

Preparing for Your Administrative Review

A Step-by-Step Guide

Indiana Department of Education
Office of School & Community Nutrition
School Nutrition Programs

“Preparing for Your Administrative Review” is intended for the School Food Authorities in the state of Indiana. All regulations are specific to operating the National School Lunch Program under the direction of the Indiana Department of Education. Information provided is current as of release date to meet the regulations of USDA and DOE.

Table of Contents

Administrative Review FAQs	3-5
What will be Reviewed?	6-7
Expected Timeframes	8
Site Selection	9
Online Off-Site Review Questions	9-12
Resource Management Comprehensive Review	13
Off-Site Review Checklist Items	14-19
The On-Site Visit	20
On-Site Review Checklist Items	20-22
Exit Conference	22
Expected Timeframes- Post Review	23
Resources/Additional Info	24-27
Self- Assessment of AR Preparedness	29

Who is this guide for?

- Individuals responsible for the operation of the National School Lunch and School Breakfast Programs (NSLP/SBP) at LEAs in Indiana.
- The review process, and this guide, will be divided into modules which represent different areas of the NSLP/SBP. You are encouraged to share these modules with the individuals whose responsibilities most align with those areas.

What is the Administrative Review (AR)?

- The AR is DOE's assessment of your operation of the school nutrition programs:
 - National School Lunch Program
 - School Breakfast Program
 - Afterschool Snack Program
 - Special Milk Program
 - Fresh Fruit & Vegetable Program
 - Seamless Summer Option

(You might not operate all of these programs)

- The intent of the AR is to:
 - Determine if you are meeting program requirements,
 - Provide technical assistance,
 - Secure any needed corrective action,
 - Assess fiscal action (if applicable).

Who will receive an AR?

- All sponsors of the NSLP/SBP will receive an AR at least once during each three-year review cycle.

How will I be notified?

- The people listed as your Executive and Food Service Contacts will receive a review notification email from DOE.
- Your assigned Field Specialist will send ongoing detailed AR information to the Food Service Contact (please ensure the correct contact information is in CNPWeb).
- A list of sponsors scheduled to receive an AR each school year will also be posted on DOE's website here:
<https://www.doe.in.gov/nutrition/snp-administrative-review-information>

What is the most important part of the AR?

- Everything reviewed is a REQUIREMENT of the NSLP/SBP.
- Failure to comply with program requirements or failure to implement required corrective action assigned after the AR will result in program reimbursements being placed on hold and/or termination of performance-based reimbursement (extra 7 cents).
- Keeping thorough records is the best way to show your Field Specialist you are in compliance.

Where can I get help?

- Your assigned Field Specialist at DOE is available to answer questions.
 - If you don't know who your assigned specialist is, log-in to CNPWeb and your specialist's name and phone number should be listed on the 'Packet' tab.
 - Get to know the best way for you and your specialist to communicate- they may be traveling and conducting other ARs and might not always be readily available over the phone.
- Review the results from your last AR.
 - Make sure all findings have since been corrected, this will help you avoid repeat findings which can have more serious consequences.
 - If you do not have your previous results, ask your Field Specialist.
- Check for web-based and in-person training opportunities this summer and fall.
 - Consider the areas of the NSLP/SBP you feel you may need extra help with while reading this guide, and use the Self Assessment on the last page.
 - Visit <https://www.doe.in.gov/nutrition/school-nutrition-program-trainings> to see the sessions available and register yourself and/or your staff as soon as you can.

What will be reviewed?

- **Critical Areas of Performance**

- These tie directly to the reimbursement you receive from DOE.
- Reimbursement is received under the assumption that these core requirements are met; findings in these core areas could mean that DOE must take reimbursement back (fiscal action).

Performance Standard 1

- Certification
- Benefit Issuance
- Meal Counting & Claiming

Performance Standard 2

- Meal Components & Quantities
- Dietary Specifications & Nutrient Analysis

- Having adequate records to support compliance in the Critical Areas of Performance is essential!
 - Eligibility documentation
 - Meal counts
 - Meal pattern records
- Absence of records will result in meals being disallowed (fiscal action).
- Additionally, repeated findings (from a prior review) in the following areas of Performance Standard 2 Meal Components & Quantities will result in fiscal action:
 - Vegetable subgroups: if one or more subgroups are not offered.
 - Milk variety & type: if only one variety of milk is offered or if an unallowable milk type is offered.
 - Quantities: if insufficient quantities of any meal component are offered.
 - Whole grain-rich: if at least 50% of grain items are not whole grain-rich.

What will be reviewed?

- **General Areas of Review**
 - These areas represent requirements of the program which are not tied directly to reimbursement; findings are addressed with technical assistance and corrective action rather than fiscal action.
 - **Meal Access & Reimbursement**
 - (some aspects of eligibility certification, benefit issuance, verification, meal counting & claiming, unpaid meal charge policy)
 - **Meal Components & Quantities**
 - (meal signage, OVS)
 - **Resource Management**
 - **Civil Rights**
 - **On-Site Monitoring**
 - **Local Wellness Policy**
 - **Competitive Foods/Smart Snacks**
 - **Professional Standards**
 - **Water**
 - **Food Safety**
 - **Reporting & Recordkeeping**
 - **SBP & SFSP Outreach**
 - **Other Federal Programs**
 - Afterschool Snack
 - Fresh Fruit & Vegetable Program
 - Seamless Summer Option
 - Special Milk Program
- **The Review Period**
 - The most recent month for which a claim for reimbursement has been submitted in the current school year.
 - Usually the month preceding the on-site visit date.
 - Significant systemic findings may require your Field Specialist to investigate additional months within the current school year.
 - ***Your Field Specialist will tell you what your Review Period is.
 - The month/days of the on-site visit will also be reviewed to some extent.

The Administrative Review Process

Expected Timeframes

***These may vary, please be flexible

- **Summer**
 - Your Executive and Food Service Contact will receive notification that the AR is scheduled for the coming school year.
- **5-12+ Weeks Prior to On-Site Visit**
 - Your Field Specialist will:
 - Schedule the on-site visit with you.
 - Select which sites will be reviewed.
 - Request and verify completion of the Online Off-Site Review Questions and Resource Management Risk Assessment.
 - Send you document checklists for the items they want to see before the on-site visit and during.
 - You should expect to be in regular contact with your Field Specialist from the time you schedule the on-site visit until it actually happens.
 - Let your Field Specialist know the best mode of communication for you.
- **1-2 Weeks Prior to On-Site Visit**
 - Your Field Specialist will:
 - Confirm a meeting time and place for the Entrance Meeting.
 - Confirm meal service times for selected site(s).
 - Confirm directions/other pertinent details, plan for other DOE/USDA staff to accompany as needed.
 - Please designate a workspace for your Field Specialist:
 - A quiet, somewhat private workspace to review your program documents.
 - Electrical outlets are helpful.
 - Please arrange for them to have access to Wireless Internet.
- **The On-Site Visit**
 - Entrance Meeting
 - Introductions, review of agenda for visit, collection of remaining documents.
 - Meal Service Observation
 - Field Specialist examines on-site review checklist items
 - Exit Conference
 - Formal recap of every finding, discussion of successes, discussion of corrective action
 - The Executive Contact should be present



5-12+ Weeks Prior to On-Site Visit

- **Site Selection**

- If you have more than one site for which a claim for reimbursement is submitted each month, your Field Specialist must determine which site(s) will be part of the AR process.

Number of Schools in the SFA	Minimum Number of Schools to Review for NSLP	Number of Schools in the SFA	Minimum Number of Schools to Review for NSLP
1 to 5	1	41 to 60.....	6
6 to 10.....	2	61 to 80.....	8
11 to 20.....	3	81 to 100.....	10
21 to 40.....	4	101 or More.....	12*
* 12 plus 5 percent of the number of schools over 100. Fractions must be rounded to the nearest whole number.			

- Your Field Specialist will use the following criteria to select a site or sites:

- October claim data for each site
- Results of previous reviews
- Recommendations from YOU
- Other claim data
- Sites with a significant number of OIG Hotline and/or parent complaints
- Sites with alternate points of service
- Sites with a mix of age/grade groups
- Sites participating in other school nutrition programs

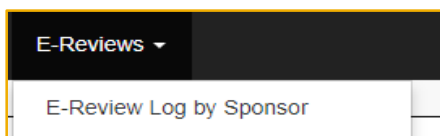
- **Online Off-Site Review Questions**

- Answering these questions helps your Field Specialist to:
 - Gain perspective on how your program is operated (i.e. who processes applications, who conducts verification, how your meal system works).
 - Collect documents you have on file (training documents, LWP) via uploads.
- Not all questions may apply to you and your operation.
- Complete it early! Ask your Field Specialist for help if you need it.
- Answering all applicable questions may require the help of your business manager, local wellness champion, caterer, management company staff, etc.

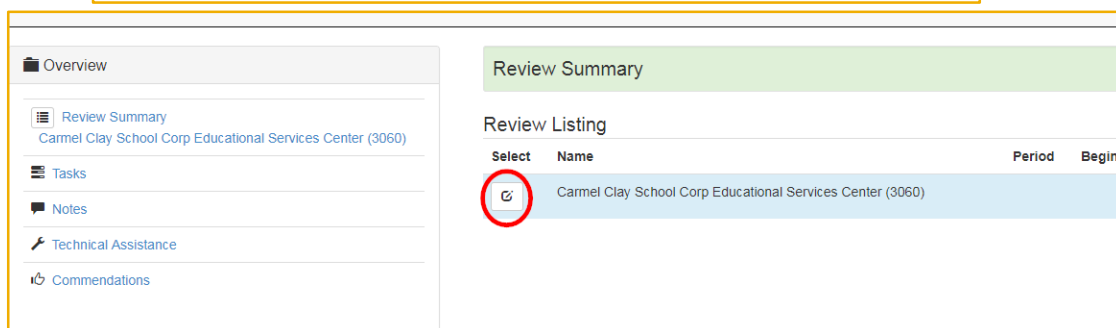
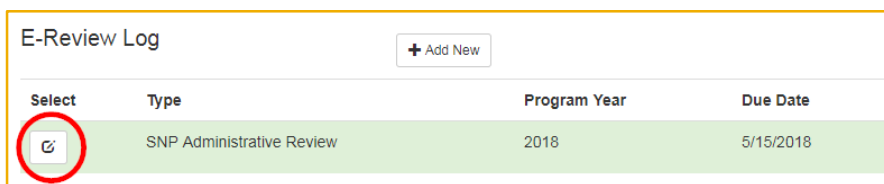
5-12+ Weeks Prior to On-Site Visit

Online Off-Site Review Question Completion Instructions:

- Go to <https://scnweb.doe.in.gov/cnpreviews> to access the Review Tool.
- Log-in using your assigned CNPWeb username and password.
- Select NSLP, and then the current program year.
- Near the top of the screen click “E-Reviews” and then “E-Review Log by Sponsor”.



- Click the pencil icon, and then click it again next to your sponsor name.








- Click on each of the topic headings to access the off-site review questions.

Review Status	
Certification and Benefit Issuance	42
Verification	15
Meal Counting & Claiming	16
Dietary Specifications	2
General Program Compliance	56
Other Federal Programs	9
IX Special Provision Options	18


5-12+ Weeks Prior to On-Site Visit

Online Off-Site Review Question Completion Instructions:

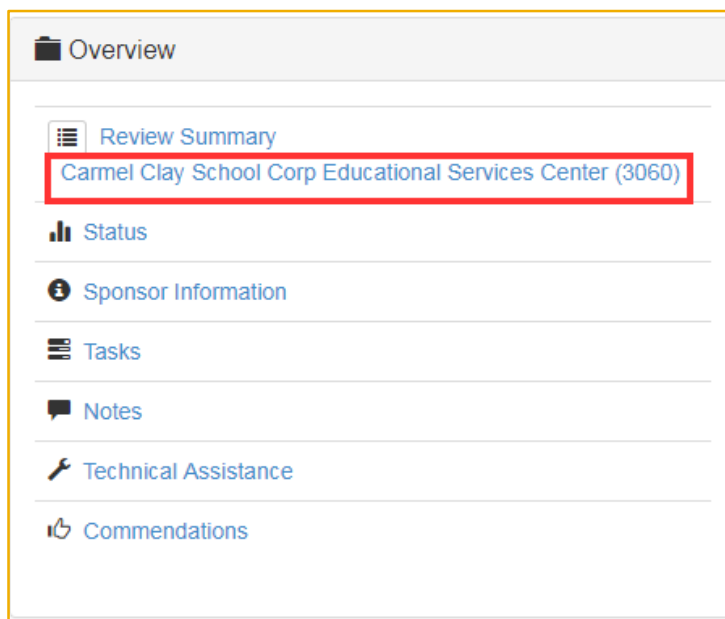
Review Form - Certification and Benefit Issuance

Action	Question	Form	Description
	100.	OFS	Certification and Benefit Issuance N/A due to SFA-wide criteria
	101.	OFS	Determining Official for certifying applications
	102.	OFS	Electronic or manual application approval/benefits issuance systems?
	103.	OFS	Benefit status prior to application being submitted for current school year
	104.	OFS	Electronic application approval system questions

- The question is complete when the pencil icon box turns green.

	100.	OFS	Certification and Benefit Issuance N/A due to SFA-wide criteria
---	------	-----	---

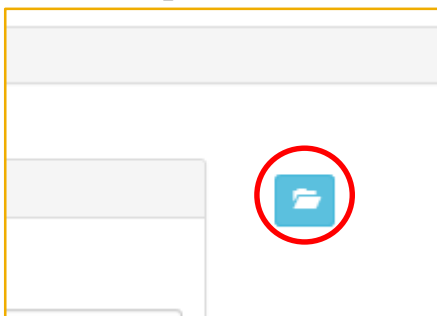
- To get back to the list of headings, click your sponsor name in the top left menu options box.



5-12+ Weeks Prior to On-Site Visit

Online Off-Site Review Question Completion Instructions:

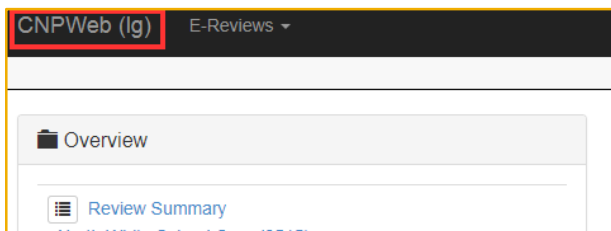
- To upload a document that has been saved to your computer, click the folder icon to the right of the question.



- The progress bars under each heading will turn green as the questions are completed.



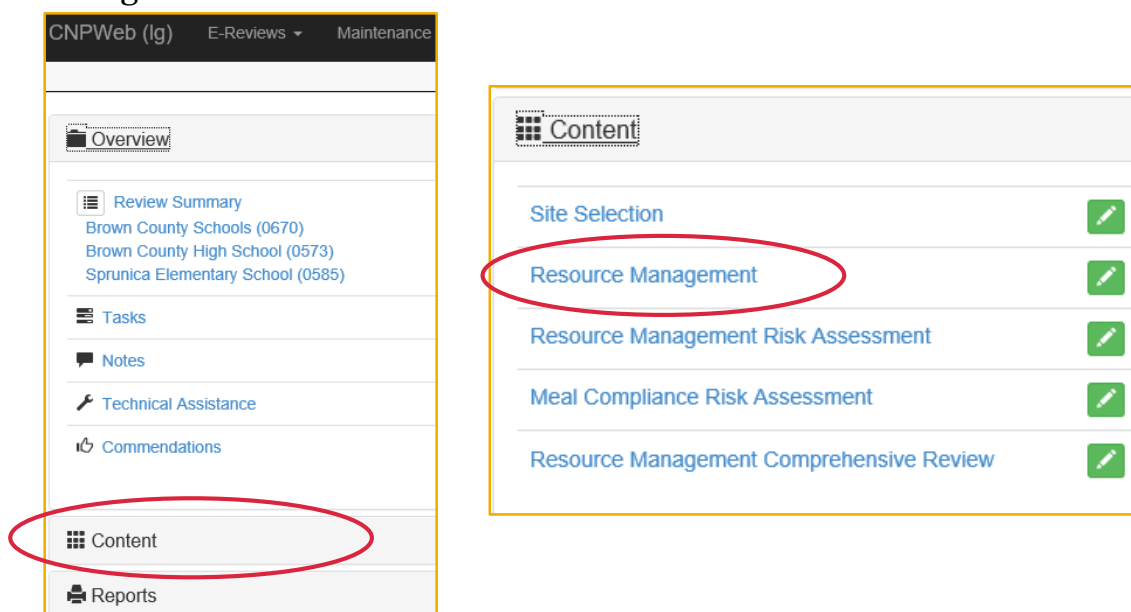
- Once you are finished, log-out by clicking “CNPWeb (lg)” in the top left corner and notify your Field Specialist.



5-12+ Weeks Prior to On-Site Visit

Resource Management Risk Assessment

- Your Field Specialist and other DOE staff will determine your risk for non-compliance in the Resource Management area of the review- this is done using your responses to questions on the Resource Management Risk Assessment which can be found in the AR Tool.
- While logged-in, click 'Content' in the left menu bar, then click 'Resource Management'.



- Click on each of the four tabs and answer the questions (the pencil icon will turn green as they are completed).

The screenshot shows the 'Review Summary' section with a green header. Below it is the 'Review Form - Resource Management' section with four tabs: 'Indirect Costs', 'Non-Profit FS Account', 'Nonprogram Foods Revenue', and 'Paid Lunch Equity'. Red arrows point to each tab. Below the tabs is a table with the following columns: 'Action', 'Question', 'Form', and 'Description'.

Action	Question	Form	Description
	712.	OFS	Indirect costs charged to nonprofit school food service account?

- Areas that are deemed high-risk will receive a Comprehensive Resource Management Review- a more thorough look at how you are managing your resources (particularly the funds coming into the non-profit school foodservice program).

5-12+ Weeks Prior to On-Site Visit

Off-Site Review Checklist Items

- Providing these documents to your Field Specialist in advance of the On-Site Visit allows them to complete a large portion of the review off-site, which means they can provide enhanced technical assistance when on-site.
- Many of these documents will be tied to specific dates within the Review Period. You may have to wait for those dates to pass before you can make copies of the documents and provide them to your Field Specialist.
- Not all documents discussed in this guide will apply to you and your operation- check with your Field Specialist.
 - If ALL sites in your school corporation are operating a Provision 2 Non-Base Year for both breakfast and lunch or Community Eligibility Provision (CEP) during the school year you will receive your AR, items in this guide with this picture will not apply to your review:



- Your Field Specialist will specify when they need these documents, please keep them updated on your progress in collecting them.

5-12+ Weeks Prior to On-Site Visit

Off-Site Review Checklist Items

1. A copy of the notification letter sent to households letting them know they were certified for free, reduced-price, or paid meals OR a copy of the notification letter sent to households letting them know meals are being provided at no cost because the school is operating a Special Provision Option Non-Base Year or CEP.

This can be uploaded right to the Review Tool Q107.

2. A copy of the Benefit Issuance Document (BID) for the first operating day of the Review Period.



- What is the Benefit Issuance Document?

- A paper-based or electronic list generated from the Point of Service (POS) system listing at least student names, their school, their benefit status, method of certification (ie income application, direct certification, foster, extended benefits, etc.), and approval date.

- What format should this be in?

- Your Field Specialist only needs to review the students eligible for free or reduced-price meals as of the first day (or a specified day) of the Review Period; you will need to filter out or omit the paid students from the copy you provide. Also, do not include any students who attend a school that operates CEP or Provision 2 for both breakfast and lunch.
- The students listed must be for ALL sites under the sponsor, not just the site(s) selected for review.
- Each student should only be listed once, and students should not be grouped according to benefit status.
- Please indicate if any students on the BID were selected for verification in the current school year.
- ***If you have the ability to convert your BID to an Excel spreadsheet without compromising its integrity, it will expedite the review process.





- What will my Field Specialist do with the BID?

- This represents part of Performance Standard 1, a Critical Area of review.
- Based on the total number of free and reduced-price eligible students on your BID, your Field Specialist will select a sample of those students to review.
- Once your Field Specialist makes the selection, they may request copies of the documentation supporting the eligibility for those students (i.e. household applications, direct certification match lists, homeless/migrant/runaway lists, etc.) be provided by a secure email message. They may alternatively ask you to have those applications readily available and separated for review during the on-site visit.

***If there are 100 or less total students eligible for free or reduced-price meals, all of those students' eligibility documents will be reviewed.

5-12+ Weeks Prior to On-Site Visit

Off-Site Review Checklist Items

3. A copy of the verification notification letter sent to households informing them that they were selected for verification.
This can be uploaded right to the Review Tool Q200. 
4. A copy of the letter provided to verified households letting them know their benefits have changed as a result of verification.
This can be uploaded right to the Review Tool Q200. 
5. A list of the students who were selected for the most recently completed verification process.
This can be uploaded right to the Review Tool Q200. 
6. A copy of your current Unpaid Meal Charge Policy.
This can be uploaded right to the Review Tool Q305.
This is not required if ALL sites are non-pricing. 
7. Completed Meal Compliance Risk Assessment and Dietary Specifications Assessment Tools.
These are additional questionnaires that will be emailed to you by your Field Specialist.
They allow your Field Specialist to select one site (if applicable) that will receive a more focused review of meal pattern compliance.
8. Copies of lunch and breakfast menus, production records, standardized recipes, nutrition fact labels, ingredient labels, and product formulation statements or CN labels for the first full week in the Review Period. Provide these for all menus served at all sites selected for review.
 - How detailed do the menu records need to be?
 - You must provide crediting documentation (product formulation statement, CN label) for ALL processed products to show how they credit toward a meal pattern component. Grain items will need a nutrition fact label with ingredients list.
 - Recipes must be provided for ALL items requiring any length of preparation, and must include a yield and serving size.
 - Production records must include planned and served quantities for ALL items served, by age/grade group, including salad bars and condiments, as well as serving sizes.
 - You might need to include nutrition fact labels for other items served with a reimbursable meal, your Field Specialist will tell you more.

5-12+ Weeks Prior to On-Site Visit

Off-Site Review Checklist Items

▫ What will my Field Specialist do with menu records?

- This represents part of Performance Standard 2, a Critical Area of review.
- Your Field Specialist must determine that the meal pattern requirements are met for 1 week within the Review Period.
- You must be able to prove that meal pattern requirements were met with these documents, including how specific menu items contribute to the meal pattern components.
- If your Field Specialist finds that the meal pattern requirements were not met for the 1 week, they may expand the review to the whole Review Period, or even other claim periods in the current school year.
- Your Field Specialist will assess meal pattern compliance and your food preparation practices off-site and during the on-site visit to determine if a nutrient analysis of the calories, sodium, and saturated fat content of the menu needs to be conducted.

9. A completed Non-Program Food Revenue Tool for the prior school year.

As this is an interactive Excel document, you will need to email the worksheet to your Field Specialist as an Excel.

▫ Non-Program Foods: Foods and beverages sold by the School Food Authority (not the LEA) but are not part of the reimbursable meal programs including, but not limited to:

- A la carte foods (e.g. milk, second entrees, Smart Snacks)
- Catering (e.g. foods/beverages for school board meetings, foods for outside entities and programs that your food service is providing)
- Adult meals (e.g. meals for teachers, parents, etc.)

***If none of the above items are sold, this does not apply to you.

10. A copy of your complaint procedures (if they are written) for processing complaints alleging discrimination in the school meal programs.

This can be uploaded right to the Review Tool Q8o3.

11. Documentation to support that program staff were recently trained on civil rights topics- what was provided to staff and when the training occurred.

This can be uploaded right to the Review Tool Q8o6.

5-12+ Weeks Prior to On-Site Visit

Off-Site Review Checklist Items

12. Copies of on-site monitoring forms for breakfast and lunch conducted prior to February 1st for all sites selected for review.

This can be uploaded right to the Review Tool Q900.

This is not required if your SFA has only one site in CNPWeb.

If your review is happening prior to February 1st, you may provide the forms used in the prior school year.

13. A copy of your LEA's most currently updated Local Wellness Policy.

This can be uploaded right to the Review Tool Q1000.

14. A copy of the most recent assessment that was conducted on your LEA's Local Wellness Policy, including when the assessment occurred and who was involved.

This can be uploaded right to the Review Tool Q1005.

15. Copies of menus, production records, standardized recipes, nutrition fact labels, ingredient labels, and product formulation statements or CN labels for all foods and beverages sold a la carte during meal services. Provide these for all foods and beverages sold at all sites selected for review during a specified week in the Review Period.

Your Field Specialist must assess whether 1 week of foods and beverages sold a la carte during meal services are compliant with Smart Snacks regulations.

***If no foods or beverages are sold a la carte (including milk or second entrees) this does not apply to you.

16. Nutrition documentation for all foods and beverages served or sold at any time during the school day which are not part of the school meal program (reimbursable meals and a la carte). This does include vending items provided by the school food service AND other school entities (such as the school store) for all sites selected for review during the Review Period.

Documentation will be used to ensure that Smart Snacks regulations are met and may include: Alliance for a Healthier Generation Smart Snacks Calculator print outs, recipes, product specifications, purchase orders, receipts, or other documentation .

5-12+ Weeks Prior to On-Site Visit

Off-Site Review Checklist Items

17. Documentation to support compliance with hiring standards requirements for NEW School Nutrition Program Directors hired on or after July 1, 2015, if applicable. This could include:
 - Highest level of education achieved by the director;
 - Years of school nutrition program experience;
 - Prior food safety training (completed within 5 years prior to the starting date or within 30 calendar days of the starting date.***This can be uploaded right to the Review Tool Q1202-1203.
18. Documentation to support compliance with training requirements for ALL school nutrition program employees. This should include:
 - Name of staff person, date hired, title/position, a brief list of core duties/responsibilities, employment status (full-time, part-time, acting, substitute), average hours per week;
 - Training records for each employee (training title/subject, training date(s), creditable time/length of training, training agenda, certificate of completion, etc.) completed or scheduled.
 - ***This can be uploaded right to the Review Tool Q1206.
19. Copies of the 3 most recent food safety inspection reports conducted by your local health department, or documentation of your attempts to receive two food safety inspections for all sites selected for review.

Photos/scans of these can be emailed right to your Field Specialist.
20. Copies of Afterschool Snack Program self-monitoring reviews for the current school year for sites selected for review which operate ASP.

Photos/scans of these can be emailed right to your Field Specialist.
21. Copies of Afterschool Snack Program menus, production records, standardized recipes, nutrition fact labels, and product formulation statements or CN labels for 5 days within the Review Period for sites selected for review which operate ASP.

Photos/scans of these can be emailed right to your Field Specialist.



The On-Site Visit

- Allows your Field Specialist to:
 - Validate the information gathered during the off-site review.
 - Observe meal service at selected site(s).
 - Determine program compliance.
 - Provide you with on-site, one-on-one technical assistance.
 - Assign corrective action.
 - Discuss potential for fiscal action.
 - Celebrate your successful operation of the program!




On-Site Review Checklist Items

- Your Field Specialist is required to review specific documents- anything not reviewed during the off-site phase must be reviewed while they are on-site.
- If you fail to provide these documents to your Field Specialist, they may have to assume you are not keeping program records, which could result in more serious corrective action or even fiscal action.
- Not all documents discussed in this guide will apply to you and your operation- check with your Field Specialist.
 - If ALL sites in your school corporation are operating a Provision 2 Non-Base Year for both breakfast and lunch or Community Eligibility Provision (CEP) during the school year you will receive your AR, items in this guide with this picture will not apply to your review:



The On-Site Visit

On-Site Review Checklist Items

1. Eligibility Certification Documents (your Field Specialist should have told you the sample to be provided)
 - Household applications: free- income, free- case number (SNAP, TANF), foster children, reduced-price.
 - All direct certification reports run to date (must be dated and saved).
2. Ten household applications from the current school year that were denied free or reduced-price benefits, randomly selected.
3. Verification file for the current school year
 - Complete submitted Verification Summary Report (will check progress to completion if prior to December 15).
 - Method used to select applications to verify, including sample size calculation.
 - Copies of all household applications selected for verification, which include confirming official's signature.
 - Results of Direct Verification.
 - Supporting income documentation submitted from households.
 - Copies of verification notification letters sent to households.
4. Ensure that claims are submitted for Review Period for all sites selected for review.
5. Breakfast and lunch count records for the Review Period, including the daily and monthly count, by eligibility category, for all sites selected for review.
 - Include afterschool snack counts for Review Period for sites selected for review which operate ASP.
6. Daily edit check records for Review Period for all sites selected for review.
7. Temperature logs for the past 6 months, as your food safety plan dictates for sites selected for review.
8. A copy of your written food safety plan, with any site-specific details, for all sites selected for review.

The On-Site Visit

On-Site Review- Items Specific to the Day of Review

1. Breakfast and lunch count records for the Day of Review by eligibility category for all sites selected for review.
2. Copies of lunch and breakfast menus, production records, standardized recipes, nutrition fact labels, ingredient labels, and product formulation statements or CN labels for the Day of Review. Provide these for all menus served at all sites selected for review.
 - These must be as detailed as the menu records provided for the Review Period- your Field Specialist must also determine meal pattern compliance for the meal services they observe on the day(s) of review.

Exit Conference

- Field Specialist and other review staff will meet with the Executive Contact and the Food Service Director, as applicable.
 - If the FSD is the Executive Contact, it may be beneficial to have their supervisor present.
- Technical Assistance
 - Your Field Specialist wants to celebrate everything you're doing well!
 - Any room for improvement or helpful suggestions will be discussed.
- Corrective Action
 - Corrective action for most findings will be collected during the on-site review.
 - Any additional items needing corrective action will be discussed with expectations for follow-up.
- Fiscal Action
 - Your Field Specialist should be able to discuss with you the potential for any fiscal action.
 - \$600 threshold per program for waiving fiscal action (at the discretion of your Field Specialist).
 - NSLP includes Afterschool Snack Program, Seamless Summer Option- Lunch, Supper & Snacks, Special Milk Program, & Fresh Fruit & Vegetable Program
 - SBP includes Seamless Summer Option- Breakfast

The Administrative Review Process

Expected Timeframes

- **Post Review**
 - The Administrative Review Report should be provided to you within 30 days of the Exit Conference:
 - Detail of all findings, corrective action already collected, and any additional corrective action needed (including due dates).
 - Fiscal action totals (if available).
 - DOE must also publish the Administrative Review Report within 30 days of the Exit Conference on the IDOE public website.
- Your Field Specialist cannot complete the AR until they have received all requested documentation from you, and until you have claimed for the month of the on-site visit.
- If additional corrective action was required in your Administrative Review Report, be sure it is completed by the due date. Failure to do so may result in future reimbursements being placed on hold until adequate corrective action is received.
- Once all corrective action is received, the AR is CLOSED.

Resources/Additional Info

- **Certification & Benefit Issuance**
 - Free and Reduced Process Fact Sheets and Training materials: <https://www.doe.in.gov/nutrition/free-and-reduced-fact-sheets-and-training>
 - USDA's Eligibility Manual: https://fns-prod.azureedge.net/sites/default/files/cn/SP36_CACFP15_SFSP11-2017a1.pdf
- **Verification**
 - DOE's Verification webpage: <https://www.doe.in.gov/nutrition/snp-verification>
- **Meal Counting & Claiming**
 - School Nutrition Program Meal Charging Information: <https://www.doe.in.gov/nutrition/snp-pricing-guidance>
 - Edit Checks: <https://www.doe.in.gov/nutrition/edit-checks>
- **Meal Components and Quantities**
 - USDA 6 cent Meal Pattern Worksheets: <https://www.doe.in.gov/nutrition/6-cents-certification>
 - These are a great tool to check your menus and make sure they are in compliance (this is what your Field Specialist will use in the review)
 - Signage: <https://www.doe.in.gov/nutrition/signage-identifying-reimbursable-meal>
- **Offer Versus Serve**
 - OVS Manual and Training materials: <https://www.doe.in.gov/nutrition/offer-vs-serve-lunch>
- **Dietary Specifications & Nutrient Analysis**
 - Your meals are required to adhere to the dietary specifications (calories, sodium, saturated fat, trans fat), but you are not required to conduct a nutrient analysis.
 - Your Field Specialist may conduct a nutrient analysis if your menu is determined to be High Risk.
 - <https://www.doe.in.gov/sites/default/files/nutrition/copy-5-day-meal-pattern-lunch.pdf>

Resources/Additional Info

- **Resource Management- 4 Areas**
 - **Maintenance of the Non-Profit School Foodservice Account**
 - Accurate tracking of all revenue and expenses
 - Monitoring of transfers in and out of the account
 - Ensure fund balance does not exceed 3 months average expenditures
 - Get DOE approval for any equipment purchase over \$5,000
 - Provide internal controls to ensure only allowable costs are charged to account
 - **Revenue from Non-Program Foods**
 - Tool: <https://www.doe.in.gov/nutrition/snp-administrative-review-information>
 - All food/beverages/supplies not part of the reimbursable meals but paid for from the foodservice account must be documented and priced accordingly (someone must pay for it).
 - **Paid Lunch Equity (PLE)**
 - Compliance with requirements for pricing paid lunches
 - You would have provided DOE your paid lunch pricing and completed PLE Tool if applicable at the time of program renewal- Field Specialist will confirm on-site that this is what is being charged to students.
 - **Indirect Costs**
 - If indirect costs are charged to the foodservice account, it must be supported by the IDOE School Finance formula.
 - Calculations must also be kept to support the transfer of funds.
- **Civil Rights**
 - DOE's Civil Rights webpage and training: <https://www.doe.in.gov/nutrition/scn-civil-rights-requirements>
- **SFA On-Site Monitoring**
 - On-Site Review Form: <https://www.doe.in.gov/nutrition/site-review>
- **Local School Wellness Policy**
 - LWP resources, templates, and assessments: <https://www.doe.in.gov/nutrition/school-wellness-policy>

Resources/Additional Info

- Professional Standards
 - DOE Professional Standards webpage:
<https://www.doe.in.gov/nutrition/professional-standards>
 - Hiring a new School Foodservice Director
 - Program staff training requirements
 - Links to trainings and tracking tools
- Water
 - Free, potable water must be accessible to all students during meal service (but it may not compete with milk as part of the reimbursable meal)
<https://www.doe.in.gov/nutrition/water-availability>
- Food Safety, Storage, and Buy American
 - You must have a written food safety plan that complies with Hazard Analysis Critical Control Point (HACCP) program criteria at each site and demonstrate that you are in compliance with it:
<https://www.doe.in.gov/nutrition/food-safety>
 - USDA Buy American memo:
<https://www.doe.in.gov/sites/default/files/nutrition/sp38-2017-compliance-and-enforcement-buy-american-provision.pdf>
- Reporting & Recordkeeping
 - Record Retention Fact Sheet:
https://www.doe.in.gov/sites/default/files/nutrition/record-retention-fact-sheet2018_o.pdf
 - Keeping all required program records for 3* years shows that you are in compliance and eligible to receive program reimbursements.
 - **Note: the records we request to view during the AR are always required- you should not have to prepare additional records just for review purposes, you should already have them.**

Resources/Additional Info

- **School Breakfast Program & Summer Food Service Program Outreach**
 - *If you participate in the SBP: you must notify families of the availability of the SBP at the beginning of each school year when free and reduced-price meal applications are sent to households.
 - You should also send reminders home multiple times throughout the school year.
 - *Regardless if you participate in SFSP (not SSO): you must conduct SFSP outreach before the end of the academic school year to ensure eligible families are informed of the availability and location of SFSP meals.
 - Visit DOE's SFSP webpage for a listing and map of all SFSP sites and find the ones applicable to your community:
<https://www.doe.in.gov/nutrition/summer-food-service-program>
- **Afterschool Snack Program**
 - DOE's Afterschool Snack Program webpage:
<https://www.doe.in.gov/nutrition/after-school-snack-program>
- **Seamless Summer Option**
 - Your operation of the SSO may be reviewed either the summer before or the summer after the school year in which you receive your AR.
- **Fresh Fruit & Vegetable Program**
 - Schools participating in the FFVP can expect to have site visits during the AR.
 - Program records and documents may also be reviewed in conjunction with the AR.
- **Special Milk Program**
 - Schools participating in the SMP can expect to have site visits during the AR.
 - Program records and documents may also be reviewed in conjunction with the AR.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;*
- (2) fax: (202) 690-7442; or*
- (3) email: program.intake@usda.gov.*

This institution is an equal opportunity provider.

Indiana Department of Education
School and Community Nutrition
115 West Washington Street
South Tower, Suite 600
Indianapolis, Indiana 46204-2798
(317) 232-0850
(800) 537-1142
FAX (317) 232-0855

Self-Assessment on AR Preparedness

AR Module	I need a LOT of help!	I'm feeling ok about this...	I've got this in the bag!
Eligibility			
Verification			
Meal Counting & Claiming			
Meal Pattern & Dietary Specifications, OVS			
Resource Management			
Civil Rights			
On-Site Monitoring			
Local Wellness Policy			
Smart Snacks			
Professional Standards			
Water Availability			
Food Safety			
Reporting & Recordkeeping			
SBP & SFSP Outreach			
Afterschool Snack Program			
Special Milk Program			
CEP/Provision 2 Records			