Best Practices to prepare for your Administration Review
AFFILIATION OR FINANCIAL DISCLOSURE

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- Office of Superintendent of Public Instruction
- Director of Child Nutrition Services
Objectives

- Explore strategies and best practices to prepare for administrative review
- Identify documents to prepare and have ready for your review
- Plan tasks to complete in preparation for your administrative review, when you return to your district
Purpose of the Administrative Review:

✓ Ensure USDA Program Requirements are being met

✓ Provide an opportunity for individualized Technical Assistance
What happens during a review?

What are you looking for?

How do I prepare?

What happens if you find something wrong?

What documents will be looked at?

What schools will you visit?

What staff will you talk to?

How long will you be here?
School Meals Administrative Review

Critical Areas

General Areas
Critical Areas

Meal Access and Reimbursement
- Certification and Benefit Issuance
- Meal Counting and Claiming

Nutritional Quality and Meal Pattern
- Verification
- Meal Components
- Offer vs Serve
- Dietary Specifications and Nutrient Analysis
• Off-Site Review
  ✓ Off site Assessment
  ✓ Submitting documents for review

• On-site Review
  ✓ Entrance conference
  ✓ Meal Access / Benefit Issuance Documents
  ✓ Meal observations / menu
  ✓ General Areas
  ✓ Exit Conference

• Review outcomes
Off-Site Assessment

- A broad overview of your systems and procedures
- Identifies which site(s) will be reviewed and which is high risk
- Provides framework for General Areas & Resource Management
- Allows for earlier Technical Assistance and Corrective Action
Off Site Review

• Documents / Tools may include:
  ✓ Paid Lunch Equity
  ✓ Non-Program Foods Tool
  ✓ Local Wellness Policy and most recent evaluation
  ✓ Civil Rights Public Release
  ✓ Benefit Issuance Documents
    (ensure secure transmission)
• Details for on-site visit
• What sites?
• What meals?
On Site Review

✓ Entrance Conference
✓ Meal Access / BID
✓ Meal Observations
✓ General Areas
✓ Exit Conference
Entrance Conference

**Purpose:** Discuss Off Site Assessment Tool results and provide an AR overview

**Who Should Attend:** Relevant LEA staff (e.g., Food Service Director, Business Manager, Superintendent)
Meal Access and Reimbursement

✓ Certification and Benefit Issuance
✓ Verification
✓ Meal counting and claiming
Meal Observation – Day of Review (DOR)

Prior to meal service:
• Will Meal Pattern be met?
• Menu, Production Record, Product Documentation
• Check ‘general areas’

During meal service:
• Observe POS procedures
• Ensure all meals claimed for reimbursement are counted correctly

After meal service:
• Collect a DOR Meal Count
Menu Review – Month of Review (MOR)

MOR is the month PRIOR to the onsite visit

• Randomly select one full week from the MOR for assessment
• Need detailed daily production records for MOR
• Need ALL product documentation for meals claimed for reimbursement at sites selected for review
Organize supporting documentation and production records

**Monday Menu:** Chicken Nuggets with Whole Grain Roll, Steamed Broccoli, Carrots, Apple Slices & Milk

- Monday production record
- Associated product documentation including:
  - CN label/Manufacturer Specification for Chicken Nuggets
  - Product Formulation Statement/Label for Roll
  - Associated recipes or product documentation necessary to validate meal pattern for fruits & veggies
General Areas

✓ Record Keeping & Reporting
✓ Water Availability
✓ On-site Reviews
✓ Food Safety Manuals & Procedures
✓ Posting of the most recent Health Inspection
✓ Smart Snacks
✓ Professional Standards
✓ Civil Rights
Exit Conference

✓ Conducted at the end of the onsite review
✓ Outlines review findings, identifies any corrective action
✓ All Corrective Action will have an associated ‘DUE DATE’
✓ Time and location of the exit conference are determined during the onsite Administrative Review
✓ Superintendents, Business Manager, and/or any School/Facility Administrators that oversee School Food Service are encouraged to attend
AR Findings may result in:

✓ Technical Assistance
✓ Corrective Action
✓ Fiscal Action

Or a combination of the above
Technical Assistance: Help or advice provided to the district staff by your program specialist to help improve school meal program operations.
Corrective Action: Actions required to correct any violation, practices and training identified during the Administrative Review.

✓ Goal: to ensure that previously deficient practices and procedures are revised system-wide.

✓ Corrective Action Plan = “Homework”
  • Due Date = submitted and approved
  • Implemented District-wide
  • Is permanent
• Critical Areas:
  ✓ Performance Standard 1: Meal Eligibility; Meal Counting and Claiming; Claim Consolidation
  ✓ Performance Standard 2: Reimbursable meals must comply with meal pattern requirements

• Program Specific: SBP, NSLP, SSO, CACFP, FFVP, SMP

• USDA Disregard: less than $600 per program
Fiscal Action may result from:

Performance Standard 1:
✓ Benefit Issuance Errors
✓ Meal Counting and Claiming Errors
✓ Claim Consolidation Errors

Performance Standard 2:
✓ Missing Meal Components
✓ Non-reimbursable meals (during observation)
✓ Repeat finding of meal pattern violations
Administrative Review Reports required to be publicly posted.
Resources

✓ Check your state agency website
✓ USDA website
This session provides one (1) CEU

- **Key Area**: Administration – 3000
- **Key Topic**: Prepare for your Administrative Review – 3260