

Administrative Review Off-site Assessment Tool

General Instructions/Intent

The *Off-site Assessment Tool* encompasses questions about and requests for information from the School Food Authority (SFA) with regard to several of the monitoring areas of the Administrative Review. This tool is designed to decrease the amount of time needed for the on-site portion of the review, as well as provide both the State Agency (SA) and SFA with essential information to help the reviewer focus on any areas of non-compliance and target any technical assistance that may be necessary while on-site.

The Tool is intended to be completed off-site prior to the on-site portion of the administrative review, and used by the SA as a method to gather some of the information necessary to complete the administrative review. Some of the requested information may already be on-file at the SA, while other areas may require input from the School Food Service Director, or other appropriate SFA points of contact. The SA may contact the SFA for input on these questions using whatever method is most appropriate (email, phone call, etc.), and should work collaboratively with the SFA to gather all requested information. Electronic submission of documentation is encouraged wherever possible. The SA may begin completing the *Off-site Assessment Tool* as far in advance of the on-site review as is deemed necessary, provided the minimum required timeframes established herein are met. If the tool is utilized as intended, the reviewer should be prepared to provide any technical assistance that may be necessary during the on-site portion of the review.

Resource Management is the only section in which the completion of an off-site assessment is required. The SA must secure the SFA's answers to the Resource Management questions contained in the *Off-site Assessment Tool* at least four weeks prior to the scheduled on-site review. All other sections of the *Off-site Assessment Tool* may be completed on-site at the discretion of the SA. Regardless of format and timing, all responses to all other sections must be completed no later than the first day of the on-site portion of the review.

In addition to the completion of the *Off-site Assessment Tool*, the SA is required to select sites for review (see Site Selection Procedures in Administrative Review Manual). Once site selection has been completed, SA must complete the *Meal Compliance Risk Assessment Tool* for each site selected for review. The site with the highest score is most at risk for noncompliance with the required meal pattern and must receive a targeted menu review (see Dietary Specifications and Nutrient Analysis module for options to complete targeted menu review). If the SA chooses to use the *Dietary Specifications Assessment Tool* to complete the targeted menu review, an off-site review of documentation is required.

During the off-site assessment phase, the SA should document any technical assistance provided and any corrective action implemented by the SFA. Regardless of when corrective action occurs, all findings must be documented in the final report.

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Section II: Meal Access and Reimbursement

Reminders:

The SA should attempt to answer questions using available data before contacting the SFA.

In addition to completing the questions on the *Off-site Assessment Tool*, the SA should follow the instructions for selecting the students for certification and benefit issuance review as described in the Certification and Benefit Issuance Module in the Administrative Review Manual.

The SA must ensure that the information the SFA provides to answer these questions mirrors the current free and reduced-price policy statement on file with the SA.

The SA should notify the SFA that all verification materials must be available at the SFA's central office for the on-site portion of the review.

Section III: Meal Pattern and Nutritional Quality

Reminders:

In order to complete this section of the *Off-site Assessment Tool*, the SA must complete the *Meal Compliance Risk Assessment Tool* for **each of the sites selected for review** (see site selection procedures in Administrative Review Manual). The results of the *Meal Compliance Risk Assessment Tool* will determine which site shall receive the targeted menu review, using one of the four options as described in the Administrative Review Manual.

Prior to the on-site portion of the review, the SA should notify the SFA that each site selected for review must be prepared to provide meal pattern compliance documentation demonstrating that daily/weekly meal component requirements for one week of the review period are met. If appropriate, SA can request this documentation from the SFA prior to the beginning of the on-site review.

Reviewers may examine any food crediting documentation, including but not limited to food labels, product formulation statements, CN labels, and bid documentation to ensure meal pattern compliance. (This documentation will be examined for all reviewed sites. For the site selected, this documentation will also be used for the targeted menu review process.)

For efficiency, the SA should review the same menus, production records, and standardized recipes from the week the SA reviewed in the Module: Meal Components and Quantities as selected for the targeted menu review.

NOTE: If the SA has chosen Option #1 (Completion of the *Dietary Specifications Assessment Tool*) for completing the targeted menu review, the required documentation must be

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submitted to the SA within a sufficient timeframe to allow the SA to properly assess the documentation and determine the risk level of the site selected for the targeted menu review.

Section IV: Resource Management

Reminders:

This section is designed to capture information from the SFA concerning the modules contained within the Resource Management section. Using the SFA's responses to the *Off-site Assessment Tool*, the SA will apply specific risk indicators to the SFA and determine whether a resource management comprehensive review is warranted. Before beginning the risk indicator approach, the SA should first review all of the modules under Resource Management to obtain context and understanding for how the risk indicators are determined. The SA must secure the SFA's answers to the questions included in the Resource Management section of the *Off-site Assessment Tool* and complete the *Resource Management Risk Indicator Tool* at least 4 weeks prior to the start of the on-site review.

Important: Any failure, whether by the SFA or SA, to adhere to the timeframes prescribed above requires that a resource management comprehensive review be conducted.

Recommended: The State agency is strongly encouraged to utilize specialized staff to the extent practicable to collect and evaluate responses in this section.

Risk Indicators for Resource Management:

When evaluating the responses to questions 700-716, follow the risk assessment for Resource Management module in the *Administrative Review Manual* to determine whether a resource management comprehensive review is necessary. Some sections contain multiple questions that may indicate risk (referred to as a "risk indicator"). Regardless of how many risk indicators are triggered in any one Resource Management area, only a maximum of one risk indicator per area can contribute toward the threshold for a Resource resource management comprehensive review.

Section V: General Program Compliance

Reminders:

The SA may assist the SFA with the completion of this section, if necessary. If this section is not returned to the SA for evaluation prior to the on-site review, this section and applicable documentation must be available for SA review at the start of the on-site portion of the review.

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Section VI: Other Federal Programs

Reminders:

This section is intended to be completed by the SA. If this section is not completed by the SA prior to the on-site review, this section must be completed by the SA during the on-site portion of the review.

If the SA elects to conduct the claim validation for the Fresh Fruit and Vegetable Program during the off-site phase, complete questions 1900 - 1902 of the *On-site Assessment Tool*.

Separate review forms have been provided for the review of the Afterschool Snack Program, Special Milk Program, and Seamless Summer Option. The SA may complete any applicable portion of those forms off-site at their discretion. Any section of the applicable forms that are not completed prior to the on-site portion of the review must be completed during the on-site portion of the review if necessary.

Section IX: Special Provision Options

The intent of this section is for the SA to understand the Special Provision Option policies and procedures in place at the SFA. The review addresses the implementation and operation of Provision 1, 2, and 3 sites and sites operating CEP.

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Section II: Meal Access and Reimbursement

SCHOOL FOOD AUTHORITY:			
School Year:			
Module: Certification and Benefit Issuance			
100.	Does the SFA meet one of the following criteria: <input type="checkbox"/> SFA-wide Special Provison Non-Base Year (Provison 2/3) <input type="checkbox"/> RCCI, without day students <input type="checkbox"/> SFA-wide Community Eligibility Provision Note: If one of the above is checked, skip questions 101 – 205 and proceed to question 300. If the SFA does not meet one of the above criteria answer the following questions (101-205).	YES	NO
<input type="checkbox"/> N/A			
101.	Who is the determining official for certifying household applications?	YES	NO
(Names and/or position titles):			
102.	Was the SFA required to conduct an Independent Review of Applications in the previous or current school year? If yes, please identify in the Comments section who is responsible for the second review of applications.	YES	NO
(Names and/or position titles):			

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Section II: Meal Access and Reimbursement

103.	Does the SFA use an electronic applications approval system or a manual application approval system ? If a combination of electronic and manual is used check both boxes.	Electronic	Manual
	Does the SFA use an electronic benefit issuance system or a manual benefit issuance system ? If a combination of electronic and manual check both boxes.		

Electronic application system means household applications are submitted by the household through a web-based or scanned application system. The system has limited to virtually no manual data entry by the SFA. Records are kept at the SFA electronically. All direct certification matches at the SFA level are completed with a computer match.

Manual application system means household applications are submitted by the household to the SFA. SFA completes eligibility determination and direct certification matches and enters data manually into a system and/or keeps written records. Hard copy records are kept on file at the SFA. If the SFA has implemented an electronic system, but one or more aspect of the application processing is conducted manually (e.g., applications are submitted online, and also on paper – SFA staff processes paper applications) the reviewer will consider it a manual/combination system. This would include instances where SFA staff are entering paper applications into the online electronic system for determinations.

Electronic benefit issuance system means that the transfer of a student’s benefits to the Point of Service document is completed through a computerized system. The system has limited to virtually no manual data entry by the SFA; however, updates to benefits may be made manually in the electronic system. Benefit issuance identification and rosters are kept electronically.

Manual benefit issuance system means that the transfer of a student’s benefits to the POS document is completed manually by the SFA. All updates to benefits are made manually by the SFA. Benefit issuance identification and rosters are manually developed. Hard copy records are kept on file at the SFA.

If the SFA has implemented an electronic system, but one or more aspect of the benefit issuance process is conducted manually (i.e., the SFA has an electronic benefit issuance system at most sites, but utilizes rosters/ tickets/tokens or any other benefit issuance method at some sites and SFA staff must manually make updates to those alternate systems), the reviewer will consider it a manual/combination system.

104. At the beginning of the school year, how is benefit status handled for children who have not submitted an application for the current school year?

Comments:

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Section II: Meal Access and Reimbursement

105.	How long does the applications approval take from the date the SFA receives the application from the household?	
Comments:		
106.	Within the SFA, who has access to the applications within the system?	
(Names and/or position titles):		
107.	When and how are households notified of students' certified eligibility? How are denied households notified?	
Comments:		
108.	Who is the hearing official?	
(Name and/or position title):		
109.	<p>If the SFA has an electronic application approval system:</p> <p>a. How are records maintained and for how long?</p> <p>b. Describe the backup to the electronic-based approval system.</p> <p>c. List the method used to obtain household signature.</p>	N/A
Comments:		
a.		
b.		
c.		

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110.	Who at the SFA receives the direct certification documents from the state or local agency, and who is responsible for issuing and updating the benefit list?	
Program	Name/title of person receiving direct certification documents from SA	Name/title of person issuing direct certification benefits to students
SNAP		
TANF		
FDPIR		
Homeless		
Migrant		
Foster Children		
Head Start		
Even Start		

111.	Does the SFA use the direct certification notification letter provided by the State agency? If no, does the letter contain all required information, and is it approved by the State agency? (Obtain a copy of the letter used.)	YES	NO	
		YES	NO	N/A

Comments:

112.	What is the SFA's procedure for extending free school meal eligibility to all children who are members of a household in which one person in that household is receiving SNAP, TANF, or FDPIR benefits?
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Comments:

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113.	Does the benefit issuance system identify how eligibility was determined? (e.g., through application, direct certification, etc.)	YES	NO
Comments:			
114.	Who has access to the benefit issuance system and/or documentation?		
(Names and/or position titles):			
115.	How are benefits issued and distributed to students? (e.g., via electronic system with code numbers for students, ticket system)		
Comments:			
116.	How are eligibility determinations transferred to the benefit issuance document?		
Comments:			
117.	How are benefit issuance document(s) transferred to the point of service system?		
Comments:			
118.	How are eligibility status updates made to the point of service and benefit issuance document(s)?		
Comments:			

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119.	How frequently are updates made to the point of service and benefit issuance document(s)?		
Comments:			
120.	Does the benefit issuance document indicate the date the eligibility status changes were made?	YES	NO
Comments:			
121.	How and when are the following changes made to the point of service and benefit issuance document: a) new students b) transfer students c) withdrawn students d) 30 day carryover of prior eligibility		
Comments:			
a.			
b.			
c.			
d.			
122.	Is there a backup system for updating benefit issuance document(s)?	YES	NO
If yes, describe the backup system for updating benefit issuance document(s).			
Comments:			

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Section II: Meal Access and Reimbursement

Module: Verification			
200.	Obtain a copy of the SFA's most recently submitted FNS-742 (Verification Collection Report).	YES	NO
	a. Did the SFA choose the correct verification sample size?		
	b. Did the SFA verify the correct number of applications based on their verification sample size?		
	c. Was the most recent report timely and accurate?		
	If no, is this a recurring problem?		
Comments:			
201.	Who serves as the SFA's verifying official?		
(Name and/or position title):			
202.	Who serves as the confirming official?		
(Name and/or position title or software used is acceptable):			
203.	Describe the SFA's verification process (including SFA's verification for cause process).		
Comments:			
204.	Has the SFA completed the SA's verification training? List who and when.	YES	NO
Comments:			

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Section II: Meal Access and Reimbursement

205.	Does the SFA use an electronic system to identify error-prone applications? If yes, what software does the SFA use?	YES	NO

Comments:

Module: Meal Counting and Claiming

300.	Does the SFA use an electronic or manual system to count and consolidate reimbursable meals? If a combination of electronic and manual is used check both boxes.	Electronic	Manual

Electronic System means meal counts are generated by an automated Point of Service (POS) system that may connect to the claim for reimbursement. Electronic systems have the ability to identify a student’s benefit category, tally daily meal counts, transfer daily meal counts to the SFA, consolidate meal counts for the SFA, and/or submit the claim for reimbursement. The system is limited to virtually NO MANUAL data entry at the POS. Meal counts are kept electronically.

Manual System means meal counts are generated by a manual Point of Service system. Meal counts are manually tallied, consolidated, and transferred to the SFA. Consolidation of meal counts by the SFA is completed manually. Hard copy records are kept on file.

If the SFA has implemented an electronic system, but one or more aspect of the benefit issuance process is conducted manually (e.g., the SFA has an electronic POS, but utilizes a roster at an alternate service location and SFA staff manually enters meal counts from the alternate service location), the reviewer will consider it a manual/combination system.

301.	How does the SFA’s point of service system identify a student’s eligibility? Include all types of distinct counting methods (e.g., check-off list for grades 1-3, tickets for grades 4-8).
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Comments:

302.	Does the SFA have a backup system to their primary meal counting and claiming system should the primary system fail/not operate? If YES, describe backup system.	YES	NO

Comments:

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Section II: Meal Access and Reimbursement

303.	How often are cashiers and substitute cashiers trained on the meal counting and claiming system (including the backup system)?	
Comments:		
304.	At the end of meal service, how does the SFA obtain the daily meal counts by category from each school's point(s) of service?	
Comments:		
305.	What are the SFA's meal counting and claiming policies and procedures for the following situations :	
a) Offer vs. Serve?		N/A
b) Incomplete/Non-Reimbursable Meals?		N/A
c) Second Meals?		N/A
d) Visiting student meals?		N/A
e) Adult and non-student meals?		N/A
f) Student worker meals?		N/A

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g) A la carte?		N/A			
h) Field trips?		N/A			
i) Lost, stolen, misused, forgotten or destroyed tickets, tokens, IDs, and PINS?		N/A			
j) Charged and/or pre-billed/prepaid meals?		N/A			
k) Students without funds to pay for meals?		N/A			
l) New students without approved certification of free or reduced-price benefits?		N/A			
306.	What procedures are used as internal controls to ensure the meal counts do not exceed enrollment or attendance adjusted enrollment?				
Comments:					
307.	Electronic Systems Only:		YES	NO	N/A
	Are meal counts automatically consolidated?				
	If YES, does the software program contain edits and internal controls?				
	If NO, when and how are edit checks and internal controls completed?				
Comments:					

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Section II: Meal Access and Reimbursement

308.	Have alternate points of service been approved by the SA?	YES	NO	N/A

Comments:

309.	Describe the number and types of alternate points of service operating during each meal service (e.g., meals in classrooms, bus).
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Comments:

310.	If a school has more than one meal service line, how does the point of service system prevent duplicate or second meals from being claimed?
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Comments:

311.	At the site level, how are the total daily meal counts by category submitted to the SFA for consolidation?
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Comments:

312.	Describe the SFA's procedures for consolidating daily meal counts by category for each site to process the claim for reimbursement, if applicable.
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Comments:

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Section III: Nutritional Quality and Meal Pattern

Module: Dietary Specifications and Nutrition Analysis

600. Based on the results of the *Meal Compliance Risk Assessment Tool*, what site has been selected for the targeted menu review?

School selected for targeted menu review:

601. How will the SA proceed with the targeted menu review?

- Option 1: Complete the Dietary Specifications Assessment Tool**
- Option 2: Validate Existing Nutrient Analysis**
- Option 3: Conduct Nutrient Analysis**
- Option 4: Use FNS-approved Process Utilizing FNS-Approved Menu Planning Tools**

602. If Option 1 is selected, what initial risk level has been assigned for the targeted menu review site based on the results of the *Dietary Specifications Assessment Tool*?

N/A

Risk Level:

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Section IV: Resource Management

700.	Is the SFA's enrollment 40,000 students or more?	YES	NO
Comments:			
701.	Did the SFA have any financial findings related to the child nutrition programs on previous Administrative Reviews, A-133, OIG, or other state audits within the past three years?	YES	NO
Comments:			

Module: Maintenance of Nonprofit School Food Service Account			
702.	Did the SFA have a separate financial account designated for the nonprofit school food service?	YES	NO
Comments:			
703.	Did the SFA conduct a year-end review of total revenues and expenses to determine the school food service's nonprofit status?	YES	NO
Comments:			
704.	Did the SFA have year-end expenses in excess of revenues, requiring a general fund transfer to cover the balance?	YES	NO
Comments:			

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705.	Did the SFA transfer funds out of the nonprofit school food service account to support other school operations during, or at the end of, the school year?	YES	NO
Comments:			
706.	Did the SFA complete a process to ensure its compliance with the net cash resources limitation to a level at or below three months' average expenses?	YES	NO
Comments:			

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Section IV: Resource Management

Module: Paid Lunch Equity				
707.	Did the SFA charge the weighted minimum average paid lunch price at all sites or use the <i>USDA Paid Lunch Equity Tool</i> to evaluate the need to raise its paid lunch prices?	YES	NO	N/A*
Comments:				
*N/A selection is only allowable if all sites at the SFA are nonpricing				
708.	Did the SFA use non-Federal funds to support its paid lunch prices?	YES	NO	N/A
Comments:				
709.	Did the SFA receive an exemption to the Paid Lunch Equity requirement?	YES	NO	
Comments:				
710.	Did the SFA increase its paid lunch prices at the level required by the <i>USDA Paid Lunch Equity Tool</i> or comparable mechanism? If NA list in comments. If yes, explain which mechanism was used to address the required raise in prices and provide detail on how much the SFA raised its paid lunch prices and/or how much in non-Federal funds the SFA transferred into its nonprofit school food service account to comply with the PLE requirements.	YES	NO	
Comments:				
Module: Revenue from Nonprogram Foods				
711.	Did the SFA have a system or process in place that allows it to separate its nonprogram food revenue from its program food revenue?	YES	NO	NA
Comments:				
712.	Did the SFA have a system or process in place that allows it to	YES	NO	

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	separate its nonprogram food costs from its program food costs?		
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Comments:

713.	Did the SFA use the USDA Nonprogram Food Revenue Tool or a USDA-approved alternative method to assess its compliance with the revenue from nonprogram food requirements [7 CFR 210.14(f)]? Revenue ratio: $\frac{\text{Nonprogram Food Revenue}}{\text{Total program + nonprogram revenue}} \geq \frac{\text{Total Nonprogram Food Cost}}{\text{Total program + nonprogram food costs}}$	YES	NO

Comments:

714.	Did the SFA generate at least as great a share of total revenue from nonprogram foods as nonprogram foods contributed to total food costs?	YES	NO

Comments:

715.	If the SFA's calculation showed that the proportion of nonprogram food cost was greater than the proportion of nonprogram food revenues, did the SFA sufficiently increase its nonprogram food prices to ensure compliance with the Federal requirements?	YES	NO

Comments:

Module: Indirect Costs			
716.	Were indirect costs charged to the SFA's nonprofit school food	YES	NO

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Section IV: Resource Management

	service account?		
Comments:			

Technical Assistance and Corrective Action		
<p>FOR THE REVIEWER: After completing the <i>Resource Management Risk Indicator Tool</i>, determine whether corrective action or technical assistance is needed for any of the four Resource Management areas in which a risk indicator may have been triggered.</p>		
Is corrective action necessary?	YES	NO
Comments:		
Is technical assistance necessary?	YES	NO
Comments:		

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Section V: General Program Compliance

Module: Civil Rights			
800.	What is the non-discrimination statement that is used for appropriate Program materials? Please provide exact language.		
Comments:			
801.	Provide a copy of the School Food Authority’s public release.		
802.	What services do you provide to Limited English Proficient (LEP) households?		
Comments:			
803.	What is the SFA’s procedure for receiving and processing complaints alleging discrimination within FNS School Meal Programs? Provide a copy.		
Comments:			
804.	Has the School Food Authority received any written or verbal complaints alleging discrimination in FNS Programs in the current or prior school year? If yes, please provide the following information: date, nature of complaint, and agency complaint was reported to.	YES	NO
Comments:			

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Section V: General Program Compliance

805.	How are students with special dietary needs accommodated?
Comments:	
806.	When was the SFA's most recent civil rights training for staff who interact with program applicants or participants (e.g., cafeteria staff, F/R application approval staff) and their supervisors? Who attended these trainings? What topics were covered by the training? Provide supporting documentation for the responses.
Comments:	
807.	How does the SFA collect racial/ethnic data? How often is this information collected? Provide documentation to support the response.
Comments:	

Module: SFA On-site Monitoring

900.	How does the SFA ensure that all schools are meeting program requirements? For example, how and when is monitoring conducted?
Comments:	

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Section V: General Program Compliance

Module: Local School Wellness Policy	
1000.	Provide a copy or appropriate web address of the current Local School Wellness Policy.
1001.	How does the public know about the Local School Wellness Policy? Provide documentation to support the response (or appropriate web address(es)).
Comments:	
1002.	When and how does the review and update of the Local School Wellness Policy occur? Provide documentation to support the response (or appropriate web address(es)).
Comments:	
1003.	Who is involved in reviewing and updating the Local School Wellness Policy? What is their relationship with the SFA?
Comments:	
1004.	How are potential stakeholders made aware of their ability to participate in the development, review, update, and implementation of the Local School Wellness Policy? Provide documentation to support the response (or appropriate web address(es)).
Comments:	
1005.	Provide a copy of the most recent assessment on the implementation of the Local School Wellness Policy.
1006.	How does the public know about the results of the most recent assessment on the implementation of the Local School Wellness Policy? Provide documentation to support the response (or appropriate web address(es)).
Comments:	

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Section V: General Program Compliance

Module: Smart Snacks	
1100.	What are the SFA's food sale policies? List all types of sales to include the selling of non-food items in combination with food items.
Comments:	
1101.	What is the SFA's process for determining compliance with non-packaged or recipe (combination foods that do not label) food items?
Comments:	
1102.	How does the SFA account for accompaniments when determining whether food items meet the Smart Snack standards?
Comments:	

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Section V: General Program Compliance

Module: Professional Standards		
1200.	What is the LEA student enrollment? (select one)	
a) 2,499 or less		
b) 2,500 – 9,999		
c) 10,000 or more		
1201.	List the employee count for each of the following:	
Directors/ Managers		
Full-Time Nutrition Staff		
Part-Time Nutrition Staff		
Staff hired after January 1 of the School Year being reviewed		
Non-school nutrition staff that have responsibilities that include duties related to the program		

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Section V: General Program Compliance

1202.	a) Has the SFA hired any new directors on or after July 1, 2015? If no, proceed to 1203.	YES	NO
	b) If a new School Nutrition Program Director has been hired, did they meet the hiring standard requirements?		
Comments:			
1203.	a) If a new School Nutrition Program Director has been hired, did they complete food safety training within 30 days of being hired? If yes, proceed to question 1204.	YES	NO
	b) If no, was previous food safety certification obtained in the last 5 years? If yes, list date of certification in comments.		
Comments:			
1204.	Did the School Nutrition Program Director meet the training requirement?	YES	NO
	If not, after review of the scheduled/planned trainings for the remainder of the school year is the School Nutrition Program Director expected to meet annual training requirements? List completed training hours and expected/planned training hours in the comments.		
Comments:			

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Section V: General Program Compliance

1205.	Did the School Nutrition Program Manager, if applicable, meet the training requirements?	YES	NO
	<p>If not, after review of scheduled/planned trainings, trainings for the remainder of the school year is the School Nutrition Program Manager expected to meet the annual training requirements?</p> <p>List completed training hours and expected/planned training hours in the comments.</p>		
Comments:			
1206.	Did school nutrition staff, meet the training requirements?	YES	NO
	<p>If not, after review of scheduled/planned trainings, trainings for the remainder of the school year are School Nutrition staff expected to meet the annual training requirements?</p> <p>List completed training hours and expected/planned training hours in the comments.</p>		
Comments:			
1207.	Does the State Agency allow the SFA flexibility to allow for training requirements to be met across 2 years?	YES	NO
	<p>If yes, list in the comments section, the first school year to which the flexibility was applied.</p>		
Comments:			
1208.	Is the SFA tracking training hours on an annual basis? If not, please describe how training hours are being tracked.	YES	NO
Comments:			

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1209.	<p>a) Are there any employees that were hired on or after January 1 of the current school year? ? If no, proceed to 1210.</p> <p>b) If yes, did they meet the annual training requirements? If no, after review of scheduled/planned trainings for the remainder of the school year, are they expected to meet the annual training requirements?</p> <p>List completed training hours and expected/planned training hours in the comments.</p>	YES	NO
<p>Comments:</p>			
1210.	<p>Did the employees outside of the school nutrition program whose responsibilities include duties related to the operation of the school nutrition program receive training applicable to their duties related to the program?</p> <p>If yes, list their names and job titles in the comments.</p>	YES	NO
<p>Comments:</p>			
1211.	<p>Did Part-time staff meet the training requirements?</p> <p>If not, explain in comments below.</p>	YES	NO
<p>Comments:</p>			

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Section V: General Program Compliance

Module: School Breakfast and Summer Food Service Program Outreach

1600. How did the SFA inform households of the availability of the School Breakfast Program prior to (or at the beginning) of the school year and provide reminders about the availability of the School Breakfast Program throughout the school year?

Comments:

1601. How did the SFA inform eligible households about the availability and location of free meals for students via the Summer Food Service Program?

Comments:

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Section VI: Other Federal Programs

Indicate any additional federal programs that will be examined during this review:

- Afterschool Snack Program**
- Seamless Summer Option**
- Fresh Fruit and Vegetable Program**
- Special Milk Program**

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Section IX: Special Provision Options

**** For Provision 2 ONLY****

Not applicable (if no schools in the SFA operate Provision 2, skip this page)

2100.	Are non-federal funds being properly allocated to account for the difference of offering all meals to students at no cost?	YES	NO
Comments:			
2101.	What procedures are/were used to calculate the Base Year claiming percentages for each school implementing Provision 2?		
Comments:			
2102.	What procedures are used to apply the Base Year claiming percentages to the Non-base Year's claims for reimbursement?		
Comments:			
2103.	If applicable, were adjustments made to the claiming percentages established during the Base Year? If yes, describe the procedure used for the adjustment.	YES	NO
Comments:			
2104.	Has the SFA ensured all meals are provided at no cost to all enrolled students during Provision 2 Base Year? If no, explain.	YES	NO
Comments:			

Administrative Review Off-site Assessment Tool

Section IX: Special Provision Options

**** For Provision 3 ONLY ****

Not applicable (if no schools in the SFA operate Provision 3, skip this page)

2105.	Are non-federal funds being properly allocated to account for the difference of offering all meals to students at no cost?	YES	NO
Comments:			
2106.	What procedures are/were used to calculate the Base Year level of federal assistance for each school implementing Provision 3?		
Comments:			
2107.	What procedures are used to apply the Base Year level of federal assistance to the Non-base Year's claims for reimbursement?		
Comments:			
2108.	If applicable, were adjustments made to the level of federal assistance established during the Base Year? If yes, describe the procedure used for the adjustment.	YES	NO
Comments:			

Administrative Review Off-site Assessment Tool

Section IX: Special Provision Options

**** For Community Eligibility Provision ONLY ****

Not applicable (if no schools in the SFA operate Community Eligibility Provision, skip this page)

2109.	Are non-federal funds being properly allocated to account for the difference of offering all meals to students at no cost?	YES	NO
Comments:			
2110.	What procedures are used to apply the established ISPs to the current School Year’s claims for reimbursement? (Documentation supporting establishment of ISP and corresponding claiming percentages will be verified during completion of the On-site Review Assessment Tool) If applicable, were adjustments made to the ISP and corresponding claiming percentages being utilized in the current SY? If yes, describe the procedure used for the adjustment.		
Comments:			

Administrative Review Off-site Assessment Tool

Section IX: Special Provision Options

**** For Provision 1 ONLY ****

Not applicable (if no schools in the SFA operate Provision 1, skip this page)

2111.	Are all households provided meal applications and allowed to apply for meal benefits each school year?	YES	NO
Comments:			