**School Food Authority (SFA) Administrative Review (AR) Checklist**

# A picture containing text, graphics, font, graphic design Description automatically generatedPreliminary Documents

* System Academic Calendar
* AR Timeline
* Site Selection Worksheet
* SFA Contact & School Information Sheet

# 100 - Certification and Benefit Issuance

* Electronic list (must be in Excel format) of all free and reduced-price eligible students that have access to the Child Nutrition Programs
  + List must be obtained from the Point of Service (POS)/Benefit Issuance Software.
  + List should be obtained any day in the first week of the review month.
  + Do not include paid or withdrawn students. Ensure there are no duplicate students.
  + The list should include student name, school name, benefit status, method of certification (application, direct certification, homeless, etc.), date of certification, and if the student was selected for verification.
* School Nutrition will randomly select students for review from this list. For the **selected students**, the SFA must provide:
  + Application
  + Extended eligibility documentation/list
  + Homeless, migrant, runaway, foster and/or Head Start lists.
* If non-prototype vital documents are used (applications, instructions, notification letters, etc.) provide these along with the signed checklist for non-prototype documents.
* Denied Applications

# 200 - Verification

* Verification Collection Report
* [Verification Process or Procedures](https://snp.gadoe.org/Regulations/Documents/FreeReducedPolicy/Verification/SampleVerificationProcedure.docx) (Q. 203)
* Applications selected for verification. Confirmation reviews should be indicated.
* Communication with households (Notification letters, Follow-up, and Results letters)
* Direct verification documents
* Household income documentation

## 300 - Meal Counting & Claiming

* Meal Charge policy (Q. 305)
* Claim documents needed for **all schools (**review month claim **MUST** be submitted prior to the on-site)
  + Monthly Lunch Meal Count Reports (DE0118)
  + Monthly Breakfast Meal Count Reports (DE0112)
* Claim documents for **review schools only**
  + Daily (end of day) Meal Count Reports for every day in the review month. *These should come from the POS (Point of Service) at the review school and will be reviewed on-site.*
  + Monthly Snack Counts for the review month (DE0113) & Snack Production Records.
  + Edit check documentation for review month.
  + On-Site Day of review meal counting documents
    - End of day lunch count
    - End of day breakfast count (if breakfast is reviewed at the school)
    - End of day snack count

## 400 – Meal Components and Quantities

* Submit the following for **each menu and age/grade group,** served at each review school during the week of review for the meal service(s) being reviewed at each respective site.
  + Menus for review month
  + Completed menu production records
  + USDA (United States Department of Agriculture) Menu Certification Worksheets: <https://www.fns.usda.gov/cn/certification-compliance>
* Once the above is submitted, the reviewer will notify the SFA of additional documentation needed:
  + Meal Pattern Contribution Documentation: the amount of creditable meat/meat alternate, grain, fruit, vegetable, or milk per serving. This can be recorded on the production record and recipes.
  + Standardized Recipes
  + Nutrition fact labels
  + Product documentation for M/MA and grains (i.e., Child Nutrition (CN) labels, food labels, product

formulation statements, manufacturer’s statements, and/or bid documentation)

* + - If multiple menus use the same products, you do not have to make multiple copies of the documentation.
* Meal Compliance Risk Assessment Tool (MCRAT). **N/A if there is only one review school.**
* Menus for month of on-site review

## 500 – Offer vs Serve (OVS)

* OVS training documentation
* Signage on the serving line explaining what constitutes a reimbursable meal to students.

## 600 – Dietary Specification & Nutrient Analysis

* Dietary Specification Assessment Tool (DSAT) **for the targeted menu review school only**
* Bid specifications – may be necessary if unable to validate food bid items on-site in inventory.

## 700 – Resource Management

* School Nutrition Vendor Payment Report **for the prior School Year**
* Copies of Audit Reports **for the prior School Year**
* General Ledger **for the prior School Year**
* Revenue from Non-Program Foods Tool
* Indirect Cost Allocation records (if applicable) **for the prior School Year**
  + Note: If indirect cost is allocated by the general fund to the SNP (School Nutrition Program), submit the documentation that details the criteria for determining the cost allocated to the SNP.
* Bank Statements and Bank Reconciliation Statements **for the requested period**
* Paid Lunch Equity Tool (PLE) and supporting documentation

## 800 – Civil Rights

* Non-discrimination statement currently being used by the Sponsor on program materials (Q. 800)
* Public Media Release **for Provision 2 and CEP (Community Eligibility Provision) only** (Q. 801)
* [Procedures to identify persons with Limited English Proficiency (LEP)](https://snp.gadoe.org/Regulations/Pages/CivilRightsResources.aspx) and services available to accommodate these households (Q. 802)
* Civil Rights Complaint Procedure and form for documenting complaints (Q. 803 & 804)
* Procedures for accommodating students with special dietary needs (Q. 805)
* Current Special Dietary Needs Forms for menu modifications.
* Documentation of annual staff civil rights training (Q. 806)
  + Include topics covered and attendance record
* Collection of Racial/Ethnic Data documentation (Q. 807)
* *And Justice for All Posters* should be posted at all schools

## 900 – On Site Monitoring

* On Site Review Forms **for all school**

## 1000 – Local Wellness Policy (LWP)

* Copy or website link to the current local school wellness policy (Q. 1000)
* Documentation of public notification of the local school wellness policy (Q. 1001)
* Documentation of the review and update of the wellness policy (Q. 1002)
* List of who is involved in reviewing and updating the LWP (Q. 1003)
* Documentation for public awareness or invitation for stakeholder participation (Q. 1004)
* Copy of the most recent triennial assessment on the implementation of the wellness policy (Q. 1005)
* Documentation for how the public is made aware of the results of the assessment (Q. 1006)

## 1100 – Smart Snacks

* Competitive Foods Policy and list of all food/beverage items (Q. 1100)
  + The list must include non-exempt food and beverages sold through a la carte during meal service, school stores, vending machines, non-exempt fundraisers, etc.
  + Smart Snack Calculator printouts and nutrition information for all foods sold to students.
* List exempt fundraisers and tracking form

## – Professional Standards

* Provide current list of all employees. List must include employee name, date hired, title/position (director, manager, staff), employment status (full time, part time, etc.) (Q. 1201)
* Documentation to substantiate SNP director met hiring standards based on enrollment level (Q. 1202)
* Documentation of food safety training for directors (Q. 1203)
* Training tracking tool/method which must include employee name and title and training key areas, topics, subjects, completion date and length of training
  + The tool should document that Director met training requirements (12 hours)
  + Managers met annual requirements (10 hours)
  + Staff met annual requirements (6 hours)
  + Part-Time Staff working less than 20 hours/week met requirements (4 hours)
  + Staff hired after January 1 met half of the hours required for each job category
* Other documentation that non-school nutrition staff received training that is relevant to School Nutrition Responsibilities, if applicable.

## 1400 – Food Safety, Storage, and Buy American

* Food Safety Plan – Email to Dr. Ellen Steinberg, [esteinberg@doe.k12.ga.us](mailto:esteinberg@doe.k12.ga.us)
* [Buy American Justification Forms](https://snp.gadoe.org/CSS/Pages/Procurement.aspx) for pre-approved non-domestic foods
* For review schools only – Temperature logs should be available for on-site reviewers
* Food Safety Inspections Scores should be posted in a space that is visible to the public

## 1500 – Reporting and Record Keeping

* Documentation to support record keeping 5 years plus the current year

## 1900 – Fresh Fruit and Vegetable Program (FFVP)

* Documentation of promotions
* Invoice and/or carton labels for dips

## State Board Rules

* Staffing formula that produces at least 10.5 meals per labor hour (MPLH)
* Salary Schedule
* Orientation for New Employee (ONE) documentation for employees hired in the prior school year
* Manager and Culinary Pathway documentation (TID (Training in Depth) for managers hired prior to SY2023)
* List of certified personnel with certification numbers

## 2100 – Special Provision Options

*The following documents should be kept on file and available upon request*.

**Community Eligibility Provision (CEP)**

* CEP Determination Worksheet
* List of Identified Students
* Enrollment
* Direct Certification Documentation

**Provision 2 (from base year)**

* Certification documents – applications, DC (Directly Certified) lists, extended DC, other agency lists
* Benefit Issuance Rosters
* Verification Records
* Daily & Monthly Meal Counts (DE0112/0118)
* Meal Claims (DE0106)
* Edit Checks
* Calculation of Claiming Percentage (Breakfast and/or Lunch Participation and Cost Reports) or State Agency Notification if older base year
* Attendance areas of each school participating in Provision 2
* Extension Authorizations from State Agency for additional 4-year cycles