

Administrative Review Checklist

The following checklist will assist in preparing the Sponsor for the Administrative Review of the National School Lunch Program, Afterschool Snack Program, School Breakfast Program, Special Milk Program, Fresh Fruit and Vegetable Program, and/or Seamless Summer Option. Records for the current fiscal year should be available for review.

Before the review, please complete the following checklist and have all listed documents that apply to your program available on the date of the review.

During the Administrative Review, the Department of Public Instruction's Child Nutrition Specialist will review program records for compliance with State and Federal regulations.

Visit our website for additional resources.

Certification and Benefit Issuance

- Children's Income Policy Statement on file for residential students (Residential Child Care Institutions [RCCI] only)
- Certification documentation used to determine the Identified Student Percentage from April 1st (Community Eligibility Provision [CEP] sites only)
- Dated direct certification reports
- Documentation of the extension of benefits, either on the direct certification reports or a separate sheet
- Direct certification notification letter
- Income applications containing:
 - Names of all household members
 - All household income and how frequently received
 - Signature of an adult household member
 - Last four digits of the social security number of the adult household member who signs the application, or an indication that there is none.
- Temporary Assistance for Needy Families (TANF) or Supplemental Nutrition Assistance Program (SNAP) applications contain the required information:
 - Accurate case number
 - Signature of an adult household member
- Eligibility for foster children, documentation may include:
 - A copy of the current documentation from the court or the Department of Human Services**OR**
 - Household eligibility application includes:
 - The name of the foster child
 - Box checked to apply for the foster child or children, more than one foster child may be included on a single application
 - The signature of an adult guardian with whom the foster child(ren) resides (SSN number is not needed)
- Documentation for categorically eligible children must be on file (children documented as homeless, migrant, runaway, and Head Start are categorically eligible to receive free meals)
- Applications correctly approved for free and reduced-price meals based on the current USDA income guidelines
- Written notification to parents for the denial of applications
- Benefits Issuance Document (also called Master Roster) used to maintain each child's eligibility status (free, reduced, or paid)

Verification

- Verification of applications completed and documented:
 - Adequate number of applications verified
 - Verification notification letter(s) include all required information

- Documentation used to verify the household eligibility application
- Verification Collection Report (Form FNS-742) maintained and includes the number of applications on file as of October 1st, the selection method used, number verified, and results
- The termination/reduction notice to households (if applicable) contains all required information including notification of appeal rights and ability to reapply if circumstances change.
- Verification process completed by November 15th

Meal Counting and Claiming

- Available claim data, by site, for each month including:
 - Daily meal counts by category (free, reduced, or paid)
 - Total daily meal counts (Provision 2, Community Eligibility Provision [CEP] sites only)
 - Number of children eligible for free and reduced-price meals
 - Local Charge Policy and Unpaid Meal Policy Procedures

Operation Check – Meal Counting and Claiming

These are optional self-checks that the Sponsor may complete to assess compliance at sites. Operation Checks are not reported back to the State agency.

- Free, reduced-price, and paid meals are counted reliably, by category, at the point of service, without overt identification of children’s eligibility
- Claim information is checked to ensure:
 - No mathematical errors occurred
 - Figures are not transposed or copied incorrectly
 - Ineligible meals such as adult meals, second meals, and a la carte meals are not claimed
 - An accurate number of days are reported for each claim period
- Before submitting the monthly Claim for Reimbursement for each site, an edit check is conducted and documented which:
 - Compares meals claimed to the maximum claimable meals for the month
 - Compares daily meal counts to the number of eligible in each category
 - Compares the daily meal counts to the attendance adjusted eligible in each category
 - Ensures meal counts do not exceed the enrollment or attendance adjusted enrollment
 - Corrects the claim or identifies reasons for meals claimed in excess of the number eligible

I. Meal Pattern and Nutritional Quality

Meal Components and Quantities

Breakfast and lunch menu and production records for one week with supporting documentation will be requested before the on-site review

- Completed menus/production records must contain all components/menu items and must meet the daily and weekly requirements
- Child Nutrition (CN) labels, Manufacturers’ Product Formulation Statements (PFS), Recipe Analysis Worksheet, standardized recipes and/or other crediting documentation, nutrition facts labels to document meal pattern contribution
- Approved Medical Statement(s) for Participants with Disabilities
- Approved Milk Substitute Request Form(s)

Operation Check – Meal Service

These are optional self-checks that the Sponsor may complete to assess compliance at sites. Operation Checks are not reported back to the State agency.

- Offered food quantities are in the correct portion size per age/grade group
- Sites offer fluid milk variety, two or more choices of unflavored/flavored fat-free or unflavored low-fat (1%) fluid milk

- Signage is posted for breakfast and lunch
- At breakfast, a minimum of three food items are selected, one of which must be ½ cup fruit or vegetable
- At lunch, a minimum of three components are selected, one of which must be ½ cup fruit or vegetable
- Point of service staff must be trained on how to identify a reimbursable meal

II. Resource Management

Resource Management is often conducted as a desk audit. Documentation is requested via email throughout the administrative review process.

- Annual review conducted of the food service program by the sponsor, comparing revenues to expenses, to document a nonprofit status
- Documentation to show the Paid Lunch Equity Tool was used to evaluate paid lunch prices
- Revenue from the sale of non-program foods is proportionate to the cost of purchasing non-program food
- Indirect costs are appropriately and consistently applied
- Revenue from the sale of food or beverage to students in the food service areas during meal periods accrues to the nonprofit school lunch program account

III. General Program Compliance

Civil Rights

- Data on file to ensure denied applicants are not disproportionately composed of minority groups
- Data of the racial/ethnic category of program beneficiaries is maintained by the organization
- The following public notification requirements must be fulfilled:
 - USDA-approved “And Justice For All” poster displayed
 - Informational materials available in appropriate translation(s), as needed
 - Program material contains the nondiscrimination statement
- Documentation of civil rights training to frontline staff and supervisors
- Civil Rights Complaint Log maintained annually

On-Site Monitoring (only applicable to sponsors with more than one site)

- On-site monitoring forms for each site for both breakfast and lunch completed by Feb 1st.

Local Wellness Policy

The Wellness Policy will be requested before the on-site review

- A locally developed wellness policy that has been made aware to the public and designated person with oversight of policy.
- Assessment of wellness policy (progress toward goals, meeting requirements, etc.) that the public has been made aware of.

Smart Snacks

A list of all sites selling Smart Snacks will be requested before the on-site review (vending machines, student stores, a la carte, etc.)

- Documentation of compliance for all foods sold to students on the school campus during the school day with Smart Snack Standards
 - Nutrition facts labels
 - Smart Snacks product calculator results

Water

- Drinking water is available to all children at breakfast and lunch

Operation Check – Food Safety

These are optional self-checks that the Sponsor may complete to assess compliance at sites. Operation Checks are not reported back to the State agency.

- Each site has a food safety plan for the preparation and serving of meals based on Hazard Analysis and Critical Control Point (HACCP)
- Food safety plans apply to any facility or part of a facility where food is prepared, stored, or served for any federally funded child nutrition programs

Food Safety

- A written food safety plan is available and up-to-date
- Two food safety inspections completed annually, or a letter to the local health department requesting the inspection(s) on file
- A copy of the most recent inspection report is posted in a visible location to program participants; citations must be corrected

Program Outreach

- Outreach to families on the availability of the School Breakfast and Summer Food Service Program in the local area – can be through website, newsletters, menus, etc.

Professional Standard

- List of employees to include name, date hired, title/position, brief list of core duties/responsibilities, employment status (full time, part time, temp), Professional Standards Employee Category (Nutrition Program Director, Manager, or Staff)
- Training tracking tool maintained – indicating employees' names, required number of training hours and trainings completed (Key areas, Professional Standards Learning Objectives). [USDA Professional Standards Page](#).
- Supporting documentation for all trainings maintained on file (agendas, sign-in sheets, certificates of completion, etc.)

IV. Other Federal Programs

Afterschool Snack Program

- Monthly counts validate the number of snacks served to eligible children and claimed for reimbursement
- Menus and production records are complete and contain all components
- On-site monitoring reviews are conducted twice annually for each site
- Sites offer educational or enrichment activities
- Area eligible sites take an accurate daily count of the total number of snacks served
- Non-area eligible sites have accurately approved household eligibility applications, direct certification documentation, or categorical documentation on file for children receiving free or reduced-price snacks
- Non-area eligible sites count free, reduced-price, and paid snacks, by category, at the point of service

Operation Check – Afterschool Snack Program

These are optional self-checks that the Sponsor may complete to assess compliance at sites. Operation Checks are not reported back to the State agency.

- Overt identification of children receiving free and reduced-price benefits is prevented
- Snacks are served after the school day has ended and are only claimed on school days

Fresh Fruit and Vegetable Program

- Documentation of reported costs on the Claim for Reimbursement for most recent claim submitted

Special Milk Program

- Claim for Reimbursement supported by adequate documentation
 - Accurately approved household eligibility applications, direct certification documentation, extension of benefits documentation, or categorical documentation for children receiving free milk
 - Monthly milk counts validate the number of half-pints of milk served
 - Receipts document an adequate amount of milk is purchased to support the monthly milk counts