

Technical Assistance

Each area of the state of Indiana has a School Nutrition Specialist assigned to assist sponsors in all aspects of program compliance. You can find the name of your field specialist by looking in the CNPweb on the Packet Tab. Your field specialist is available to assist you in menu planning, determining eligibility status, production records, as well as general program compliance. Sponsors are highly encouraged to get to know their field specialist and to use them as resource in your Child Nutrition Program planning.

State Agency Compliance Reviews

Administrative Review

USDA requires a SA to conduct one on-site review of each RCCI at least once during each 3-year review cycle. The Administrative Review may be conducted by either federal or state reviewers. Regardless of which agency conducts the review, the procedures and forms used will be the same. Reviews may be conducted more frequently at state agency discretion.

What is an Administrative Review?

The Administrative Review focuses on all federal compliance aspects of the RCCI foodservice operations. It will include a thorough review of all documents related to the meals claimed for reimbursement, eligibility status of participants, claim filing process, food inventory, expenditures, food safety requirement, menu planning, nutritional standards as well as a meal observation for each meal type claimed for reimbursement. Sponsors are expected to daily maintain all documentation required for federal compliance; therefore additional time to prepare for an Administrative Review should not be necessary.

The two critical performance standards (PS) of the Administrative Review are: PS1 - all free, reduced price and paid lunches claimed for reimbursement are served only to children eligible for those meals; and are counted, consolidated and reported through a system which consistently yields correct claims; and PS2 - lunches claimed for reimbursement contain all food items/components in appropriate serving sizes including vegetable subgroups, as required by program regulations.

The Administrative Review will cover the following sections:

Section 1: Access and Reimbursement

- Applications
- Direct Certification
- Verification
- Benefit Issuance
- Meal Counting, Claiming and Reimbursement

Section 2: Nutritional Quality/Meal Pattern

- Dietary Specifications and Nutrient Analysis
- Multiple Meal Service Lines
- Offer versus Serve

Section 3: Resource Management

- Nonprofit School Food Service Account
- Paid Lunch Equity
- Revenue from Nonprogram Foods
- Indirect Costs
- USDA Foods

Section 4: General Program Compliance

- Civil Rights
- SFA On-Site Monitoring
- Local Wellness Policy
- Competitive Foods
- School Meal Environment Report Card
- Water
- Food Safety
- SBP & SFSP Outreach

Section 5: Other Federal Program Reviews

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

Additional information on the Administrative Review can be found on our website:

<http://www.doe.in.gov/nutrition/snp-administrative-review-information>.