

# **Administrative Review**

## **LEAs – CEP Sites Only**

### **2016-2017**

#### **Certification and Benefit Issuance – CEP sites only**

The certification documentation used to determine the Identified Student Percentage (ISP) and claiming percentages that were submitted for the latest ISP approval to operate CEP will be reviewed. The certification documentation must include direct certification lists, documentation for extension of eligibility and lists from homeless/migrant liaisons. The documentation required to evaluate the ISP comes from the April 1 certification documentation used to establish the claiming percentages in the current school year.

#### **Meal Counting and Claiming Procedures – Participation Records**

The State Agency must verify that the claiming percentage identified from the last ISP approval was properly applied to the review period and month of the on-site review from the current school year. Appropriate source document i.e., individual school daily participation records for monthly claims for reimbursement will be reviewed. Documentation of monthly claim edit checks made before claim submission to State Agency will also be examined. LEAs must retain the records used in the development of the ISP during the entire period the CEP is in effect, including all extensions. In addition, this documentation and all other documentation must be retained for three years after submission of the final claim for reimbursement for the last fiscal year of CEP.

#### **Nutritional Quality and Meal Pattern**

Meal components and quantities, offer vs. serve, production records, menus, recipes and food receipts will be evaluated. Meal service lines will be observed on the day of review for breakfast and lunch.

Menu Certification Worksheets (formerly 6 cent) will be completed for each site selected for review. The Meal Compliance Risk Assessment tool must be completed. The Dietary Specifications Assessment tool for breakfast and lunch must be completed for the site selected for a Targeted Menu Review.

Targeted Menu Review: For the site selected for the targeted menu review, menus, production records, recipes, nutrition facts labels, CN labels and nutrient analysis (if applicable) will be needed for the week of review. If CN labels are not available, the ingredient list for the grain products will be needed.

#### **Resource Management**

Maintenance of nonprofit school food service account, paid lunch equity tool, revenue from nonprogram foods, indirect costs and USDA foods will be evaluated.

#### **Civil Rights**

Proper location of Civil Rights Poster (in view of program participants) will be noted. Use of nondiscrimination statement on program materials will be verified. Civil Rights Training is required and will be discussed. Training material is available on Food and Nutrition Services website.

#### **On-Site School Review**

Required for LEAs with more than one Meal Count Center - Completion of the required "On-Site School Review" form is required prior to February 1 of each school year. LEA On-Site Review documentation (to include correction plan and follow-up if required) will be reviewed. Form is available on Food and Nutrition Services website.

### **Local Wellness Policy**

The following items will be reviewed and discussed:

- The Local Wellness Policy
- Documentation demonstrating that the Local School Wellness Policy has been made available to the public
- Documentation of the LEAs efforts to review and update the Local School Wellness Policy, including an indication of who is involved in the update and methods the LEA uses to make stakeholders aware of their ability to participate.
- The LEAs most recent assessment on the implementation of the Local School Wellness Policy

### **Smart Snacks**

One week of menu documentation from the review period to ensure that foods and beverages sold a la carte during meal services are compliant with requirements. A list of all food and beverage sales at the reviewed school(s), including the number of exempt fundraisers, sale of food and beverages in the cafeteria, school stores, snack bars, coffee bars, vending machines, and any other food or beverage points of sale available to students. Examples of documentation may include, but are not limited to, menus, production records and related materials (e.g., CN Labels, standardized recipes) for the school week under review.

### **Professional Standards**

The number of staff on the day of review will be compared to the number reported on the Off-Site Assessment tool and documentation of training hours will be reviewed. This will include the Professional Standards Training Tracker tool or a similar method used by the LEA to record training hours and certificates for training hours recorded. Training hours for all staff will be reviewed to ensure that the required number of hours is met for all foodservice staff. If a new director has been hired since July 1, 2015, hiring standards will be reviewed.

### **Food Safety**

The written food safety plan for compliance with Hazard Analysis Critical Control Point (HACCP) will be reviewed. The two most recent food safety inspections will be reviewed and the most recent report should be in a visible location. Temperature logs and food storage areas will be observed.

### **Afterschool Snack Program**

LEAs participating in the after school snack program will be reviewed to ensure:

- Accurate counting and claiming of meals
- Snacks meet the meal pattern requirements
- Delivery records and production records support the number of snacks claimed for reimbursement

### **Fresh Fruit and Vegetable Program**

LEAs participating in the Fresh Fruit and Vegetable Program will receive an on-site observation of the Fresh Fruit and Vegetable Program to ensure compliance. An evaluation of the claims for reimbursement will be conducted.

### **Special Milk Program**

LEAs participating in the National School Lunch and Special Milk Program will receive an evaluation of the Special Milk Program.

### **LEA Tracking Chart**

This LEA tracking chart will simplify the organization as the preparation for the Administrative Review begins. This checklist should be reviewed regularly to ensure continued compliance with due dates. Your lead reviewer will refer to this checklist as the required documents are requested. Reviewing documentation before coming on-site allows for less time spent on-site for the reviewer, more time spent with the LEA conducting technical assistance or corrective action, and a simpler review process.

LEA Tracking Chart				
Administrative Review Documents	Date Due (if required before on-site review)	Completed		Comments
		YES	NO	
Off-site Assessment				
Resource Management				
Off-site Assessment 700 Series Resource Management Attachments: <ul style="list-style-type: none"> <li>• Paid Lunch Equity tool (PLE)</li> <li>• Non-program Foods Revenue tool</li> </ul>	(4 weeks prior to on-site)			
Certification and Benefit Issuance				
<ul style="list-style-type: none"> <li>• Free and reduced eligibility number</li> <li>• Benefit Issuance document</li> <li>• Direct Certification download list</li> </ul>				<b>Does not apply for Community Eligibility Provision</b>
Meal Pattern & Nutritional Quality				
Week of Menu Review:				
Menu <ul style="list-style-type: none"> <li>• For month of review and day of review for each site reviewed</li> </ul>				
Menu Certification Worksheet <ul style="list-style-type: none"> <li>• For breakfast and/or lunch depending on the meal under review (Reviewers: specify schools selected for review)</li> </ul>				
Supporting Documentation: <ul style="list-style-type: none"> <li>• Planned Production Records</li> <li>• Standardized Recipes</li> <li>• Nutrition Facts Labels</li> <li>• CN Labels</li> <li>• Product Specifications</li> </ul>				

<b>Target Menu Review</b>				
Target Site:				
Meal Compliance Risk Assessment tool (Selects target site out of sites reviewed)				Target site will be determined after completing the meal compliance risk assessment tool using all sites selected for review.
Dietary Specifications tool				
<b>Local Wellness Policy</b>				
<ul style="list-style-type: none"> <li>• Copy of Local Wellness Policy (attach to Off-site assessment)</li> <li>• Documents demonstrating notice to the public and most recent updates (i.e. website address)</li> </ul>				
<b>Smart Snacks</b>				
One week of menu documentation out of the following: <ul style="list-style-type: none"> <li>• Smart Snacks Tracking Form</li> <li>• list of all food and beverage sales</li> <li>• exempt fundraisers documents</li> <li>• CN Labels</li> <li>• Nutrition Facts Labels</li> <li>• Recipes</li> <li>• Receipts</li> <li>• Menus</li> </ul>				

Food and Nutrition Services website: <http://dese.mo.gov/financial-admin-services/food-nutrition-services>.