

Administrative Review 2013-2014

Certification and Benefit Issuance

Benefit issuance document is a list of students eligible for free or reduced price meals at **all** schools in the SFA (not to include paid students). The list should contain the student's name, school name, benefit status, method of certification (application, direct certification, other), date of certification, and total number of eligible students in the SFA. In addition, the SFA should identify which students were selected for verification. The list should come from the point of service system used in each of the schools. There should be no duplication of names on the list. The student names may be listed in any order (alphabetically/by building/by id number), but it is preferable that they are **not** grouped by benefit status. The benefit issuance documents may be from the day of review or a day during the review period.

Meal Benefit Applications and Direct Certification

Free, reduced price, and denied applications will be checked. Direct certification will be reviewed and checked (July, October and January downloads). A statistically valid sampling will be selected for review. These documents will be checked against the benefit issuance roster to ensure accuracy.

Verification

Verification procedures begin October 1, and completion required by November 15 of each year. The "Free and Reduced Price Lunch Application Verification Summary Report" form will be reviewed to ensure proper verification procedures were followed. Any changes in meal status eligibility as a result of verification will be checked. Copies of documents submitted by households should be available.

Meal Counting and Claiming Procedures – Participation Records

Methods of collection and meal counting used by the school will be observed and compared to the system described to the State Agency on the "Methods of Collection & Meal Counting" form. 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.

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.

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 materials available on School Food Services website (see below).

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 School Food Services Website (see below).

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 SFA's efforts to review and update the Local School Wellness Policy, including an indication of who is involved in the update and methods the SFA uses to make stakeholders aware of their ability to participate.
- The SFA's most recent assessment on the implementation of the Local School Wellness Policy

Competitive Food Services

Breakfast and Lunch periods will be observed to ensure that foods of minimal nutritional value are not being sold.

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.

School Food Services Website: <http://www.dese.mo.gov/divadm/food>