

2025-26 NYSED Administrative Review Summary of Findings

SFA Name:

SFA LEA Code:

Child Nutrition Programs (check all that apply): NSLP SBP Afterschool Snacks FFVP SMP SSO

Special Provision Option: CEP P2

Date of Administrative Review (Entrance Conference Date):

Date review results were provided to the School Food Authority:

Date review summary was publicly posted:

☐ **No Findings**

Meal Access and Reimbursement

Certification and Benefit Issuance Document

- ☐ Income Application
- ☐ Parent letter
- ☐ Eligibility Notification letter
- ☐ Denial letter
- ☐ Direct Certification Notification letter
- ☐ There is outdated, missing or incorrect information on the:
 - ☐ Income Application
 - ☐ Parent letter
 - ☐ Eligibility Notification letter
 - ☐ Denial letter
 - ☐ Direct Certification Notification letter
- ☐ Administrative Prerogative was incorrectly used.

Verification

- ☐ The income verification process was not completed by November 15th.
- ☐ An Alternate Sampling Method was used when the SFA did not meet the criteria required to use an alternate process as specified by the Verification Booklet.
- ☐ No confirmation review was conducted on the applications selected for verification.
- ☐ The number of applications verified was incorrect.
- ☐ Free and reduced-price meal benefits for students of households that failed to respond to the verification request were not terminated.
- ☐ Applications were not correctly verified.
- ☐ Appropriate changes were not made to the benefit status of a student(s) as a result of verification.

