

Administrative Review Checklist

The following checklist should be used to ensure that all records and documentation are available to the reviewers upon their arrival. Failure to do so will result in applicable violations being cited and potential loss of reimbursement and/or reclaims. Records for the most current and previous fiscal year should be available for review. SED has the authority to request additional documentation.

Review Period _____ Date(s) of Review _____

Certification & Benefit Issuance

For RCCIs without day students:

- Please provide a copy of the signed eligibility documentation sheet that includes the child's name and personal income, date of birth, date of admission, and date of release

For Jails:

- Please provide a copy of the signed eligibility documentation sheet that includes the child's name and personal income, date of birth, date/time of admission, and date/time of release

***Note: #'s 1-5 are not required for Residential Child Care Institutions (RCCI) without day students, Jails, Community Eligibility Provision (CEP) Schools and Provision 2 schools in a non-base year**

1. Benefit Issuance Document for the entire SFA from any day during the review period

- Benefit issuance documents are documents directly used in the meal count system to deliver the benefits to students (roster, master list etc.)
- An excel document is preferred, but not required
- Must Include: student's name, school name, benefit status (free & reduced students only), method of certification (income application, direct certification etc.), date certified, and total number of eligible students in the SFA and identify students selected for verification. Please sort list by last name.
- The benefit status for each student on the list should be coded to prevent overt identification (Example: A = Free, B = Reduced)

2. Free and reduced applications/certification documentation for:

- All students certified for free and reduced price meals
- Students selected on the attached benefit issuance document
- Upon receipt of the SFAs benefit issuance document, a SED reviewer will contact you with the list of students selected for review
- If an application selected by the State Agency was also part of income verification, please include the verification documentation

3. Denied applications

4. Notification Letters, including:

- A copy of the denial letter notifying families that they are ineligible for meal benefits
- A copy of the notification letter sent to families approved for benefits through an application or a description of how families are notified of free/reduced meal benefits
- A copy of the direct certification notification letter sent to families who have been provided free meal benefits through the Direct Certification Matching Process (DCMP)

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Income Verification

5. A description of the SFA's Income Verification procedures, including:

- A copy of the previous school year's verification collection report & verified applications
- A copy of the previous school year's verification collection report and number of verified applications & current school year's verified applications
- A copy of the current school year's verification collection report and verified applications

For each verified application selected for review by the State Agency, please provide:

- Copy of the application
- All correspondence, including:
 - Verification notification letter
 - Letters received from household
 - Follow-up attempts
- All documentation used to verify the application
- Notice of Adverse Action (if applicable)

Meal Counting and Claiming

6. Reimbursement claim for breakfast and lunch for the review period and all records used to substantiate the claims (cash register tapes, daily reports, rosters and monthly summary sheets for each building being reviewed.)

- You may be asked to supply supporting documentation for reimbursement claims back to the beginning of the school year

7. Documentation to support that a daily and monthly edit check is conducted prior to submission of the claim for reimbursement.

Nutritional Quality and Meal Pattern

8. Supporting documentation for breakfast and lunch for each age/grade group in each building selected for review

- For the review period and for the day of the on-site review, please provide the following:
 - Breakfast and/or Lunch Menus
 - Production Records
 - Standardized Recipes
 - Crediting Documents (Nutrition Fact Labels, Formulation Statements, CN Labels etc.)
- For the review period, please organize the documents by week
- You may be asked to supply menu documentation for all months back to the beginning of the school year

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Smart Snacks

- 9. Description of the locations that sell food a la carte to students during the school day on the school campus**
 - Include the entity responsible for ensuring compliance at each location and a list of all food items sold
 - You may be asked to supply food labels/additional documentation to support compliance
- 10. Description of all fundraisers that sell food to students and are held during the school day on the school campus**
 - Include the entity responsible for ensuring compliance at each location and a list of all food items sold
 - You may be asked to supply food labels/additional documentation to support compliance
- 11. Provide a list of beverages sold to students during the school day on the school campus**
 - You may be asked to supply food labels/additional documentation to support compliance

Dietary Specifications and Nutrient Analysis

- 12. A SED reviewer will contact you to complete an off-site “meal compliance assessment tool” (if applicable) and an off-site “dietary specifications tool”**
 - Based on the results of this off-site assessment, a nutrient analysis of your breakfast and lunch menu may be required
 - During the on-site review, SED will confirm the responses to the off-site assessment. Findings as a result of the on-site review may also trigger the requirement for a nutrient analysis of your breakfast and lunch menu

General Program Records

- 13. A copy of the Public Announcement**
 - Not required for RCCIs without day students
- 14. A copy of the Parent Letter**
 - Not required for RCCIs without day students
- 15. Annual Self-Review for each building if performed by the date of review**
 - A self-review must be performed by February 1st of each year in SFAs with more than one building
- 16. Civil Rights Compliance Report or a copy of the Basic Educational Data System (BEDS) report for the SFA**
- 17. Annual Civil Rights Training, including the agenda and dated sign-in sheet**

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18. The two most recent health inspection reports for each site being reviewed

- Letter to the local health department requesting two health inspections
- If your site did not have two health inspection reports in the current school year, please provide the two most recent health inspection reports

19. Food Safety Plan for each site being reviewed

20. Local Wellness Policy, including:

- A copy of the most recent assessment/updates
- A list of individuals who participate on the wellness committee
- Description of how the Local Wellness Policy is publicized

21. Documentation of outreach to families regarding the availability of the School Breakfast Program (SBP) and local sites operating the Summer Food Service Program (SFSP)

22. If meals are vended, provide a copy of the SFAs vendor contract

23. A description of the SFA's Professional Standards Crediting to include:

- List of employees to include name, date hired, title/position, brief list of core duties/responsibilities, employment status (full time, part time, temp), Professional Standards Employee Category (Nutrition Program Director, Manager, or Staff).
- Training tracking tool maintained – indicating employees' names, required number of training hours and trainings completed (Key areas, Professional Standards Learning Objectives). <http://www.fns.usda.gov/school-meals/professional-standards>
- Supporting documentation for all trainings maintained on file (agendas, sign-in sheets, certificates of completion, etc.)

Resource Management Comprehensive Review

✓ Provide documentation for all sections that are checked

□ Maintenance of the Nonprofit School Food Service Account

24. Supporting Documentation for the Nonprofit School Food Service Account

- SFAs operating statement of revenues and expenses or Statement of Activities from the most recently completed fiscal year
- General Ledgers, Journals
- Documentation showing revenue and expenses to/from the nonprofit food service account including:
 - Bank Statement(s) – all pages including copies of canceled checks (front and back)
 - Invoices and Purchase Orders
 - Payroll Records
- Written procurement policy
- Written conflict of interest policy

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☐ Paid Lunch Equity (PLE)

25. Supporting Documentation for Paid Lunch Equity (PLE)

- SFAs calculation to meet the paid lunch equity requirement (USDA PLE tool) or alternative documentation including the following information:
 - Previous school year weighted average price
 - All paid lunch prices for October of the previous school year

☐ Nonprogram Foods

26. Supporting Documentation for Nonprogram Foods

- SFAs most recent “USDA Nonprogram Food Revenue Tool” or alternative mechanism and supporting documentation used by the SFA including the following information:
 - Cost for food for reimbursable meals from the previous fiscal year
 - Cost of nonprogram food from the previous fiscal year
 - Total nonprogram food revenue from the previous school year
 - Total revenue from the previous school year
 - Price charged for adult meals

☐ Indirect Costs

27. Supporting Documentation for Indirect Costs

- Indirect cost rate agreement
- List of classification costs (direct/indirect)
- Documentation that supports actual indirect costs charged to the school food service account

Other Federal Programs

- ✓ Provide documentation for all sections that are checked

☐ Afterschool Snack Program

28. Supporting Documentation for the Afterschool Snack Program

- A description of the Afterschool Snack Program including:
 - Snack Prices (if applicable)
 - Self-monitoring Activities
 - Education or enrichment activities
 - Snack times
- For one week in the review period and for the day of the on-site review, please provide the following:
 - Snack Menus
 - Production Records, Snack Orders, Delivery Records
 - Standardized Recipes
 - Crediting Documents (Nutrition Fact Labels, Formulation Statements, CN Labels etc.)
- Reimbursement claim for snack for the review period and all records used to substantiate the claim

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□ Special Milk Program

29. Supporting Documentation for the Special Milk Program

- Reimbursement claim for milk for the review period and all records used to substantiate the claim
 - If the SFA is operating a pricing program, provide invoices that show the purchase price of milk during the review period

□ Fresh Fruit & Vegetable Program (FFVP)

30. Supporting Documentation for the FFVP

- Reimbursement claim for FFVP for the review month and all records used to substantiate the claim
 - Invoices for food and nonfood purchases
 - Labor costs
 - Menu

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- (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.

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