



**Division of Child Care and Early
Childhood Education
Health and Nutrition**

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DATE: July 26, 2013

SUBJECT: National School Lunch Program (NSLP), School Breakfast Program (SBP)
Other Federal School Nutrition Programs New Review Process

TO: Child Nutrition Programs

This memo serves as notification to all child nutrition programs that participate in the NSLP, SBP and any other Federal School Nutrition Program of the new review process that has been implemented by the U. S. Department of Agriculture Food and Nutrition Service.

The Coordinated Review Effort (CRE) and School Meal Initiative (SMI) will no longer be used to review child nutrition programs. Programs will now be reviewed under the Administrative Review process effective July 1, 2013.

There are two aspects of the review, an off-site portion and an on-site portion. Under the off-site aspect of the review, the State Agency (SA) will collect information that is available at the SA or from the School Food Authority (SFA) and record the information on the off-site assessment tool. The on-site portion of the Administrative Review is intended to validate the information collected on the off-site assessment tool and provide an opportunity for the SA to observe the operation of the school nutrition programs at the SFA and in selected schools.

The scope of the Administrative Review focuses on two primary review components: Critical Areas of Review and General Areas of Review. The Critical Areas of Review are Performance Standard 1 and Performance Standard 2. **Performance Standard 1** focuses on the certification and benefit issuance process and the accuracy of meal counting and claiming. **Performance Standard 2** focuses on whether meals claimed for reimbursement meet meal pattern and nutritional quality requirements. The General Areas of Review are **resource management** (maintenance of the nonprofit school food service account, paid lunch equity, revenue from non-program foods, indirect costs and USDA Foods) and other **general areas of program compliance** (civil rights, SFA on-site monitoring, Local School Wellness Policy, competitive food services, school meal environment, availability of water during meal service time, food safety, reporting and recordkeeping and outreach). A meal analysis will be conducted when deemed necessary by the SA.

An entrance conference will be scheduled to discuss the results of the off-site assessment tool, explain what the SA covers during the on-site review and inform the SFA which school/s will be reviewed. An exit conference will follow the conclusion of the on-site portion of the Administrative Review to discuss any program findings identified, the extent of the findings and a preliminary assessment of the actions needed to correct the findings.

An Administrative Review Report will be issued within 30 days of the date the exit conference is conducted, except for rare situations where the report may take up to 60 days. The report will include the review findings, the corrective action plan agreed upon during the exit conference, timeframes for corrective action, any potential fiscal action and appeal rights.

Enclosed is a list of items that may be needed for the review. Some items may not pertain to your facility. HNP will notify you as to which items are needed for your review.

If you have any questions or need assistance, you may contact me at (501) 320-8972 or 1-800-482-5850 ext. 28869.

Sincerely,

Shelia Bailey

Shelia Bailey
Program Manager

Items Needed for Off-Site Review Procedures

Schools and RCCIs with day students:

_Benefit Issuance Document for all facilities for _____
(for a day during the review week)

Document to include:

- *Only F/RP eligible students
- *Student's name
- *Facility Name
- *Benefit Status
- *Method of certification (application, direct certification or other)
- *Date of certification
- *Total number of eligible students
- *Identify which students were selected for verification

_Point of Service List (list to distribute tickets, tokens or identification cards, if list is electronic, SA will review during on-site visit)

Document should come from the point of service system used in each facility. If different points of service are used at breakfast and lunch, it is not necessary to send duplicative lists. Point-of-service benefit issuance documents are those documents directly used in the meal count system to deliver the benefits to children (eg. rosters, master lists, etc.). There should be no duplication of names on the list. Please do not group student names by benefit status.

_Copy of students free/reduced applications (denied applications to be reviewed during on-site visit)

___ All (copy of all verification documents for each student verified)

___ Statistical Sample to be determined by State Agency (copy of all verification documents for those students chosen in the statistical sample if applicable)

_Direct Certification List

RCCIs:

_ Master List/roster for _____
(for a day during the review week)

List to include:

- *Student's name
- *Date of admission
- *Date of release
- *Eligibility status
- *Income
- *Date of birth
- *Signature of official, title and contact info

All

For the week of _____ for all age groups (if applicable)

- _ Menus
- _ Production records
- _ CN labels
- _ Standardized recipes
- _ Product formulation statements (if applicable)
- _ Bid documentation