## 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: __________________________

<table>
<thead>
<tr>
<th>Event</th>
<th>Person Responsible</th>
<th>Due Date</th>
<th>SFA Due Date</th>
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</thead>
<tbody>
<tr>
<td>School Selection Worksheet (WS)</td>
<td>SFA</td>
<td>Two weeks after receiving the WS from the AC</td>
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<tr>
<td>Notification of School Selection</td>
<td>SA</td>
<td>Two weeks after the AC receives the School Selection WS from the SFA</td>
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<tr>
<td>School Information Sheet</td>
<td>SFA</td>
<td>One week after school selection</td>
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<tr>
<td>SFA Contact Sheet</td>
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<tr>
<td>Meal Compliance Risk Assessment Tool (MCRAT)</td>
<td>SA with SFA</td>
<td>One week after school selection</td>
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<tr>
<td>Targeted Menu Review School Notification</td>
<td>SA</td>
<td>One week after AC receives MCRAT</td>
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<tr>
<td>Off-Site Assessment Tool</td>
<td>SA with SFA</td>
<td>60 days prior to AR</td>
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<tr>
<td>Food Safety Plan: emailed to <strong>Dr. Ellen Steinberg</strong></td>
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<tr>
<td>Wellness Policy: emailed to the lead AC</td>
<td>SFA</td>
<td>60 days prior to AR</td>
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<tr>
<td><strong>Meal Pattern Documentation</strong></td>
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<td>- USDA Menu Worksheets</td>
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<td>- Production Records</td>
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<tr>
<td>- Menu for All Review Schools</td>
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<tr>
<td>Breakfast and Lunch for the first full week of the</td>
<td>SFA</td>
<td>Friday following the first full week of review month</td>
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<tr>
<td>review month for each site selected</td>
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<tr>
<td>Event</td>
<td>Person Responsible</td>
<td>Due Date</td>
<td>SFA Due Date</td>
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<tr>
<td>Request Specific Crediting Documentation</td>
<td>SA with SFA</td>
<td>Week after menu is received</td>
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<tr>
<td>Dietary Specification Assessment Tool (DSAT) for targeted Menu School</td>
<td>SA with SFA</td>
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<tr>
<td>Comprehensive Resource Management and/or Resource Management Technical Assistance</td>
<td>SA</td>
<td>Scheduled date from Resource Management reviewer</td>
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<tr>
<td><strong>General Areas:</strong></td>
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<tr>
<td>• Civil Rights</td>
<td>SFA</td>
<td>30 days prior to AR</td>
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<tr>
<td>• Smart Snacks</td>
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<td>• Professional Standards</td>
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<td>• Reporting/Recordkeeping</td>
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<td>• OVS Training</td>
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<td>• Buy American documentation</td>
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<tr>
<td><strong>General Area:</strong></td>
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<tr>
<td>• Temperature logs for review month</td>
<td>SFA</td>
<td>As soon as claim is filed</td>
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<tr>
<td><strong>Meal Counting and Claiming</strong></td>
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<tr>
<td>All Schools for the Review Month:</td>
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<tr>
<td>• DE0112 Number of Breakfasts Served Daily</td>
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<tr>
<td>• DE0118 Number of Lunches Served Daily</td>
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<tr>
<td>• DE0113 ASCP Snack Daily Meal and Production Record</td>
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<tr>
<td><strong>Review Schools</strong></td>
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<tr>
<td>• End of day reports for review schools</td>
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<td>• Edit check documents</td>
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<tr>
<td><strong>On-site Review</strong></td>
<td>SA with SFA</td>
<td>Scheduled Date</td>
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</table>

*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)
   ____ 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)
   ____ 18. Production records
700 Resource Management: all documents due September 3, 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