

**THE ADMINISTRATIVE  
REVIEW  
SY 2016-2017**

**Louisiana Department of Education  
Division of Nutrition Support**

# 3 YEAR CYCLE

- SY 2016 – 2017 starts Year 1 of New 3 Year Cycle
- Primarily Northern part of State
- Administrative Review Schedule
  - ◊ Subject to change

# REVIEW PROCESS

Off-site Tool



Assessment of Current Practices



On-site Review



# ADMINISTRATIVE REVIEW FORMS



## CNP

Child Nutrition Programs  
Office of Student Programs  
Division of Nutrition Support

### Louisiana Department of Education

**Our Vision:** To create a world-class education system for all students in Louisiana

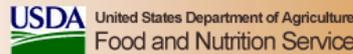
**Our Mission:** Improve academic performance for all students, eliminate achievement gaps and prepare students to be effective citizens in a global market

Welcome to the Louisiana Department of Education Child Nutrition Programs Website

SYSTEM LOGIN
Login Name <input type="text"/>
Password <input type="password"/>
<input type="button" value="Login"/>
<b>Password Reset</b>
<a href="#">FDCHFP</a>
<a href="#">Memos/Resources/Course Registration</a>
<a href="#">LDOE Newsletters</a>
<a href="#">LDOE DNS Mailing Lists</a>

Click on the links below for more information on latest news or updates:

- **Paid Lunch Equity Tool:**  
( [2014-2015](#) | [2015-2016](#) )
- **State Homeless Contacts**
- **SFSP Approved Sites List**
- **Q&A on the School Breakfast Program Meal**



Administrative Review Forms can be found under Memos/Resources SFS; Forms

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_emp.html](http://www.ascr.usda.gov/complaint_filing_emp.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

# TIMELINES FOR SUBMISSION

Off-site forms must be completed and submitted to the Division of Nutrition Support by following Due Dates:

- **September 12, 2016 - Public, Parochial and Private SFAS**
- **August 19, 2016 - RCCIs**

◇ Email to Administrative Review Team Leader

# ADMINISTRATIVE REVIEW

- Off site and On-site Forms are all the SAME
  - Administrative Review Assessment Form
  - Meal Compliance Assessment Tool (multi-review sites only)
  - Dietary Specifications Assessment Tool (one targeted site)
  - Resource Management Risk Indicator ( by SA)

## What's NEW with the Tools ?

- Professional Standards Section
- Procurement Tool

# ADMINISTRATIVE REVIEW

- Review Sites selected
- OFF- Site Forms submitted
- Statistical Sample Generator
  - ◇ F/R system-wide for review month
  - ◇ Number of eligible students to be reviewed
  - ◇ System-wide Master list F/R kept at SFA Central Office

**\*\*\*DO NOT SEND in any student PII !!!!**

# ADMINISTRATIVE REVIEW

- MENU DOCUMENTS to SA
  - ◇ Production records -1 week for review sites from the review month
  - ◇ Meal pattern summary showing daily and weekly meal pattern component compliance for review sites from 1 week menus in review month
- Fiscal Action will apply to repeat findings for quantity, milk types, and vegetable sub-group issues- according to USDAs previous guidance

# 6 CENTS CERTIFICATION

- If you are not 6 cents certified you need to work towards getting certified
  - ◇ LDOE has **UPDATED** workbooks available on website under School Food Service; Forms  
<http://cnp.doe.louisiana.gov/DNAMemos/Forms.asp>
  - ◇ USDA also has updated workbooks and resources available on their USDA website.  
<http://www.fns.usda.gov/school-meals/certification-compliance>
- You **MUST** be certified prior to Administrative Review

# CEP and ADMINISTRATIVE REVIEW

- SFA will need back up data to support identified student percentage (ISP) currently being used.
- SA will validate 10% ISP during review
- SA will check review month claim for accuracy

# PROFESSIONAL STANDARDS

- New Section under “ General Section” of Review Tool
  - ◇ Questions about SFA meeting hiring standards, and training requirements based on school district size in compliance of USDA Professional Standards for all School Nutrition Employees operating in NSLP/SBP
- SFS Memo: SFS-16-32 Guide to Professional Standards for School Nutrition Programs

# PROFESSIONAL STANDARDS

- Questions on both OFF-Site Form submitted by SFA and the On-Site Form conducted by SA
  - ◇ Refer to Off-Site Assessment Tool: **Questions 1200-1211**
  - ◇ Refer to On-Site Assessment Tool: **Questions 1212-1221**

# NEW PROCUREMENT TOOL

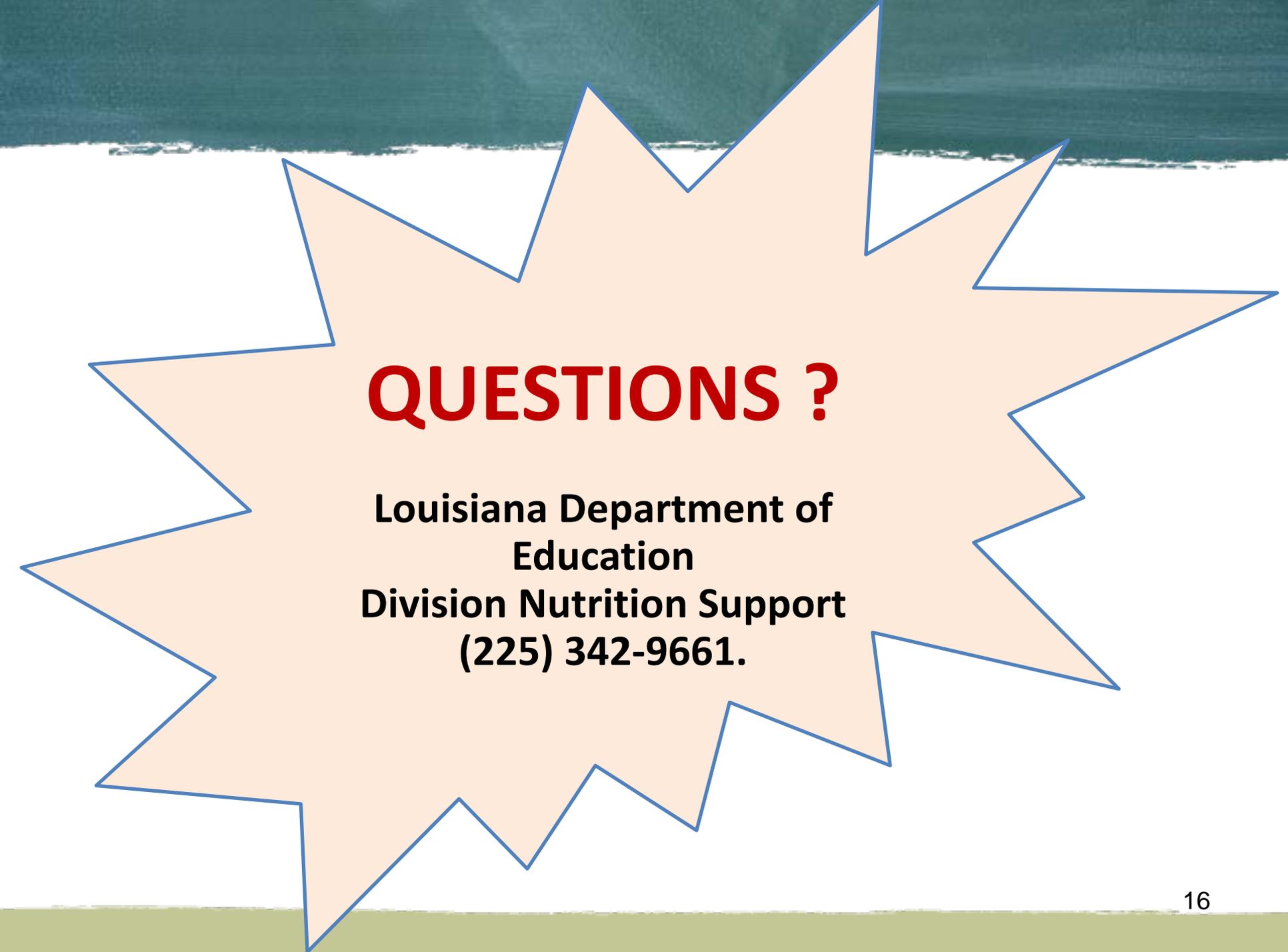
- USDA Procurement Tool tested March 2016
- USDA has not provided SA with new Tool
- USDA per SWRO hopes to release any changes for Administrative Review in the summer.

# AR - COMMON FINDINGS

- Applications missing information
- Verification
- Verification letters – missing information ( appeal verbiage, dates status changes, SFA contact information, etc...
- Not implementing adverse action with decrease in meal benefits
- Incorrect Nondiscrimination Statement

# AR – COMMON FINDINGS

- Software programmed with incorrect attendance factors for edit checks
- CEP eligibles reported incorrectly
- Health Inspections
- Missing monitoring for afterschool snack program ( if applicable)
- Production records (crediting / quantity issues)



# **QUESTIONS ?**

**Louisiana Department of  
Education  
Division Nutrition Support  
(225) 342-9661.**