

CHILD NUTRITION ADMINISTRATIVE REVIEW

Performance Standard 1

✓ Certification & Benefit Issuance	
Per sampled Benefit Issuance Document returned to district - Pull requested documentation for review:	
	Organize applications in the same order as the returned BID list
	A written description of the Direct Certification (DC) and Direct Certification-Medicaid (DC-M) process. Please include how often the DC and DC-M lists are run; how eligibility is updated electronically or manually, and if free meal benefits are extended to other students living in the household.
	Source documents to include: <ul style="list-style-type: none"> ➤ Extended eligibility ➤ Students receiving Migrant Education Services ➤ Students experiencing Homelessness ➤ ECEAP/Head Start ➤ Tribal TANF ➤ Student withdrawal lists
	Have all <u>original</u> Direct Certification (DC) and Direct Certification-Medicaid (DC-M) lists available : <ul style="list-style-type: none"> ➤ Your Program Specialist will request SPECIFIC Direct Certification documents from you ➤ Be prepared to provide "extended eligibility" supporting documentation: <ul style="list-style-type: none"> ○ Evidence of qualifying student on DC or DC-M list ○ Evidence of shared address with un-identified student on DC or DC-M list
	A copy of the letter to household that accompanies the Child Nutrition Eligibility & Education Benefit (CNEEB) application
	A copy of the Notice of Eligibility (Free, Reduced & Denied) letter sent to households <ul style="list-style-type: none"> ➤ Direct Certification ➤ Other source categorical eligibility ➤ Determination based off CNEEB application
	Denied meal applications <ul style="list-style-type: none"> ➤ Please select 10 random denied applications (if less than 10, select ALL)
	A copy of the Consent to Share forms for HB 1660

✓ Verification (not applicable for CEP, Provision 2 non base years, or RCCIs with no day students)	
Please have available for review:	
	The most recently completed Verification Summary Report
	A copy of the Confirmation Review or waiver of Confirmation Review
	A copy of the verification notification letter sent to households
	A copy of the letter of adverse action sent to households
	All verified Free & Reduced applications & the supporting documentation <ul style="list-style-type: none"> ➤ Original application of verified student ➤ All letters or communication sent to household (initial, follow-up, approval and/or notice of adverse action)

	➤ Supporting documentation provided by family (i.e., paystubs, Basic Food letter, etc.)
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✓ Claim for Reimbursement	
Please have available for review:	
	Claim Consolidation Spreadsheet for all sites for the month of review (MOR) for all programs
	All source documents that support the claim for the sites selected for review (i.e., POS claim report, manual meal count records, etc.)
	Edit Check procedures/process

Performance Standard 2

✓ Day of Review Meal Observation & Meal Pattern Assessment	
➤ Lunch observation: DATE Breakfast observation: DATE	
Please have available for review:	
	Menu for the day of review
	Production Record (Breakfast & Lunch) for the day of review
	Recipes, CN labels, and other product documentation to support meal pattern contribution for days of review
	After meal service: will need to collect meal counts

✓	Month of Review (MOR) Meal Pattern Assessment
	➤ Breakfast & Lunch Programs at: Sites selected
Per the meals & sites listed above, please organize and return :	
	Month for the Month of Review
	Complete and detailed daily Production Records for the Week of Review (original source documents): Week of Review (WOR): DATES
	Product Documentation to support ALL meals served, documentation may include: ➤ For scratch made items from a recipe, provide: <ul style="list-style-type: none">○ Standardized Recipe○ Nutrition facts, CN label or Product Formulation Statement for any processed item used in recipe ➤ For processed MMA or Grain or combination MMA/Grain item, provide: <ul style="list-style-type: none">○ CN label or Product Formulation Statement or○ Nutrition Facts Label (for grain items, meal pattern contribution identified with Exhibit A) ➤ For milk, provide a SINGLE photo of milk type(s) used or provide a milk invoice
	➤ For fruits & vegetables, provide the following: <ul style="list-style-type: none">○ Invoices listing fruits and vegetables purchased during MOR<ul style="list-style-type: none">▪ Invoices or other documentation should include "country of origin"▪ If invoices do not contain this detail, please provide additional supporting documentation that identifies the "country of origin"

Duplicate copies are not necessary for CN labels or product documentation if organized and orderly

The entire month's records as described above must be available and organized to expand as required.

Other Federal Programs



NSLP Afterschool Snack Program (If applicable)

➤ Site Reviewed: | Observation Date:

Please have available for review:

Menu for the Day of Review (DOR) and Month of Review (MOR)

Day of Review:

- Production Records and supporting product documentation for the day of review
- Meal count form and corresponding attendance record

Month of Review:

- Complete and detailed daily Production Records for the Week of Review (**original source documents**)
- Recipes, CN labels, and other product documentation to support meal pattern contribution
- Afterschool Snack Program On-Site Review Form(s)

The entire month's records as described above must be available and organized upon request.



Fresh Fruit & Vegetable Program (If applicable)

➤ Site Reviewed: | Observation Date:

Please have available for review:

All supporting documentation to validate the FFVP Claim for **MOR** - including invoices, employee time and effort records, employee hourly rates, documentation to support any administrative costs.

Day of Review Observation: Details for date, time, and *specific* location of program service (i.e., classroom)

Product documentation for any additional items served with fruit and vegetables (i.e., dip)

Documentation of promotional and nutrition education activities

General Areas



Civil Rights

Please have available for review:

Civil Rights Complaint Procedure for Child Nutrition Programs

Civil Rights Complaint Log for Child Nutrition Programs

Documentation of Civil Rights Training for all staff with food service duties

Limited English Proficiency Household Outreach



Professional Standards

Please have available for review:

Tracking tool for training which shows food service employees, and the number of training hours completed

	Current list of all employees organized by full-time and part-time, including date of hire
	Training agendas and attendance sheets pertinent to food services
	Food safety training certificate and supporting hiring documentation for food service directors hired after July 1, 2015 <ul style="list-style-type: none"> • <u>School District Designated FSD</u> • <u>FSMC FSD</u>

✓ Food Safety	
Please have available for review:	
	The two most recent inspection reports for each site from the local health department <i>(if two inspections were not completed during last school year, please provide documentation that inspections were requested)</i>
	Temperature Logs
	Written Food Safety Plan
	Storage Facility Self-Evaluation Form

✓ Smart Snacks (If applicable)	
Please have available for review:	
	Product information, nutrition fact labels for all food and beverages sold a la carte during school hours including foods sold outside the cafeteria (including student stores and vending machines)
	Fundraiser documentation from current and last school year, if applicable

✓ Special Dietary Accommodations	
Please have available for review:	
	All current dietary prescriptions on file
	Written Procedures pertaining to Special Nutritional Needs Requests
	Link or document that is provided to households describing the availability of Special Dietary Requests and how to begin process

✓ Miscellaneous	
Please have available for review:	
	Written Procedures pertaining to the following: <ul style="list-style-type: none"> ➤ Point of Service meal counting procedures for all types of meal service operations (i.e., meals served outside the cafeteria, Breakfast After the Bell (BAB), etc.) ➤ Meal count consolidation & reconciliation processes ➤ Incomplete/non-reimbursable meals ➤ Ala Carte; Second Meals; Adult Meals Sales ➤ Visiting Student Meals; Other visitor meals ➤ Field Trips / Sack Lunches
	Onsite Review Form(s) (Not applicable for one site LEAs)
	Meal Charge Policy

Review Agenda & Checklist: Please use this checklist as a guide when gathering necessary documents for the review
Agendas are customized for each Administrative Review. Requested documents are subject to change.

	Local School Wellness Policy and Triennial Assessment
	Buy American Procedure, Tracking Log, and Documentation for limited exceptions
	Documentation to support SBP/SSO and SFSP outreach
	Documentation of allowable costs for Supply Chain Assistance (SCA) funds

✓	Comprehensive Resource Management Review (Conducted based on risk)
Please have available for review:	
Non-profit School Food Service Account (NSFSA)	
	Statement of revenues and expenses (detailed General Ledger)
	Invoices to support a one-month sample of expenses the following sections: <ul style="list-style-type: none"> ➤ Food, Supplies & Equipment ➤ Salaries & Benefits ➤ Utilities
Non-Program Food Revenue (NPFR)	
	Non-Program Food Revenue Tool (Excel Version)
	Supporting documentation for Non-Program Revenue Food Revenue Tool on file (<i>Program</i> food costs, <i>Program</i> food revenue, catering or vending invoice and corresponding payment into Program 98)
	Adult Meal Price – how district calculates
Paid Lunch Equity (PLE)	
	Current Year's PLE Tool (Excel Version)
	Previous Year's PLE Tool (Excel Version)
	Documentation of Non-Federal Funds deposit (if applicable)
Indirect Costs	
	Documentation of the Indirect Cost Rate
	Detail of how the Indirect Cost Rate was determined

Exit Conference – The OSPI Child Nutrition Administrative Review Exit Summary Report will be provided and discussed in detail.