

Administrative Review Off-site Assessment Tool

THIS IS A **SAMPLE THAT SFAs CAN REVIEW PRIOR TO COMPLETING THEIR OFF-SITE ASSESSMENT TOOL. THE ANSWERS PROVIDED IN THE FOLLOWING SAMPLE FORM ARE JUST SUGGESTIONS/COMMONLY SEEN RESPONSES.**

PLEASE RESPOND WITH ANSWERS THAT ARE REPRESENTATIVE OF YOUR PARTICULAR CHILD NUTRITION PROGRAM.

YOUR TEAM LEADER WILL WORK WITH YOU ONE-ON-ONE IF ANY PROCESS CHANGES ARE NEEDED BASED ON RESPONSES PRIOR TO THE ON-SITE PORTION OF YOUR REVIEW.

General Instructions/Intent

The *Off-site Assessment Tool* encompasses questions about and requests for information from the School Food Authority (SFA) with regard to several of the monitoring areas of the Administrative Review. This tool is designed to decrease the amount of time needed for the on-site portion of the review, as well as provide both the State Agency (SA) and SFA with essential information to help the reviewer focus on any areas of non-compliance and target any technical assistance that may be necessary while on-site.

The Tool is intended to be completed off-site prior to the on-site portion of the administrative review, and used by the SA as a method to gather some of the information necessary to complete the administrative review. Some of the requested information may already be on-file at the SA, while other areas may require input from the School Food Service Director, or other appropriate SFA points of contact. The SA may contact the SFA for input on these questions using whatever method is most appropriate (email, phone call, etc.), and should work collaboratively with the SFA to gather all requested information. Electronic submission of documentation is encouraged wherever possible. The SA may begin completing the *Off-site Assessment Tool* as far in advance of the on-site review as is deemed necessary, provided the minimum required timeframes established herein are met. If the tool is utilized as intended, the reviewer should be prepared to provide any technical assistance that may be necessary during the on-site portion of the review.

Resource Management is the only section in which the completion of an off-site assessment is required. The SA must secure the SFA's answers to the Resource Management questions contained in the *Off-site Assessment Tool* at least four weeks prior to the scheduled on-site review. All other sections of the *Off-site Assessment Tool* may be completed on-site at the discretion of the SA. Regardless of format and timing, all responses to all other sections must be completed no later than the first day of the on-site portion of the review.

In addition to the completion of the *Off-site Assessment Tool*, the SA is required to select sites for review (see Site Selection Procedures in Administrative Review Manual). Once site selection

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has been completed, SA must complete the *Meal Compliance Risk Assessment Tool* for each site selected for review. The site with the highest score is most at risk for noncompliance with the required meal pattern and must receive a targeted menu review (see Dietary Specifications and Nutrient Analysis module for options to complete targeted menu review). If the SA chooses to use the *Dietary Specifications Assessment Tool* to complete the targeted menu review, an off-site review of documentation is required.

During the off-site assessment phase, the SA should document any technical assistance provided and any corrective action implemented by the SFA. Regardless of when corrective action occurs, all findings must be documented in the final report.

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Section II: Meal Access and Reimbursement

Reminders:

The SA should attempt to answer questions using available data before contacting the SFA.

In addition to completing the questions on the *Off-site Assessment Tool*, the SA should follow the instructions for selecting the students for certification and benefit issuance review as described in the Certification and Benefit Issuance Module in the Administrative Review Manual.

The SA must ensure that the information the SFA provides to answer these questions mirrors the current free and reduced-price policy statement on file with the SA.

The SA should notify the SFA that all verification materials must be available at the SFA's central office for the on-site portion of the review.

Section III: Meal Pattern and Nutritional Quality

Reminders:

In order to complete this section of the *Off-site Assessment Tool*, the SA must complete the *Meal Compliance Risk Assessment Tool* for **each of the sites selected for review** (see site selection procedures in Administrative Review Manual). The results of the *Meal Compliance Risk Assessment Tool* will determine which site shall receive the targeted menu review, using one of the four options as described in the Administrative Review Manual.

Prior to the on-site portion of the review, the SA should notify the SFA that each site selected for review must be prepared to provide meal pattern compliance documentation demonstrating that daily/weekly meal component requirements for one week of the review period are met. If appropriate, SA can request this documentation from the SFA prior to the beginning of the on-site review.

Reviewers may examine any food crediting documentation, including but not limited to food labels, product formulation statements, CN labels, and bid documentation to ensure meal pattern compliance. (This documentation will be examined for all reviewed sites. For the site selected, this documentation will also be used for the targeted menu review process.)

For efficiency, the SA should review the same menus, production records, and standardized recipes from the week the SA reviewed in the Module: Meal Components and Quantities as selected for the targeted menu review.

NOTE: If the SA has chosen Option #1 (Completion of the *Dietary Specifications Assessment Tool*) for completing the targeted menu review, the required documentation must be

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submitted to the SA within a sufficient timeframe to allow the SA to properly assess the documentation and determine the risk level of the site selected for the targeted menu review.

Section IV: Resource Management

Reminders:

This section is designed to capture information from the SFA concerning the modules contained within the Resource Management section. Using the SFA's responses to the *Off-site Assessment Tool*, the SA will apply specific risk indicators to the SFA and determine whether a resource management comprehensive review is warranted. Before beginning the risk indicator approach, the SA should first review all of the modules under Resource Management to obtain context and understanding for how the risk indicators are determined. The SA must secure the SFA's answers to the questions included in the Resource Management section of the *Off-site Assessment Tool* and complete the *Resource Management Risk Indicator Tool* at least 4 weeks prior to the start of the on-site review.

Important: Any failure, whether by the SFA or SA, to adhere to the timeframes prescribed above requires that a resource management comprehensive review be conducted.

Recommended: The State agency is strongly encouraged to utilize specialized staff to the extent practicable to collect and evaluate responses in this section.

Risk Indicators for Resource Management:

When evaluating the responses to questions 700-712, follow the risk assessment for Resource Management module in the *Administrative Review Manual* to determine whether a resource management comprehensive review is necessary. Some sections contain multiple questions that may indicate risk (referred to as a "risk indicator"). Regardless of how many risk indicators are triggered in any one Resource Management area, only a maximum of one risk indicator per area can contribute toward the threshold for a Resource resource management comprehensive review.

Section V: General Program Compliance

Reminders:

The SA may assist the SFA with the completion of this section, if necessary. If this section is not returned to the SA for evaluation prior to the on-site review, this section and applicable documentation must be available for SA review at the start of the on-site portion of the review.

Section VI: Other Federal Programs

Reminders:

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This section is intended to be completed by the SA. If this section is not completed by the SA prior to the on-site review, this section must be completed by the SA during the on-site portion of the review.

If the SA elects to conduct the claim validation for the Fresh Fruit and Vegetable Program during the off-site phase, complete questions 1900 - 1902 of the *On-site Assessment Tool*.

Separate review forms have been provided for the review of the Afterschool Snack Program, Special Milk Program, and Seamless Summer Option. The SA may complete any applicable portion of those forms off-site at their discretion. Any section of the applicable forms that are not completed prior to the on-site portion of the review must be completed during the on-site portion of the review if necessary.

Section IX: Special Provision Options

The intent of this section is for the SA to understand the Special Provision Option policies and procedures in place at the SFA. The review addresses the implementation and operation of Provision 1, 2, and 3 sites and sites operating CEP.

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SCHOOL FOOD AUTHORITY: XYZ Parish			
School Year: 2015-16			
Module: Certification and Benefit Issuance			
100.	Does the SFA meet one of the following criteria: <input type="checkbox"/> SFA-wide Special Provison Non-Base Year (Provison 2/3) <input type="checkbox"/> RCCI, without day students <input checked="" type="checkbox"/> SFA-wide Community Eligibility Provision Note: If one of the above is checked, skip questions 101 – 205 and proceed to question 300.	YES	NO
		X	X
<input type="checkbox"/> N/A If <u>none</u> of the bulleted items above apply, then the SFA must indicate “n/a” and proceed to the very next question. However, if any of the above apply, the SFA will indicate which and then may “skip” questions 101-205 proceeding directly to question 300 as stated above. This sample response for this question is the response that we would anticipate seeing for a “ system-wide ” CEP participant. Please note also that RCCIs (residential child care institutes) that do not house day students (only student who reside at facility) may also select that response and then skip to question 300. Again, if your system does not meet any of the criteria above (if partial CEP or NOT CEP or a RCCI “with” day students) select N/A and proceed to next question			
101.	Who is the determining official for certifying household applications?	YES	NO
(Names and/or position titles): <u>List any/all determining officials (person[s] who process F/R meal apps) for the SFA.</u> As a side note, even if your particular SFA is a <u>system-wide</u> CEP participant, you would still need to designate someone on the <i>annual online form</i> (collection officials form) as the determining official in the event that you default back to traditional counting/claiming. The same requirement applies to RCCIs that may traditionally not process F/R meal applications – a determining official should still be appointed in the online system each year- should the need ever arise to have one.			

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State Agency (SA) comment: We will check the response(s) provided against the current year Collection Officials online form. If the responses differ something different, we will contact you to discuss further. A revision to the online Collection Officials form may be in order.

102.	Was the SFA required to conduct an Independent Review of Applications in the previous or current school year? If yes, please identify in the Comments section who is responsible for the second review of applications.	YES	NO
			X

(Names and/or position titles): **if applicable**

Most systems will answer “no” to this question.

SA Comment:

If you are selected for an independent review of applications (generally about 5 districts are selected per year), **the state agency will notify you.** In that case, you will have to respond yes to this question and provide the names/titles of those responsible for completing this process for the current school year. For more information on the “independent review of applications” process, as well as selection criteria that the SA follows, please refer to memo SFS-14-48 (Independent Review of Application Final Rule) on the CNP website. Here is a direct link: <http://tinyurl.com/olobgdv>.

103.	Does the SFA use an electronic or manual application approval system (any data entry from hard copies of apps)? Does the SFA use an electronic or manual benefit issuance system (status determined and fed over to school database)? SA Comments: Please note that two responses are need for this question. Most districts are “combination” systems – with some manual data entry utilized. This information is needed to help the SA determine how large the “statistical sample” of applications will need to be for your district (if you process F/R meal applications). Either a 95% or a 99% statistical sample will be used. However, no system will have greater than 590 applications selected for the on-site portion of the review (this applies as well for our “large” SFAs in the state). As part of the materials due for the “review month” (last month for which a claim has been submitted prior to the onsite portion of the review) the SFA will generate a list of <u>all</u> F/R eligible students (by any	Electronic	Manual/ Combination
			X X

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	<p>means – SNAP or income application, DC eligibility, homeless/foster/runaway, etc.) for all non-CEP school sites and then report the total number of students on the list to the SA. Please do not submit the actual listing of students to the SA. Rather, just the total number of students. If able to display all students that meet this criteria alphabetically by name, this is preferred. The team lead assigned to your review will then be able to provide more detailed instruction on “which” students will be the targeted application or DC confirmation reviews when on site.</p>		
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Electronic application system means household applications are submitted by the household through a web-based or scanned application system. **The system has limited to virtually no manual data entry by the SFA.** Records are kept at the SFA electronically. All direct certification matches at the SFA level are completed with a computer match.

Manual application system means household applications are submitted by the household to the SFA. SFA completes eligibility determination and direct certification matches and enters data manually into a system and/or keeps written records. Hard copy records are kept on file at the SFA.

If the SFA has implemented an electronic system, but one or more aspect of the application processing is conducted manually (e.g., applications are submitted online, and also on paper – SFA staff processes paper applications) **the reviewer will consider it a manual/combination system.** This would include instances where SFA staff are entering paper applications into the online electronic system for determinations.

Electronic benefit issuance system means that the transfer of a student’s benefits to the Point of Service document is completed through a computerized system. The system has limited to virtually no manual data entry by the SFA; however, updates to benefits may be made manually in the electronic system. Benefit issuance identification and rosters are kept electronically.

Manual benefit issuance system means that the transfer of a student’s benefits to the POS document is completed manually by the SFA. All updates to benefits are made manually by the SFA. Benefit issuance identification and rosters are manually developed. Hard copy records are kept on file at the SFA.

If the SFA has implemented an electronic system, but one or more aspect of the benefit issuance process is conducted manually (i.e., the SFA has an electronic benefit issuance system at most sites, but utilizes rosters/ tickets/tokens or any other benefit issuance method at some sites and SFA staff must manually make updates to those alternate systems), the reviewer will consider it a manual/combination system.

104.	At the beginning of the school year, how is benefit status handled for children who have not submitted an application for the current school year?
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Comments:

If partial CEP or fully utilizing traditional counting/claiming, the SFA must address/list their process for

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handling carryover eligibility.

SA Comment: Remember, carryover eligibility is good:

for first 30 operating (aka 'school') days [no weekends or holidays included]

OR

until a new status is determined (new status **immediately supercedes** carryover eligibility).

SFA process for handling carryover eligibility was a common finding on last year's Administrative Reviews. Please be reminded that *holding a prior-year status until 31st op. day is not allowed* (if a current year status is available for the student). If nothing is received/new status can't be determined, on 31st operating day, child changes to "paid/denied" status until otherwise determined.

SFA should also make a note in their response re: brand new students. These students are always considered DENIED/PAID until otherwise determined ('current' status provided from other school district, new application submitted, found on a sibling's current year application, found on a DC list or linked to sibling, etc.)

105.	How long does the applications approval take from the date the SFA receives the application from the household?
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Comments:

Applications should always be processed by the central office within "10" OPERATING (aka school days) of receipt of the F/R meal application.

SA Comment:

Please list your current process as completed, however. We will work with you if outside of the timeframe. Last year, we found several systems that were processing outside of the time frame for reasons such as school sites holding applications (until a larger amount was collected) for several days prior to turning in to the central office.

Please also note that there is a new version of the **Eligibility Guidance for School Meals** (August 2015 update) available on the CNP website. Highlights contained in the guidance manual reflect changes from the previous year's version. This is an excellent tool for SFAs to utilize for more information on F/R meal application processing and the verification process.

106.	Within the SFA, who has access to the applications within the system?
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(Names and/or position titles):

List any person who can view F/R meal applications – include names names and titles.

IF *all* cafeteria managers have access, you don't have to list every single person by name. Instead, you could notate that cafeteria managers have access at each site along with the specific central office staff members.

107. When and how are households notified of students' certified eligibility?
 How are denied households notified?

Comments:

List your process being utilized in the current school year .

SA Comment:

Please note that denied HHs "must" be notified of denial in writing (others can be notified by phone, but phone contact **must** be recorded and documented). However, *most SFAs choose to notify all HHs in writing* (for documentation purposes) regardless of status outcome (i.e. F/R notified in writing as well).

Remember, we have a prototype for notification of benefits !

(This form can be accessed without login on the CNP website by clicking on memos/resources/course registration below log-in, then school food service, then forms. The prototype can be found under the free and reduced forms subheading of the forms section).

Please also note that appeal rights need NOT be given for initial (first) status determined in a school year (i.e. status awarded after carry-over eligibility has been updated). However, appeal rights must ALWAYS be given with verification when decreasing status.

108. Who is the hearing official?

(Name and/or position title):

Again, a hearing official must be listed in the online Collection Officials form annually by all school systems, even if CEP district-wide and even if a RCCI without day students.

The hearing official *is generally the CEO/superintendent of the system (although not required to be).*

SA Comment:

Please remember that the hearing official CANNOT also be a determining, pre-verifying OR verifying official. This person may only serve as hearing official in the collection officials form (no other official type as well). This person must be unbiased (not involved in application processing or verification) as this is the person who receives complaints and/or appeals (as applicable) from households who disagree with

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the status determination provided.

109.	<p>If the SFA has an electronic application approval system: (if 'online submission of applications' is not available in your system/district, then respond with N/A to this question)</p> <p>a. How are records maintained and for how long?</p> <p>b. Describe the backup to the electronic-based approval system.</p> <p>c. List the method used to obtain household signature.</p>	N/A
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Possible Comments:

- a. 3 years plus current school year (as this is always the minimum requirement) (though it is longer for CEP)
- b. should always have files backed up in some way (response could be hard copies available, saved on jump drive, saved in some other database, etc.)
- c. obtained through website/online application

110.	<p>Who at the SFA receives the direct certification documents from the state or local agency, and who is responsible for issuing and updating the benefit list?</p>
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Program	Name/title of person receiving DC documents from SA (list names/title)	Name/title of person issuing direct certification benefits to students (list names/title)
SNAP	Usually SIS coordinator or security coordinator	Generally CNP director (or other C.O. staff) <i>list all that apply</i>
TANF	<i>If applicable</i>	Generally CNP director (or other C.O. staff) <i>list all that apply</i>
FDPIR	<i>If applicable</i>	Generally CNP director (or other C.O. staff) <i>list all that apply</i>
Homeless	Usually designated homeless liaison	Generally CNP director (or other C.O. staff) <i>list all that apply</i>
Migrant	Usually designated homeless liaison	Generally CNP director (or other C.O. staff) <i>list all that apply</i>
Foster Children	Usually designated homeless liaison	Generally CNP director (or other C.O. staff) <i>list all that apply</i>
Head Start	If applicable	Generally CNP director (or other C.O. staff) <i>list all that apply</i>
Even Start	If applicable	Generally CNP director (or other C.O. staff) <i>list all that apply</i>

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111.	Does the SFA use the direct certification notification letter provided by the State agency? If no, does the letter contain all required information, and is it approved by the State agency? (Obtain a copy of the letter used.) Submit your DC notification letter version to the SA if you use a different form for this (other than SA prototype)	YES		NO	
		YES	NO	N/A	
		X			
Comments: SA comment: SFAs are not required to use state agency prototype. However, if using software’s generated letter, it MUST contain all elements from state agency prototype. Please be sure <u>not to assume</u> that the letters created by your software are fully in compliance with SA prototype letters. Always compare your version to the current year SA prototype and make edits, if necessary. This, also was a COMMON finding on recent Administrative Reviews (missing required elements from the state prototype). Always compare your version to the SA version. Make edits as necessary. This is also particularly true with the DC process (letters).					
112.	What is the SFA’s procedure for extending free school meal eligibility to all children who are members of a household in which one person in that household is receiving SNAP, TANF, or FDPIR benefits?				
		Comments: IF APPLICABLE (not a system-wide CEP system), list how your district captures siblings (through SNAP/DC extension). Some software has reports built in that capture this (status discrepancy/multi-status reports within a given HH to show you which HHs to target). Of course, it is harder to link siblings when utilizing a manual systems, but it is still REQUIRED. Remember DC match of name plus one other identifier is the necessary requirement for establishing free status through DC. Once found on any current year DC file, the SFA can extend to other students living in HH (once address is confirmed). Please refer to the latest version of the Eligibility Guidance for School Meals (July 2015 update) for a listing of acceptable secondary identifiers . See the “Required Documentation for All DC Options” section in the Determining Eligibility portion of the guidance manual (Chapter 2). Here is a direct link to the manual: http://cnp.doe.louisiana.gov/dnamemos/Resources/Elig%20Manual%20with%20Highlights%202015.pdf .			
113.	Does the benefit issuance system identify how eligibility was determined? (e.g., through application, direct certification, etc.)	YES		NO	
		X			

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Comments:

IF APPLICABLE (not a system-wide CEP system), list process used in your district:

If you collect/process F/R apps, your master list SHOULD capture this (also, please DISPLAY it on your master list that you run and print in preparation for the onsite portion of the Administrative review). Generally, we see status determinations listed similar to the following:

Free/income, Free/categorically, Reduced/income, Denied/no app, Denied/high income (for example)...

114. Who has access to the benefit issuance system and/or documentation?

(Names and/or position titles):

This is usually all CNP central office staff, but sometimes includes staff at cafeteria (manager, for example). List the staff (with titles) who have access.

115. How are benefits issued and distributed to students?
 (e.g., via electronic system with code numbers for students, ticket system)

Comments:

This is essentially your “collection procedures” that you submit each year as a part of the online renewal process. List ALL processes used in your district.

For example, some schools in your district may utilize a keypad, whereas, others utilize a finger/palm scan. Some schools may also be CEP so all kids are universally free and, thereby, a hash mark system used instead. Be sure to include ALL that apply.

116. How are eligibility determinations transferred to the benefit issuance document?

Comments:

With software, usually just electronically/automatically from central office (as new determination is made) to the Point of Service (POS) software at school. Indicate if this is your process. Also, indicate how often are updates happening.

If manual, how do you verbalize/communicate this to your site staff? How often?

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117.	How are benefit issuance document(s) transferred to the point of service system?		
Comments:			
Essentially, same question repeated again. Same response as for 116 is acceptable.			
118.	How are eligibility status updates made to the point of service benefit issuance document(s)?		
Comments:			
Essentially, same question repeated again. Same response as for 116 is acceptable. ☺			
119.	How frequently are updates made to the point of service benefit issuance document(s)?		
Comments:			
This should be AS OFTEN AS NEEDED – or “daily” at a minimum.			
At the start of the SY status updates are happening OFTEN. Also, this is the case during verification time. However, all school systems generally have students enter the system throughout the school year and see status updates occur often as new DC reports are made available			
120.	Does the benefit issuance document indicate the date changes were made in the system?	YES	NO
		X	
Comments:			
SFAs should certainly track this. The ‘LAST status change’ date (in particular) is very important.			
For example, for verification purposes, we need to make sure status changes were done timely and as required in regulations.			
121.	How and when are the following changes made to the point of service benefit issuance document:		
	a) new students b) transfer students c) withdrawn students d) 30 day carryover of prior eligibility		
Common answers:			
a. once a new status is determined (i.e. application packet given at time of enrollment)			
b. once a new status is determined (i.e. application packet given at time of enrollment)			
c. immediately following ‘drop from system’ (ie JPAMS)			

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d. for electronic systems, pre-programmed to default to paid on 31st operating day unless a new status is input before then. **How do you track this if manual??**

122.	Is there a backup system for updating benefit issuance document(s)? If yes, describe the backup system for updating benefit issuance document(s).	YES	NO
		X	

Comments: There should **ALWAYS** be a backup system – even if you utilize an electronic POS. Software fails from time to time. Train, Train, Train! ☺

Train staff each year on how to operate should the software go down at any point during the SY.

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Module: Verification			
200.	Obtain a copy of the SFA’s most recently submitted FNS-742 (Verification Collection Report). SA Comment: This will be the SY 2014-15 submission for ALL SFAs since the off-site package is due early in the SY. At this point, a SY 2015-16 verification summary report will not have been submitted.	YES	NO
	a. Did the SFA choose the correct verification sample size?	X	
	b. Did the SFA verify the correct number of applications based on their verification sample size?	X	
	c. Was the most recent report timely and accurate?	X	
	If no, is this a recurring problem?		
<p>Comments: Please note that if you were district-wide CEP last school year (SY 14-15) part a and b will not apply as you did not complete the annual verification process. Part c applies to all systems, however, as all have at least a portion of the verification summary form due each and every school year.</p> <p>If you conducted verification process in SY 2014-15, then parts a and b are a ‘yes’ –as you would not have been able to submit the online form otherwise.</p> <p>Part c - was your report submitted by the SA-established due date for SY 2014-15?</p> <p>Generally, this form is due by January 10th.</p>			
201.	Who serves as the SFA’s verifying official?		
<p>(Name and/or position title):</p> <p>This may be one (or multiple) person(s). We will check this response against your current year (SY 2015-16) online Collection Officials report.</p> <p>Remember, that even if you are a RCCI or a district-wide CEP system, this still needs to be reported (with a person[s] designated) in the online application packet due each school year via the CNP website.</p>			
202.	Who serves as the confirming official?		
<p>(Name and/or position title or software used is acceptable): all districts must provide a response here, including system-wide CEP and RCCIs.</p> <p>This may be one (or multiple) persons. You can designate your ‘software’ for this purpose. But, always have a person check behind the software to assure accuracy. This answer should match your online response for the current year (collection officials).</p>			

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203.	Describe the SFA’s verification process (including SFA’s verification for cause process).		
<p>Comments:</p> <p>Provide a brief overview of how your district conducts verification (or how you plan to complete the process in the current 2015-15 SY, if applicable to your district).</p> <p>Include: When you start the process, how you notify households, etc.</p> <p>Generally, it is a good idea to provide your prototype verification letters (if different than the SA prototype letters) with this packet so that SA staff can review them before they are utilized in the current SY.</p>			
204.	Has the SFA completed the SA’s verification training? List who and when.	YES	NO
<p>Comments:</p> <p>The verifying official should always complete the verification training provided by the SA – either in person or by reviewing the training material posted to the CNP website under “SFS Resources”. Indicate how your verification official was trained as well as the “date” he/she was trained.</p>			
205.	Does the SFA use an electronic system to identify error-prone applications? If yes, what software does the SFA use?	YES	NO
<p>Comments:</p> <p>If no, how do you mark/designate applications as error prone? Or, is this not applicable (you do not conduct verification or you utilize the “random” sampling method when you do). Please advise.</p> <p>SA Comment: Some systems – that are manual – will mark “EP” (for error-prone) in the upper right hand corner of applications deemed EP at the time of processing to assist when conducting verification later in the school year.</p>			
Module: Meal Counting and Claiming			
300.	Does the SFA use an electronic or manual system to count and consolidate reimbursable meals?	Electronic	Manual/ Combination
		X (most)	

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Electronic System means meal counts are generated by an automated Point of Service (POS) system that may connect to the claim for reimbursement. Electronic systems have the ability to identify a student’s benefit category, tally daily meal counts, transfer daily meal counts to the SFA, consolidate meal counts for the SFA, and/or submit the claim for reimbursement. The system is limited to virtually NO MANUAL data entry at the POS. Meal counts are kept electronically.

Manual System means meal counts are generated by a manual Point of Service system. Meal counts are manually tallied, consolidated, and transferred to the SFA. Consolidation of meal counts by the SFA is completed manually. Hard copy records are kept on file.

If the SFA has implemented an electronic system, but one or more aspect of the benefit issuance process is conducted manually (e.g., the SFA has an electronic POS, but utilizes a roster at an alternate service location and SFA staff manually enters meal counts from the alternate service location), the reviewer will consider it a manual/combination system.

301.	How does the SFA’s point of service system identify a student’s eligibility? Include all types of distinct counting methods (e.g., check-off list for grades 1-3, tickets for grades 4-8).
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Comments:

If not CEP at all sites, there should be a distinct method(s) utilized at your sites (may be different from site to site or the same among all).

IE) codes assigned that reflect status, finger/palm scans, student ID card, etc. etc. etc.

If manual, list your individualized method used. What does your POS roster include (name, code for status, grade, etc.)?

The answer provided should be in agreement with what you reported in the current year “collection procedures” form in the CNP website. If not (or if you utilize more methods than reported), your TL with provide you with further instruction.

302.	Does the SFA have a backup system to their primary meal counting and claiming system should the primary system fail/not operate? If YES, describe backup system.	YES	NO
		X	

Comments: **you definitely should!** However, if you do not at this time, indicate this and your TL will work with you to develop a backup system prior to the onsite portion of the review.

SA Comment: If the software/computer goes down, assure that you have an up-to-date roster to do manual alternative process as students pass through the POS. Must “always” have an accurate POS, even when the system is not operational. This is a question that the SFA must address under each collection procedure assigned to the system (in each year’s online application forms).

Administrative Review Off-site Assessment Tool
Section III: Nutritional Quality and Meal Pattern

303.	How often are cashiers and substitute cashiers trained on the meal counting and claiming system (including the backup system)?		
<p>Comments:</p> <p>Should be annually (@ a minimum) AND before any new staff member takes on SFS responsibilities.</p> <p><u>SA Comment:</u></p> <p>Remember, a minimum of ½ cup of fruit and/or vegetable is required in order to count a student’s meal as reimbursable when utilizing OVS (this is the case for both SBP and NSLP).</p>			
304.	At the end of meal service, how does the SFA obtain the daily meal counts by category from each school’s point(s) of service?		
<p>Comments:</p> <p>What is your process?</p> <p>Is this a manual process? If so, how is it reported to the central office?</p> <p>Or is it electronically/automatically done and consolidated once the report/meal is closed out by the site supervisor? Indicate your process.</p>			
305.	What are the SFA’s meal counting and claiming policies and procedures for the following situations :		
a) Offer vs. Serve?	<table border="1"> <tr> <td data-bbox="706 1073 1276 1436"> <p>Do you utilize OVS? If so what do POS clerks do if child comes to POS and does not have a reimbursable meal. Explain process.</p> <p>SA Comments: Remember, OVS is required at lunch for high school students. It is not required for younger children at lunch – though it is encouraged. And, it is never required at breakfast for any grade level – but also encouraged.</p> </td> <td data-bbox="1276 1073 1432 1436">N/A</td> </tr> </table>	<p>Do you utilize OVS? If so what do POS clerks do if child comes to POS and does not have a reimbursable meal. Explain process.</p> <p>SA Comments: Remember, OVS is required at lunch for high school students. It is not required for younger children at lunch – though it is encouraged. And, it is never required at breakfast for any grade level – but also encouraged.</p>	N/A
<p>Do you utilize OVS? If so what do POS clerks do if child comes to POS and does not have a reimbursable meal. Explain process.</p> <p>SA Comments: Remember, OVS is required at lunch for high school students. It is not required for younger children at lunch – though it is encouraged. And, it is never required at breakfast for any grade level – but also encouraged.</p>	N/A		
b) Incomplete/Non-Reimbursable Meals?	<p>What have you trained POS staff to do? Redirect child to line to grab an item(s) to make a reimbursable meal? Count meal as a la’ carte and charge it to account?</p> <p>What is your process?</p>		
c) Second Meals?	<table border="1"> <tr> <td data-bbox="706 1709 1276 1843"> <p>Do you allow this? It is a local-level decision.</p> <p>If so, the POS clerk should know to charge ‘cost of meal’ to child. What is your process?</p> </td> <td data-bbox="1276 1709 1432 1843">N/A</td> </tr> </table>	<p>Do you allow this? It is a local-level decision.</p> <p>If so, the POS clerk should know to charge ‘cost of meal’ to child. What is your process?</p>	N/A
<p>Do you allow this? It is a local-level decision.</p> <p>If so, the POS clerk should know to charge ‘cost of meal’ to child. What is your process?</p>	N/A		

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Section III: Nutritional Quality and Meal Pattern

d) Visiting student meals?	<p>Is this applicable for your system/district?</p> <p>If so – what is the process for visiting students from one of your schools (are all POS/software utilized connected in district)? What about from another school in a neighboring district (if applicable)</p> <p>What is your process, if applicable?</p>	N/A
e) Adult and non-student meals?	<p>This would include parents, grandparents, siblings not enrolled at the school, and cafeteria or other school workers.</p> <p>SA Comments: Do they have a code that they enter and are assessed the “cost” of the meal? How do you enter/report these meals? Where do you report \$ collected (should be recorded on SFS-7/participation report).</p> <p>Is this applicable for you? if so, how are these meals handled?</p>	N/A
f) Student worker meals?	<p>If applicable.</p> <p>SA Comment: Remember, that students <u>can</u> work as volunteers (of course, they can never be required to work) in the cafeteria and receive a meal free of charge for their services. <i>HOWEVER, that meal must be reimbursed in accordance to the child’s “TRUE” (current) status (ie) F, R or P.</i></p> <p>This was a finding on Administrative reviews conducted in the last two years.</p>	N/A
g) A la carte?	<p>This is another local-level decision.</p> <p>Do you allow a la carte in your schools?</p> <p>Are children allowed to purchase an extra entrée or side item if they choose? Some districts opt NOT to do this at all. However, it is allowed and can be done with or without having received a reimbursable meal first - if your district chooses to do so.</p>	N/A

Administrative Review Off-site Assessment Tool

Section III: Nutritional Quality and Meal Pattern

h) Field trips?	<p>Most districts do have field trips. Describe how you handle field trips within your system/district.</p> <p>Some use a cycle “field trip” menu. Remember, if a bagged lunch is served off site it must still contain all required components in the minimum required portions for that age/grade group. Additionally, you must still offer milk and a choice of milk.</p> <p>Remember, sanitation standards!!</p>	N/A
i) Lost, stolen, misused, forgotten or destroyed tickets, tokens, IDs, and PINS?	<p>If applicable.</p> <p>If a child cannot produce their ID card (for example), can they still come through POS and state name and/or ID number instead? Or are they directed to front office for new card before they receive a meal?</p> <p>What is your process?</p>	N/A
j) Charged and/or pre-billed/prepaid meals?	<p>Do you allow student charging of meals?</p> <p>This is where meal denial MAY come into play if you do not allow charging and you are a public school system with this practice in place at Elementary schools.</p> <p>What is your distinct process? (charging up to a certain dollar value? No charging? Etc.)</p>	N/A
k) Students without funds to pay for meals?	<p>Essentially the same Q as part j)</p>	N/A
l) New students without approved certification of free or reduced-price benefits?	<p>Denied/paid status until otherwise determined.</p> <p>How does POS know about newly enrolled child? Who contacts cafeteria? What is your process?</p>	N/A
306.	<p>What procedures are used as internal controls to ensure the meal counts do not exceed enrollment or attendance adjusted enrollment?</p>	
<p>Comments:</p> <p>Most software programs have internal EDIT CHECK features.</p> <p>Remember, that the state-approved attendance factor (which most districts default to) changes from</p>		

Administrative Review Off-site Assessment Tool

Section III: Nutritional Quality and Meal Pattern

year to year. It has decreased from last year and can currently be found on the Schedule A for SY 2015-16 under each school site (item #8). It has been established at 91.67% for SY 2015-16.

SA Comment:

Please be sure to check your software’s programmed attendance factor against your current year Schedule A. The information may need to be updated in your software (don’t assume it is accurate).

Remember, that the only time you can EVER exceed your “enrolled” number or the number of students “in attendance at the school” on a given day is if: you have VISITING students.

Some systems (more commonly seen for ‘Elementary’ schools) exceed their eligibles (i.e. F, R, and/or P) times attendance factor on some days when there are:

- ➔ Popular meals
- ➔ Testing in session
- ➔ A very small amount of students at a given status

A comment is needed for these days in your local software when this occurs.

Please also be reminded that a custom AF can be requested by districts if you have schools that generally always have a higher participation for breakfast and/or lunch than the level approved for the state. There is a form available on the CNP website under the general forms section for SFS. A custom AF makes claiming easier if you commonly exceed AF adjusted eligibles.

307.	Electronic Systems Only: (otherwise N/A)	YES	NO	N/A
	Are meal counts automatically consolidated?	X		
	If YES, does the software program contain edits and internal controls?	X		
	If NO, when and how are edit checks and internal controls completed?			

Comments: edit checks tend to be built in to software programs available

308.	Have alternate points of service been approved by the SA?	YES	NO	N/A
				X

Comments:

SA comments:

What would be an example of an alternate POS?

- ➔ Breakfast in the classroom
- ➔ POS at the “beginning” of the serving line rather than at the end.

Administrative Review Off-site Assessment Tool

Section III: Nutritional Quality and Meal Pattern

This would be identified as one of your collection procedures in your online forms. You would then LINK that specific procedure to the schools it applies to in the Schedule A.

Most systems (non-CEP) have multiple collection procedures used throughout their district (IE) one for elementaries, one for high schools, and sometimes other variations).

Please note that all distinct point of service procedures must be identified in the online forms for the current school year (collection procedure established for each) and properly linked to the school(s) each applies to.

309. Describe the number and types of alternate points of service operating during each meal service (e.g., meals in classrooms, bus).

Comments: This may be a N/A for you.

If it does apply, list your specific alternative procedures.

How is the breakfast in the classroom meal service done, for example? Remember, that you must always still maintain an accurate Point of Service for all meals.

310. If a school has more than one meal service line, how does the point of service system prevent duplicate or second meals from being claimed?

Comments: (if applicable)

Software will generally notify you with message popup if a child tries to come through a second time for the same meal service (2nd meal selected – will you charge “at cost” price?).

But what if you are manual and have multi-lines in your cafeteria? What is your process?

Explain your system’s process, if this is applicable in any school(s).

311. At the site level, how are the total daily meal counts by category submitted to the SFA for consolidation?

Comments:

Manual? If so, what is process?

Electronically? Then automatically and consolidated by the software.

312. Describe the SFA’s procedures for consolidating daily meal counts by category for each site to process the claim for reimbursement, if applicable.

Comments: Same question! 😊

Administrative Review Off-site Assessment Tool
Section III: Nutritional Quality and Meal Pattern

Module: Dietary Specifications and Nutrition Analysis

600. Based on the results of the *Meal Compliance Risk Assessment Tool*, what site has been selected for the targeted menu review?

School selected for targeted menu review: **Enter name of school here**

Remember, if you only have **ONE** site selected for your Administrative Review (meaning that you have no more than 5 total sites under your SFA), you are **EXEMPT** from the meal compliance risk assessment tool. Your targeted site would be the site that has been selected for review.

If more than one site is selected for review, **you must complete** the meal compliance risk assessment tool (one tab completed per selected school site) for review sites. **The site that ranks the HIGHEST (has the highest score) is your "targeted menu review" site entered above.**

The Meal Compliance Risk Assessment Tool is an excel file that can be found on the CNP website under the forms section under Administrative Review "forms" (memos/resources/course registration → school food service → forms → admin review forms).

601. How will the SA proceed with the targeted menu review?

- X Option 1: Complete the Dietary Specifications Assessment Tool** **always the answer**
- Option 2: Validate Existing Nutrient Analysis**
- Option 3: Conduct Nutrient Analysis**
- Option 4: Use FNS-approved Process Utilizing FNS-Approved Menu Planning Tools**

This is the option (option 1) that Louisiana selected for ALL SFAs to use on their "targeted school site". Therefore, all SFAs that are up for review will select option 1.

602. If Option 1 is selected, what initial risk level has been assigned for the targeted menu review site based on the results of the *Dietary Specifications Assessment Tool*?

N/A

Risk Level: **what is the risk level determined?** **Enter the result here.**

Can be found in same location on CNP website as Meal Compliance Risk Assessment Tool.

Administrative Review Off-site Assessment Tool

Section IV: Resource Management

700.	Is the SFA's enrollment 40,000 students or more?	YES	NO
			x
<p>Comments:</p> <p>Most SFAs will answer no for this question. In SY 2014-15, only EBR Parish, Caddo Parish, and Jefferson Parish School systems met this criteria.</p>			
701.	Did the SFA have any financial findings related to the child nutrition programs on previous Administrative Reviews, A-133, OIG, or other state audits within the past three years?	YES	NO
<p>Comments: if the SFA had to pay back money at any point in the prior 3 school years, then yes. Most SFAs will respond with a NO to this question.</p>			

Module: Maintenance of Nonprofit School Food Service Account			
702.	Did the SFA have a separate financial account for the nonprofit school food service?	YES	NO
<p>Comments:</p> <p>Respond appropriately. If one account is utilized for multiple purposes (including SFS transactions), so long as you can track <u>all</u> SFS transfers and credits, you are in compliance</p>			
703.	Did the SFA conduct a year-end review of total revenues and expenses to determine the school food service's nonprofit status?	YES	NO
<p>Comments:</p> <p>Yes for all SFAs. This is done annually as part of the annual forms renewal process on the CNP website (tracked in the required Income & Expense report).</p>			
704.	Did the SFA have year-end expenses in excess of revenues, requiring a general fund transfer to cover the balance?	YES	NO
<p>Comments: This can be a yes for systems . Look at your SY 2014-15 financial records. Did SFS reimbursements received cover all SFS expenses? If no, then answer yes to this question.</p>			

Administrative Review Off-site Assessment Tool

Section IV: Resource Management

705.	Did the SFA transfer funds out of the nonprofit food school food service account to support other school operations during the school year?	YES	NO
			x
<p>Comments: this should be a NO for all.</p> <p>Please contact your team leader if your response is yes to discuss further.</p>			
706.	Did the SFA complete a process to ensure its compliance with the net cash resources limitation to a level at or below three months' average expenses? This process could include a current SA Approved Plan to address resources that exceed the net cash resource limitation.	YES	NO
		x	
<p>Comments: This should be a yes as this is tracked annually in the online income and expense form. Any time the net cash resource level exceeds the three months' average expenses the CNP website requires the SFA to report a comment/explanation on how they intend to expend these funds (usually with equipment purchases that are needed in select schools).</p>			

Administrative Review Off-site Assessment Tool

Section IV: Resource Management

Module: Paid Lunch Equity				
707.	Did the SFA charge the minimum target paid lunch price at all sites or use the USDA <i>Paid Lunch Equity Tool</i> to evaluate its paid lunch prices?	YES	NO	N/A*
<p>Comments: If CEP system-wide or if the system is a RCCI (with no day students), this is N/A.</p> <p>If partial CEP or not CEP (or a RCCI with day students), you will need to answer this question. Refer to your PLE tool for SY 2015-16 to determine what the answer should be. Consult your designated team leader if you have questions.</p> <p>*N/A selection is only allowable if all sites at the SFA are nonpricing</p>				
708.	Did the SFA use non-federal funds to support its paid lunch prices?	YES	NO	N/A
<p>Comments: refer to PLE tool. Did the tool show that you were not in compliance with current paid lunch prices? If yes, how did you select to proceed --- increase price OR contribute non-federal funds? Answer appropriately.</p>				
709.	Did the SFA increase its paid lunch prices if the <i>Paid Lunch Equity Tool</i> indicated an increase in the paid lunch price was required?	YES	NO	
<p>Comments: type NA if applicable. If the tool did show that you needed to take action, did your response include increasing paid lunch charges for the current school year?</p>				

Administrative Review Off-site Assessment Tool

Section IV: Resource Management

Module: Revenue from Nonprogram Foods																
710.	Did the SFA use the <i>USDA Nonprogram Food Revenue Tool</i> or a USDA-approved alternative method to calculate its nonprogram food costs and nonprogram food revenues?	YES	NO	N/A*												
		x														
<p>Comments:</p> <p>SA comment:</p> <p>Nonprogram foods are: any extra sales of foods/beverages in the cafeteria <i>other than</i> the sale of reimbursable meals (reduced and/or paid status). This includes selling of extra milk, juice, water bottles and sales to visitors/school employees. Most SFAs will answer yes to this question as opposed to “N/A”.</p> <p>The state agency will assist you with “calculating nonprogram food costs vs revenues”.</p> <p>*N/A selection is only allowable if the SFA did not sell nonprogram foods or beverages, including adult meals</p>																
711.	Was the SFA’s proportion of total revenue from the sale of nonprogram foods to the total revenue of the school food service account equal to or greater than the proportion of total food costs associated with obtaining nonprogram foods to the total costs associated with obtaining program and nonprogram foods from the account?	YES	NO													
$\frac{\text{Nonprogram Food Revenue}}{(\text{program revenue} + \text{nonprogram revenue})} \geq \frac{\text{Nonprogram Food Cost}}{(\text{cost of program foods} + \text{cost of nonprogram foods})}$																
<p>Comments: There is an alternative that you can use if you are not able to track total units sold per nonprogram sale (i.e. 1,008 water bottles sold in SY 14-15 at \$0.75, etc.).</p> <p>To complete, you would list all non-program food/beverage items that are sold in your district. In one column report what it “costs” the SFA for each item and in the next column, report the price sold for each item. As long as break even or show revenue, you will be in compliance.</p> <table style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 30%;">IE)</th> <th style="width: 30%;">Cost</th> <th style="width: 40%;">Selling Price</th> </tr> </thead> <tbody> <tr> <td>Juice, 4 oz (100% fruit)</td> <td style="text-align: center;">0.25</td> <td style="text-align: center;">0.50</td> </tr> <tr> <td>Milk (varieties)</td> <td style="text-align: center;">0.30</td> <td style="text-align: center;">0.50</td> </tr> <tr> <td>Water (16 oz)</td> <td style="text-align: center;">0.35</td> <td style="text-align: center;">0.60</td> </tr> </tbody> </table> <p>If your software has the capability to track # units sold of each item for the PRIOR school year, report this as well. Most softwares are not programmed to be this specific, however.</p> <p>If you are not sure how to proceed, please contact your designated team leader.</p>					IE)	Cost	Selling Price	Juice, 4 oz (100% fruit)	0.25	0.50	Milk (varieties)	0.30	0.50	Water (16 oz)	0.35	0.60
IE)	Cost	Selling Price														
Juice, 4 oz (100% fruit)	0.25	0.50														
Milk (varieties)	0.30	0.50														
Water (16 oz)	0.35	0.60														

Administrative Review Off-site Assessment Tool

Section IV: Resource Management

Module: Indirect Costs			
712.	Were indirect costs charged to the SFA’s nonprofit school food service account?	YES	NO
<p>Comments: review all expenses/utilities that SFS funding covers each year. Determine if any are “indirect” costs and if so, how much the SFS contributes towards the fee/bill.</p> <p>Indirect costs are any shared expenses (where SFA will cover a % of total fee assessed to the school district). An example of an indirect cost would be a SFA covering 8% of the total electric bill or 10% of the fee for trash disposal services.</p> <p>The current state approved indirect cost percentage is 10.2%.</p>			

Technical Assistance and Corrective Action	
<p>FOR THE REVIEWER: After completing the <i>Resource Management Risk Indicator Tool</i>, determine whether corrective action or technical assistance is needed for any of the four Resource Management areas in which a risk indicator may have been triggered.</p>	
<p>Is corrective action necessary?</p>	
<p>Comments:</p> <p>N/A for school systems.</p> <p>For SA use.</p>	
<p>Is technical assistance necessary?</p>	
<p>Comments:</p> <p>N/A for school systems.</p> <p>For SA use.</p>	

Administrative Review Off-site Assessment Tool

Section V: General Program Compliance

Module: Civil Rights

800.	<p>What is the non-discrimination statement used for appropriate Program materials? Please provide exact language.</p>
<p>Comments:</p> <p>Provide the exact non-discrimination statement that has been printed on your 15-16 program materials here.</p> <p><i>You should be using the most UP TO DATE non-discrimination statement on any/all CNP materials distributed to HHs and/or publicized.</i></p> <p>If unsure if you are utilizing the most current, go to the home page of the CNP website. Under the log-in area, the full "current" statement displays. It can be copied/pasted here if this is what you utilize.</p>	
801.	<p>Provide a copy of the School Food Authority's public release.</p> <p>Put a copy of the 15-16 public release in your packet. Partial CEP districts will have two (one for CEP schools and another for non-CEP schools).</p>
802.	<p>Is there a need for services for Limited English Proficient (LEP) households? If so, what services does the SFA provide?</p>
<p>Comments:</p> <p>If there is a need, how do you accommodate? If there is not a need, indicate.</p> <p>Do you provide materials in the necessary language(s)? Do you have staff that is bi-lingual ? phone translation services that are available to your district? Etc.? List all that would apply if the need exists.</p>	
803.	<p>What is the SFA's procedure for receiving and processing complaints alleging discrimination within FNS School Meal Programs? If procedures are written, provide a copy.</p>
<p>Comments:</p> <p>Report your current process.</p> <p>SA Comment:</p> <p>There is an appropriate process to follow. Sometimes, changes are needed to previously determined procedures in this area. Your TL will work with you to make any necessary updates to your process.</p> <p>Encourage the household/family to call or to write the complaint and forward directly to USDA Office of Adjudication. School and central office should have limited involvement, if any. Can direct to "and justice for all poster" as well for telephone number (no cost).</p>	

Administrative Review Off-site Assessment Tool

Section V: General Program Compliance

804.	Has the School Food Authority received any written or verbal complaints alleging discrimination in FNS Programs in the current or prior school year? If yes, please provide the following information: date, nature of complaint, and agency complaint was reported to.	YES	NO
Comments: If you had any complaints, please provide details. Otherwise, indicate “no” and proceed.			
805.	How are students with special dietary needs accommodated?		
Comments: Explain your current process. Is the SA prototype diet order form utilized in your district? are new diet order/prescription forms obtained annually? Remember, that the prototype form shows both which foods should be “avoided” and what is acceptable substitutes as well. Check your form (if custom) against the SA prototype. It must include all areas captured in the SA prototype. The prototype is available under forms section of CNP website. (general forms)			
806.	When was the SFA’s most recent civil rights training for staff who interact with program applicants or participants (e.g., cafeteria staff, F/R application approval staff) and their supervisors? Who attended these trainings? What topics were covered by the training? Provide supporting documentation for the responses.		
Comments: Remember, that annual civil rights training is required <u>for ALL SFS staff</u> . Provide documentation: We need copies of 1) sign-in sheet, 2) agenda/topics covered and date(s) conducted. You may train from the Civil Rights PPTs posted to the CNP website (resource section)			

Administrative Review Off-site Assessment Tool

Section V: General Program Compliance

807.	<p>How does the SFA collect racial/ethnic data? How often is this information collected? Provide documentation to support the response.</p>
<p>Comments:</p> <p>Some SFAs reported last year that this was collected at the time of enrollment and tracked in JPAMS. Documentation submitted previously, was a breakdown (% racial/ethnic breakdown) either by school(s) or district wide. We do not want any child/student-level data.</p>	

Module: SFA On-site Monitoring

900.	<p>How does the SFA ensure that all schools are meeting program requirements? For example, how and when is monitoring conducted?</p>
<p>Comments:</p> <p>Explain the process that you follow for on-site monitoring (if applicable).</p> <p>Annual on-site monitoring is required (by February 1st) for any/all SFAs that have <u>two or more</u> schools currently in operation on the Schedule A. If you have only ONE school, then you are exempt.</p> <p>Under CNP website, SFS forms section → general forms → USDA On-site monitoring (use last three pages).</p> <p>Due for all sites (for SFAs with 2+ sites). Significant corrective action must be followed up on by the SFA within 45 days at the site that was cited.</p>	

Module: Local School Wellness Policy

1000.	<p>Provide a copy of the current Local School Wellness Policy.</p> <p>Prototypes are available on the web. We have one on our website under the resource section. we will be providing additional resources in the near future via the CNP website.</p>
1001.	<p>How does the public know about the Local School Wellness Policy? Provide documentation to support the response (or appropriate web address(es)).</p>

Administrative Review Off-site Assessment Tool

Section V: General Program Compliance

	<p>Comments:</p> <p>Most SFAs report one or more of the following:</p> <ol style="list-style-type: none"> 1) Through district’s website 2) Through school newsletter 3) At student orientation <p style="color: red;">If the public does not know about wellness at this time, we will work with you to make this publically advertised.</p>
1002.	<p>When and how does the review and update of the Local School Wellness Policy occur? Provide documentation to support the response (or appropriate web address(es)).</p>
	<p>Comments:</p> <p style="background-color: yellow;">Provide your response.</p> <p style="color: red;">Most districts meet at least on an annual basis to discuss/update the Wellness Policy as needed.</p> <p>If you do not do so at this time, please provide your “plan” going forward.</p>
1003.	<p>Who is involved in reviewing and updating the Local School Wellness Policy? What is their relationship with the SFA?</p>
	<p>Comments:</p> <p>List all who are a part of this: IE) principals? Teachers? PE teacher? Nursing staff? Parents? Student involvement?</p> <p style="background-color: yellow;">List all who apply.</p>
1004.	<p>How are potential stakeholders made aware of their ability to participate in the development, review, update, and implementation of the Local School Wellness Policy? Provide documentation to support the response (or appropriate web address(es)).</p>
	<p>Comments:</p> <p style="background-color: yellow;">Answer from the previous question may come into play here.</p> <p>Other variations may include: school newsletter, school/district website, orientation, etc.</p>
1005.	<p style="background-color: yellow;">Provide a copy</p> <p>of the most recent assessment on the implementation of the Local School Wellness Policy. This may be an area that you need to work on with your TL.</p>

Administrative Review Off-site Assessment Tool

Section V: General Program Compliance

1006.	How does the public know about the results of the most recent assessment on the implementation of the Local School Wellness Policy? Provide documentation to support the response (or appropriate web address(es)).
Comments: School district website? Newsletters? List any/all that apply.	

Module: Smart Snacks	
1100.	What are the SFA’s food sale policies? List all types of sales to include the selling of non-food items in combination with food items.
Comments: SA comment: Remember, that this includes concessions that may not be sold by CNP (may be school sales, fundraisers, etc.). If these items are sold “during the school day” they need to be reported here. School day definition: Midnight the night before to 30 minutes after the school day ends Also, vending machines sales apply here as well. SA staff will view vending machines when conducting on site portion of the Admin Review. The one-pager (overview) for Smart Snacks can be found on the CNP website under SFS forms → general forms → smart snacks (forms are alphabetized by title).	
1101.	What is the SFA’s process for determining compliance with non-packaged or recipe (combination foods that do not label) food items?
Comments: LIST PROCESS – IF APPLICABLE . HOW DO YOU DETERMINE IF THESE PRODUCTS MEET SMART SNACK GUIDELINES?	

Administrative Review Off-site Assessment Tool

Section V: General Program Compliance

1102.	How does the SFA account for accompaniments when determining whether food items meet the Smart Snack standards?
<p>Comments:</p> <p>Is this applicable?</p> <p>If so, do you utilize pre-portioned accompaniments that meet requirements?</p> <p>REMEMBER, THERE ARE STRICT GUIDELINES FOR SMART SNACKS SOLD DURING THE SCHOOL DAY.</p>	

Module: School Breakfast and Summer Food Service Program Outreach	
1600.	How did the SFA inform households of the availability of the School Breakfast Program prior to (or at the beginning) of the school year and provide reminders about the availability of the School Breakfast Program throughout the school year?
<p>Comments:</p> <p>List how your district does this.</p> <p>Some answers we generally receive are:</p> <ol style="list-style-type: none">1) Menus are posted in the school's newsletter, in packets sent home to the HHs, through the school's website, etc.2) Discussed at orientation at the start of the school year	

Administrative Review Off-site Assessment Tool

Section V: General Program Compliance

1601.	How did the SFA inform eligible households about the availability and location of free meals for students via the Summer Food Service Program?
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Comments:

List your process.

SA comment:

Please note that even if your district does not participate in Summer Feeding, it is still required that you make the summer feeding program known to households/students in your district. We always provide a listing of approved sites on the CNP website to the right of the log-in area. You may wish to provide a pamphlet to students near the end of the school year or to publish information concerning the SFSP on your school/district website.

Administrative Review Off-site Assessment Tool

Section VI: Other Federal Programs

Indicate any additional federal programs that will be examined during this review:

- X Afterschool Snack Program**
- Seamless Summer Option**
- X Fresh Fruit and Vegetable Program**
- Special Milk Program**

Just check any/all that apply in your district/school system (even if only at one site).

Administrative Review Off-site Assessment Tool

Section IX: Special Provision Options

**** For Provision 2 ONLY****

Not applicable (if no schools in the SFA operate Provision 2, skip this page)

NOT CURRENTLY APPLICABLE FOR ANY SFA IN LOUISIANA. (so mark N/A for this section)

2100.	Are non-federal funds being properly allocated to account for the difference of offering all meals to students at no cost?	YES	NO
Comments:			
2101.	What procedures are/were used to calculate the Base Year claiming percentages for each school implementing Provision 2?		
Comments:			
2102.	What procedures are used to apply the Base Year claiming percentages to the Non-base Year's claims for reimbursement?		
Comments:			
2103.	If applicable, were adjustments made to the claiming percentages established during the Base Year? If yes, describe the procedure used for the adjustment.	YES	NO
Comments:			
2104.	Has the SFA ensured all meals are provided at no cost to all enrolled students during Provision 2 Base Year? If no, explain.	YES	NO
Comments:			

Administrative Review Off-site Assessment Tool

Section IX: Special Provision Options

**** For Provision 3 ONLY ****

X Not applicable (if no schools in the SFA operate Provision 3, skip this page)

NOT CURRENTLY APPLICABLE FOR ANY SFA IN LOUISIANA. (so mark N/A for this section)

2105.	Are non-federal funds being properly allocated to account for the difference of offering all meals to students at no cost?	YES	NO
Comments:			
2106.	What procedures are/were used to calculate the Base Year level of federal assistance for each school implementing Provision 3?		
Comments:			
2107.	What procedures are used to apply the Base Year level of federal assistance to the Non-base Year's claims for reimbursement?		
Comments:			
2108.	If applicable, were adjustments made to the level of federal assistance established during the Base Year?	YES	NO
	If yes, describe the procedure used for the adjustment.		
Comments:			

Administrative Review Off-site Assessment Tool

Section IX: Special Provision Options

**** For Community Eligibility Provision ONLY ****

Not applicable (if no schools in the SFA operate Community Eligibility Provision, skip this page)

COMPLETE IF YOU PARTICIPATE IN CEP IN THE 2015-16 SY (even if only partially implemented).

2109.	Are non-federal funds being properly allocated to account for the difference of offering all meals to students at no cost?	YES	NO
		x	
Comments: THIS ABSOLUTELY SHOULD BE A "YES" Remember, the CEP monthly estimator tool 😊			
2110.	What procedures are used to apply the established ISPs to the current School Year's claims for reimbursement? (Documentation supporting establishment of ISP and corresponding claiming percentages will be verified during completion of the On-site Review Assessment Tool) If applicable, were adjustments made to the ISP and corresponding claiming percentages being utilized in the current SY? If yes, describe the procedure used for the adjustment.		
		Comments: Explain what data is driving your current year claiming percentages. Are you using 13-14 data (participated in CEP in 14-15 and are just rolling data over with claim %s frozen for the 15-16 SY)? Are you using 14-15 data? You should be taking ISP to two decimal places and multiplying by 1.6 to determine claiming percentages (keep one decimal place here).	

Administrative Review Off-site Assessment Tool

Section IX: Special Provision Options

** For Provision 1 ONLY **

X Not applicable (if no schools in the SFA operate Provision 1, skip this page)

NOT CURRENTLY APPLICABLE FOR ANY SFA IN LOUISIANA. (so mark N/A for this section)

2111.	Are all households provided meal applications and allowed to apply for meal benefits each school year?	YES	NO
Comments:			

SAMPLE