\_ 2. SFA Contact
- \_\_\_ 3. Site Selection Worksheet
- \_\_\_ 4. School Info Sheet
- \_\_\_ 5. Off-Site Assessment Tool and Dietary Specification Tool (with Area Consultant)

### **200 Verification:** (only if you collect applications in SY 2022)

- \_\_\_ 6. Verification Collection Report (Q200)

### **300 Meal Counting and Claiming:** (If not provided off-site must be reviewed on-site)

*All schools in the SFA for the review month*

- \_\_\_ 7. Monthly Lunch Meal Count Report (DE118)
- \_\_\_ 8. Monthly Breakfast Meal Count Report (DE112)
- \_\_\_ 9. DE106 Claim
- \_\_\_ 10. DE107

*Review schools*

- \_\_\_ 11. Daily (End of Day) Meal Count Report – every day of the review month
- \_\_\_ 12. Monthly Lunch Meal Count Report (DE118)
- \_\_\_ 13. Monthly Breakfast Meal Count Report (DE112) – breakfast review sites only
- \_\_\_ 14. Edit check documentation for review month

### **400 Meal Components and Quantities:** (Breakfast and Lunch for the first full week of the review month and day of review for all review schools)

- \_\_\_ 15. Meal Compliance Risk Assessment Tool
- \_\_\_ 16. Menu(s)
- \_\_\_ 17. USDA Certification Worksheet (components only)  
<http://www.fns.usda.gov/school-meals/certification-compliance>
- \_\_\_ 18. Production records

**700 Resource Management: all documents due September 3, 2021**

- \_\_\_ 19. School Nutrition Vendor Payment Report - FY 2020 - 2021 (all payments to SNP vendors for FY 2020 - 2021).
- \_\_\_ 20. Copy of Audit Reports - FY 2021, 2020, 2019, 2018 (School District Audit Report if available). General Ledger - FY 2020 - 2021.
- \_\_\_ 21. Revenue from Non-Program Foods Tool - FY 2021.
- \_\_\_ 22. Indirect cost allocation records FY 2021 (if applicable). Note: If indirect cost is allocated by the general fund to the SNP, submit the documentation that details the criteria for determining the cost allocated to the SNP.
- \_\_\_ 23. Bank Statement and Bank Reconciliation Statement (for the most recent month available).

**800 Civil Rights**

- \_\_\_ 24. Public Release for Provision 2 and CEP (Q801)
- \_\_\_ 25. Procedure for receiving and processing discrimination complaints (Q803)
- \_\_\_ 26. Documentation of Civil Rights training (Q806)
- \_\_\_ 27. Collection of Racial/Ethnic data supporting documentation (Q807)

**1000 Local School Wellness Policy (LSWP)**

- \_\_\_ 28. LSWP – due September 3, 2021
- \_\_\_ 29. Documentation of public awareness (Q1001)
- \_\_\_ 30. Documentation of review and update (Q1002)
- \_\_\_ 31. Documentation of awareness to stakeholders to participate (Q1004)
- \_\_\_ 32. Copy of most recent Assessment- if applicable (Q1005)
- \_\_\_ 33. Notification to public of assessment – if applicable (Q1006)

**1100 Smart Snacks**

- \_\_\_ 34. SFA Competitive Food Policy
- \_\_\_ 35. List of all non-exempt fundraisers
- \_\_\_ 36. Exempt Fundraiser Tracking Sheet or equivalent document

**1200 Professional Standards**

- \_\_\_ 37. List of School Nutrition employees within the district
- \_\_\_ 38. Copy of training tracking log for the current school year

**1400 Food Safety Plan**

- \_\_\_ 39. Food Safety Plan
- \_\_\_ 40. Temperature logs – specified date during the review month

**1700 After School Snack**

- \_\_\_ 41. Production records and daily meal count reports for the review month (DE113)



## List of Items for the Administrative Onsite Review

### **200 Verification:** *(only if you collect applications in SY 2022)*

- 1. Verification Collection Report
- 2. Applications selected for verification
- 3. Communications with households
- 4. Direct verification documents
- 5. Household income documentation

### **400 Meal Components and Quantities:** *(Breakfast and Lunch for the first full week of the review month and day of review for all review schools)*

- 6. Menu(s)
- 7. Production records
- 8. Nutrition fact labels with ingredient statements
- 9. CN Labels and other Crediting documentation
- 10. Recipes
- 11. Approval Letter for exemption on whole grain rich requirements
- 12. Reimbursable Meal Signage (all schools)

### **500 Offer versus Serve (OVS)**

- 13. Documentation of OVS training
- 14. Meal pattern/OVS signage posted (all schools and all serving lines)

### **600 Dietary Specs and Nutritional Analysis**

- 15. Bid Specifications

### **800 Civil Rights**

- 16. Special dietary needs – current documentation for all special dietary needs students
- 17. And Justice for All Poster posted (at all schools)

### **900 On Site Monitoring**

- 18. On-site Review Checklist Assessment of the Meal Counting and Claiming System (all schools)

### **1100 Smart Snacks *(for all review schools)***

- 19. Smart Snacks Food Inventory log or equivalent document
- 20. Nutrition Documentation for all Competitive Foods
- 21. DE120 and DE121 for the first complete week of the review period

**1400 Food Safety Plan** *(all reviewed schools)*

- \_\_\_\_\_ 22. Food Safety Plan
- \_\_\_\_\_ 23. Temperature logs
- \_\_\_\_\_ 24. Food Safety inspections posted

**1500 Reporting and Recordkeeping**

- \_\_\_\_\_ 25. SY 2020-2021 School Nutrition Program Agreement Update
- \_\_\_\_\_ 26. SY 1992-1993 School Nutrition Program Agreement or First Agreement
- \_\_\_\_\_ 27. SY 1996-1997 Free and Reduced Price Meals Policy Statement
- \_\_\_\_\_ 28. Non-Program Foods Revenue Tool and supporting documentation

**1900 Fresh Fruit and Vegetable Programs**

- \_\_\_\_\_ 29. Documentation of promotions
- \_\_\_\_\_ 30. Invoice and/or carton labels for dip

**State Board Rules**

- \_\_\_\_\_ 31. Policy regarding competitive foods
- \_\_\_\_\_ 32. List of certified personnel with certification numbers
- \_\_\_\_\_ 33. Annual in-service training – agenda(s), sign-in sheet(s)
- \_\_\_\_\_ 34. Documentation of ONE completed by new employees
- \_\_\_\_\_ 35. Updated Manager Classifications Report – updated online
- \_\_\_\_\_ 36. Staffing formula documentation
- \_\_\_\_\_ 37. Salary schedule documentation

**2100 Special Provision Options**

Community Eligibility Provision *(used to determine ISP and claiming percentages)*

- \_\_\_\_\_ 38. Participation or Determination Worksheet
- \_\_\_\_\_ 39. List of Identified Students
- \_\_\_\_\_ 40. Enrollment
- \_\_\_\_\_ 41. Direct Certification Documentation