

To: School Food Authorities

Subject: SFS-16-115 SFS Administrative Review FORMS and Due Dates for 2016-2017

The School Food Service Administrative Review Forms and Instructions for school year 2016 -2017 are available on the CNP website. The Administrative Forms section is under the Forms section under Memos/Resources. The review instructions accompany this memo.

Refer to the CNP website for further information (<http://cnp.doe.louisiana.gov>). You must have Adobe Acrobat to open pdf files. Adobe may be downloaded FREE from the following web address: <http://www.adobe.com/products/acrobat/readstep2/html>

INSTRUCTIONS

CNP ADMINISTRATIVE REVIEW -

RCCIs

Single –Site CHILD NUTRITION PROGRAMS

The review documents include:

- Administrative Off-Site Review Documents
- Administrative On-Site Review Documents

These can be accessed at the following link, under School Food Service; Forms; Administrative Review Forms <http://cnp.doe.louisiana.gov/DNAMemos/Forms.asp>

TIMELINES FOR SUBMISSION:

Off-site forms must be completed and submitted to the Division of Nutrition Support by **August 19, 2016**. Review documents can be mailed, emailed and or faxed to 225-342-3305 to the address below:

Louisiana Department of Education
Division of Nutrition Support
1201 North Third Street
PO Box 94064
Baton Rouge, LA 70804-9064

Off- Site Review Forms (due August 19, 2016):

Administrative Review Off-Site Assessment Tool
Dietary Specifications Assessment Tool
Procurement Tool – SFA page (DRAFT)

On-Site Review Forms (forms to be used during on-site visit):

Administrative Review On-Site Assessment Tool
Resource Management Comprehensive Review Forms (if applicable)
Dietary Specifications Assessment Tool
Nutrient Analysis & Validation Checklist (if applicable)

The CNP staff and/or Administrative Team leader will contact you to discuss preparations for your upcoming review.

INSTRUCTIONS

CNP ADMINISTRATIVE REVIEW - CHILD NUTRITION PROGRAMS

(for Public, Private or Parochial Sponsors)

The review documents include:

- Administrative Off-Site Review Documents
- Administrative On-Site Review Documents

These can be accessed at the following link, under School Food Service; Forms; Administrative Review Forms <http://cnp.doe.louisiana.gov/DNAMemos/Forms.asp>

TIMELINES FOR SUBMISSION:

Off-site forms must be completed and submitted to the Division of Nutrition Support by **September 12, 2016** Review documents can be mailed, emailed and or faxed to 225-342-3305 to the address below:

Louisiana Department of Education
Division of Nutrition Support
1201 North Third Street
PO Box 94064
Baton Rouge, LA 70804-9064

Off- Site Review Forms (due September 12, 2016)

Administrative Review Off-Site Assessment Tool
Dietary Specifications Assessment Tool
Meal Compliance Assessment Tool (multi-sites only)
Procurement Tool - SFA page (DRAFT)

On-Site Review Forms (forms to be used during on-site visit):

Administrative Review On-Site Assessment Tool
Resource Management Comprehensive Review Forms (if applicable)
Nutrient Analysis & Validation Checklist (if applicable)
Dietary Specifications Assessment Tool
Procurement Tool (DRAFT)

The CNP staff and/or Administrative Team leader will contact you to discuss preparations for your upcoming review.