

Preparing for your 2013-14 Administrative Review (AR)

Indiana Department of Education

Agenda

- The WHO, WHAT, WHEN, WHERE, AND WHY of an Administrative Review
 - > (Not necessarily in that order)

WHAT is an Administrative Review (AR)?

- Onsite evaluation by state agency (SA) of school food authority (SFA) participating in NSLP and SBP.
- Formerly called CRE= Coordinated Review Effort
- Now includes nutrient analysis portion formerly called the School Meals Initiative (SMI) Review

WHY are AR's conducted?

- ◉ **To determine if...**
- ◉ free & reduced-price meal benefits process is accurately administered
- ◉ accurate meal counts at point of service (POS)
- ◉ complete reimbursable meals are offered
- ◉ Meal pattern and nutrient standards are followed
- ◉ Other general areas are in compliance



WHO...?

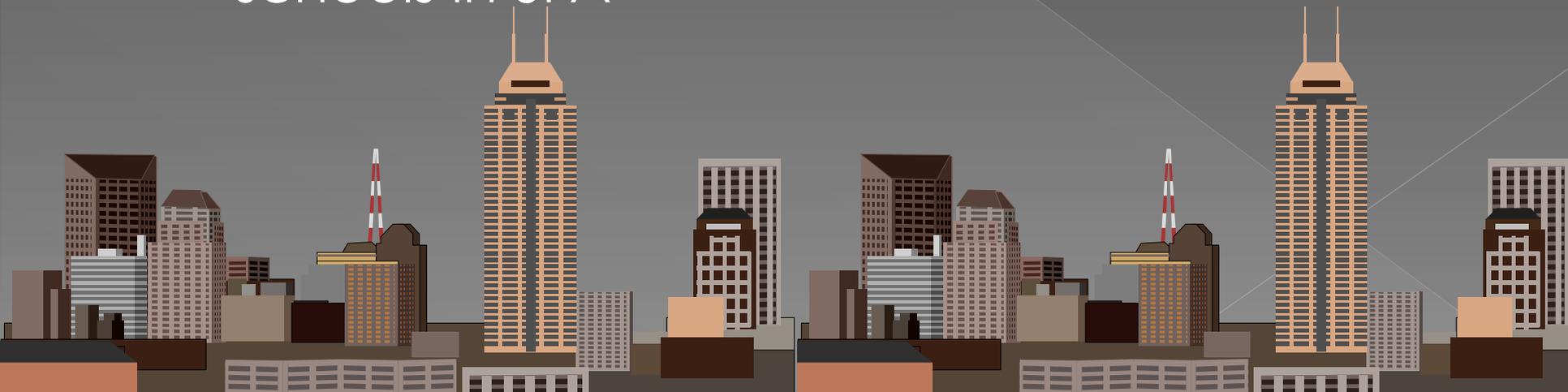
- Gets reviewed?
 - > Each SFA or Sponsor under NSLP
- Conducts the review?
 - > Your one and only Field Consultant (FC)
 - > She may be accompanied by additional staff, her supervisor, or USDA staff

WHEN is the review?

- Regulations : at least once per review cycle
 - > 2013-2014 = starts new 3 year review cycle
 - > Previous review cycle was 5 years but included two reviews: CRE/SMI
- Conducted on days when meals are served to students

WHERE is it conducted?

- ◉ Where your sponsor level information is housed...
 - > Corporation office, business office, school, etc.
- ◉ At site(s) selected by state office
 - > # of schools reviewed depends on # of schools in SFA



WHAT can I expect? (The Process)

- Up to 30 days notice of review
- Email notification sent w/ date range
- Entrance conference in person
- Site selection determined by most recent claim on file

WHAT can I expect? (The Process Continued)

- FC will
 - > begin review at arranged time
 - > observe lunch service at sites selected
 - > observe breakfast and after school snacks as applicable
 - > review additional paperwork either at a central location within your sponsorship or at the sites, if arranged, as applicable

WHAT can I expect? (The Process Continued)

- FC will
 - > conduct exit conference in person to review any findings
 - > issue letter summarizing findings as applicable
- Sponsor must
 - > respond with corrective action plan by due date
 - > Implement corrective action
- Follow-up review may or may not be scheduled at a later date

WHAT will be reviewed?



◎ CRITICAL AREAS

- > Two Performance Standards
 - Compliance directly linked to service of reimbursable lunch and may trigger a follow-up if there are findings

WHAT will be reviewed?

- **Performance Standard 1-
Certification/Counting/Claiming:**

All free, reduced price and paid lunches claimed for reimbursement are served only to children eligible for free, reduced price and paid lunches, respectively; and are counted, recorded, consolidated and reported through a system which consistently yields correct claims.

WHAT will be reviewed?

◎ Performance Standard 1 Documentation

- > Free & Reduced-Price Meal applications for ALL children in selected sites
 - 30 day carry-over not exceeded
- > Direct Certification
- > Benefit Issuance & Eligibility Updating
 - Master list



WHAT will be reviewed?

◎ Performance Standard 1 Continued

- > Lunch counting system
 - Claim for reimbursement is correct
- > Meals counted at the POS by type of eligibility
- > Meals counted and claimed for day they are served



WHAT will be reviewed?

- ◎ **Performance Standard 2-Meal Requirements :**

Reimbursable lunches meet the meal requirements in § 210.10, as applicable to the age/grade group reviewed. Reimbursable breakfasts meet the meal requirements in §§ 220.8 and 220.23, as applicable to the age/grade group reviewed.

WHAT will be reviewed?

◎ Performance Standard 2

> Day of Review

- Serving line(s) for selected site(s)-all components offered.
- Meals counted at POS are reimbursable
 - Required/min components taken

> Review Period

- Menus, production records, nutrition fact labels, CN labels, for compliance with meal pattern
- If certified, FC conducts nutrient analysis for 1 week for each grade group of one selected school for lunch & breakfast.



WHAT will be reviewed?

◎ **General Areas of Review- *Free and Reduced-Price Process***

- > Free & reduced-price process
 - Policy implemented as approved
- > Verification Process- start October 1
 - We will look at all applications verified for
 - Correct # of applications verified
 - Apps selected according to procedures
 - Confirm process was completed for each application

WHAT will be reviewed?

- ◎ **General Areas of Review- *Free and Reduced-Price Process continued***
 - > Verification Process continued
 - Completed by November 15th
 - Process complete for each application
 - Verification records maintained as required
 - Verify for cause any time
 - Not counted towards # to verify

WHAT will be reviewed?

- ◎ **General Areas of Review- *Free and Reduced-Price Process continued***
 - > Counting system does not overtly identify children eligible for free & reduced-price lunches
 - > *Determine if applications were correctly denied*
 - > *Proper notifications sent*

WHAT will be reviewed?

- ◎ **General Areas of Review- Civil Rights**
 - > Training for foodservice staff annually
 - Provided by sponsor
 - > “And Justice For All” poster in prominent place
 - > Admission policy- free from restrictions
 - > No separations by protected classes in procedures
 - > Improperly denied apps based on protected classes
 - > Non-discrimination statement on program materials
 - Including websites where NSLP mentioned or menus posted

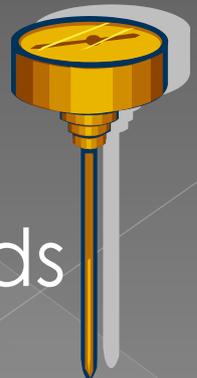
WHAT will be reviewed?

◎ General Areas of Review- Monitoring

- > On-site reviews; conducted by sponsors with more than one site; by February 1st
 - Corrective actions completed and follow-ups conducted as required
- > Claim Review; conducted by sponsors; double-check claims are accurate prior to submitting
 - Edit check
 - Example

WHAT will be reviewed?

- **General Areas of Review- Reporting & Recordkeeping**
 - > Records maintained for 3 years plus current year
- **General Areas of Review- Food Safety**
 - > 2 Health Inspections per year must be requested
 - > Inspection must be posted
 - > Sponsor must have a food safety plan
- **Competitive Foods-Current Standards**
- **Procurement**



WHAT will be reviewed?

◎ Reminders for SY 2013-2014

- > **School Lunch Pricing** for paid meals
- > **Direct Certification** must be done 3x per year
- > **Verification Summary Report** is in new format.
 - Online and in-person trainings
 - Contact Allie Caito-Sipe with questions @ acaito@doe.in.gov or 317-232-0849.
- > **New Breakfast Meal Pattern** went into effect July 1, 2013 for ALL sponsors claiming breakfast.
 - Four items from three components (grain, fruit/vegetable, and milk) must be offered with each meal.

WHAT will be reviewed?

- ◎ **Reminders for SY 2013-2014 continued**
 - > **OVS at lunch-** student must be offered 5 components & must take at least 3 components- one being ½ cup fruit or vegetable.
 - > **OVS at breakfast-** student must be offered at least 4 food items & must select 3 food items min.
 - > **Meat & Grain Weekly Maximums** for lunch & breakfast are permanently lifted.
 - > **Whole Grain Items** must make up half of your weekly grain offerings for both breakfast and lunch in SY 13-14.

WHAT to have ready

- Copy of current year's Contract or Letter of Renewal, Sponsor/Site Information, & if applicable, any joint food service agreements.
- General info for each school:
 - > Enrollment & attendance data & attendance factor
 - > Edit Checks
 - > Time of meal periods;
 - > Current meal charges for students, adults & a la carte
- Free, reduced-price, denied, & withdrawn Applications for Free & Reduced-priced Meals
- Master list of students eligible for free & reduced-price benefits by school.

WHAT to have ready

- ◉ List of students eligible by direct certification
- ◉ Current monthly claim for reimbursement, including supporting docs.
- ◉ Meal Service Info – Lunch, Breakfast & Snacks (if applicable)
 - > Daily Menus
 - > Production Records
 - > Standardized Recipes
 - > Meals served daily
 - > Vendor Statements/CN Labels/Nutrition Facts/Whole Grain

WHAT to have ready

- On-site reviews for current year or previous year if AR is conducted prior to February 1st.
- Bidding docs for purchases over \$150,000 & quote docs for purchases under \$150,000.
- Completed verification summary for current year or previous year if review is conducted prior to December 15th.
 - > applications selected for verification
 - > documentation of household response

WHAT to have ready

- Annual Financial Report including worksheets
- Local questions or concerns
- Two most recent health inspection reports
- Copy of Wellness Policy to give to FS
- Documentation of School Food Safety Program
- Documentation of compliance with civil rights requirements of the NSLP.

WHAT to do to get organized (and be accurate)

- ◎ Applications- organize by school
 - > Separate folder for each category
 - (free, reduced-priced, paid)
 - > “Withdrawn” folder for each school
 - as students withdraw put app in withdrawn folder
 - > Apps for DC approved students
 - Pull from free file –separate folder
 - > Apps organized same order as master list
- ◎ Claims
 - > Have a person “double check” your meal counts before submitting your claim

WHAT to do to get organized (and be accurate)

◉ Verification

- > Copy apps; put originals in “verification” file
- > Direct Verification- Optional- need STN database access
 - direct verification verifies applications based on Food Stamp, TANF, & Medicaid
 - match a household, print info, no letter needed!
 - only need to verify one student on multi-student family app

WHAT to do to get organized (and be accurate)

- ISNP Resources
- <http://www.doe.in.gov/nutrition>



Programs and Resources

- School Nutrition Programs**
 - [Fresh Fruit and Vegetable Program](#)
 - [Team Nutrition](#)
- Child and Adult Care Food Program**
- Summer Food Service Program**
 - [SFSP Newsletter-Summer Times](#)
- Food Distribution Program**

WHAT to do to get organized (and be accurate)

School Nutrition Resources

- > Program Updates
- > New Meal Pattern Guidance
- > Attendance Factor
- > Free & Reduced Price Info
- > Meal Requirements and Menu Planning
- > On-line Training
- > Pricing & Reimbursement rates
- > Review Information
- > SNP Policies & Assistance
- > CN History
- > Other Programs
- > Program Promotion
- > Program Participation Data
- > Record Retention

WHAT to do to get organized (and be accurate)

- School Nutrition Resources
- <http://www.doe.in.gov/nutrition>

Other Resources

- [CNPweb Resources](#)
- [Civil Rights Requirements](#)
- [Division Brochure](#) 
- [Federal Regulations and Related Links](#)
- [Financial Management](#)
- [Food Safety](#) (Formerly HACCP)
- [Pandemic Flu Preparedness](#) 
- [Procurement](#) (Food Service Management Company Contracts, Food Purchases, etc.)
- [Purpose, Mission, and Vision Statement](#)
- [Recalls.gov](#) 
- [Wellness Policy Resources](#)

QUESTIONS?



The End