

SCHOOL NUTRITION PROGRAM ADMINISTRATIVE REVIEW CHECKLIST

This checklist provides guidance to school food authorities (SFA) to identify and organize documents required for the Ohio Department of Education (ODE) School Nutrition Programs (SNP) Administrative Review (AR). Please locate all required items and upload into the Claims Reimbursement and Reporting System (CRRS) and contact the education program specialist assigned to AR with questions.

Program Specialist assigned to AR:
Name:
Email:
Phone:

NOTE: Please answer questions without a "N/A" option as "Yes" and include a comment.

Required Resource Management Documents (700-level items)

Note: All Resource Management documents must be from the previous school year, except Paid Lunch Equity and Revenue from Non-Program Food and uploaded **at least four weeks** before the on-site review.

Maintenance of the Nonprofit School Food Service Account

_____ General Ledger details for the non-profit school food service account (#700)

_____ Year-end statement of revenues and expenses (#701)

Paid Lunch Equity

_____ Food and Nutrition Service (FNS) Paid Lunch Equity (PLE) Tool or the equivalent used to calculate paid lunch prices for the current school year (#706)

If you did not complete the tool, please attach the following items (#706):

_____ Previous school year weighted average price for paid lunches

_____ All paid lunch prices for October of the previous school year

_____ Number of paid lunches served for each paid lunch price in October of the previous school year

Note: If there is a positive or zero balance as of 12/31/18, PLE requirements are exempt.

Revenue from Non-Program Foods

_____ Price charged for adult meals and how payment to recover the cost is obtained

_____ If nonprogram foods and/or beverages are sold, the SFA must demonstrate compliance in the comprehensive review. (USDA Non-Program Food Revenue Tool or other process)

Indirect Costs (Not applicable if the local education agency does not charge the school food service account an indirect cost rate).

_____ Indirect Cost Rate Agreement approved by the Ohio Department of Education (#712)

Required Off-Site Assessment Documents

The following documentation must be uploaded into the CRRS item number indicated in parentheses by the date of the conference call.

Certification and Benefit Issuance (100-level items)

- _____ Benefit Issuance List – **District-wide** Free and reduced-price student roster from the review month in alphabetical order by last name (including each student's first and last name, school, eligibility determination, date of eligibility determinations, reason for eligibility determination, and any updates made to their eligibility). Do **not** include paid or denied students. (#100)
- _____ Sample packet of the free and reduced-price application mailing to households (#107)
- _____ Copy of the income eligibility guidelines, including conversion factors, used to approve applications (#107)
- _____ Copy of direct certification notification letter (#110)
- _____ Copy of household notification letter for approval of benefits (#107)
- _____ Copy of household notification letter for denial of benefits (#107)

Verification (200-level items)

- _____ Copy of verification announcement letter (#203)
- _____ Prototype letter of verification results and adverse action (#203)
- _____ ODE confirming official waiver (if applicable) (#202)

Meal Counting and Claiming (300-level items)

- _____ Charge policy (305)

Civil Rights (800-level items)

- _____ Sample document which includes the non-discrimination statement (#800)
- _____ Public release (#801)
- _____ Documentation illustrating the SFA's complaint procedure including copies of the complaint form and log (#803)
- _____ Documentation of most recent annual civil rights training (agenda, sign-in sheet, attendance roster, etc.) (#806)
- _____ Documentation to show how racial and ethnic data collected (#807)

SFA On-Site Monitoring (900-level items)

- _____ Most recent on-site monitoring tool(s) breakfast and lunch (#900)

Local Wellness Policy (LWP) (1000-level items)

- _____ Copy of the most recent LWP (#1000)
- _____ Documentation of when and how reviews/updates of LWP occur (#1002)
- _____ Documentation of how potential stakeholders are notified of their ability to participate in LWP activities (#1004)
- _____ Documentation detailing the most recent assessment on LWP implementation and public notification (#1005)

Smart Snacks (1100-level items)

- _____ Copy of Smart Snacks SFA food sale policy (#1100)
- _____ Documentation of a non-packaged or recipe food item determined to be Smart Snacks compliant and the tool used to determine compliance (#1101)

Professional Standards (1200-level items)

- _____ Documentation of director, manager, and staff annual training (#1208)
- _____ Documentation that new director has met hiring requirements, including food safety certification (if applicable) (#1203)

School Breakfast and Summer Food Service Program (SFSP) Outreach (1600-level items)

- _____ Documentation of school breakfast outreach (#1600)
- _____ Documentation of SFSP outreach (#1601)

Required Site-Specific Off-site Information

Meal Component and Quantities (Breakfast and/or Lunch)

To ensure that your menus are compliant with the meal pattern, upload copies of the following documents for the site(s) selected for review for a full week from the review month.

Upload the following documents under the **Site Detail** section called **Meal Component and Quantities**.

- _____ Breakfast and lunch menus
- _____ Breakfast and lunch production records
- _____ **Note:** Fruits and vegetables are measured in cups and grains and meat/meat alternate in ounces
- _____ Corresponding grade-level menu certification of compliance worksheets (formerly, 6 Cent Certification) for breakfast and/or lunch. These forms are available at <http://www.fns.usda.gov/school-meals/certification-compliance>
- _____ Standardized recipes for all non-processed products. USDA standardized recipes are available at <http://www.fns.usda.gov/healthierschoolday/tools-schools>
- _____ Child Nutrition (CN) labels for processed products only (copies or digital photos are acceptable if printed on actual carton of products used)
- _____ Nutrition Facts Labels
- _____ Product formulation statements for processed products. Per USDA Memo TA-07-2010, in absence of a CN label, this is a signed statement on manufacturer's letterhead that demonstrates how the processed product contributes to the meal pattern requirements.

Note: Labels or nutrition information are not required for milk, fruits or vegetables unless it involves a recipe or the SA requests it. However, all these items should be clearly documented on production records.

Required On-Site Assessment/Visit Documents

The following documentation must be available for the on-site review day(s), in addition to the documentation submitted with the off-site tool.

Certification and Benefit Issuance (100-level items)

- _____ Randomly selected Free and Reduced-Price School Meals Family Applications as instructed by your program specialist. Please sort these in alphabetical order to match the Benefit Issuance
- _____ At least 10 denied applications (provide all denied applications if you have 10 or less)
- _____ Documentation of household eligibility notification (approval/denial letter to households)
- _____ All program year district-wide Direct Certification lists (Direct Certification list alphabetized by last name, with match dates-generated from Ohio Department of Job and Family Services through the CRRS DC tool)
- _____ Other categorical eligibility documentation for eligible students (i.e. a letter from the local fostering agency with a list of children in foster care)
- _____ Documentation used to extend categorical eligibility to siblings/other household members

Verification (200-level items)

- _____ A copy of all applications selected for Verification and proof of eligibility from the household
- _____ Copy of all dated letters that were sent to and received from families (notification of Verification, follow-up activities and letters of adverse action)
- _____ Documentation showing that the confirmation review was completed, or that the SFA obtained a confirmation waiver
- _____ Evidence of the date in which eligibility was changed due to an adverse action

Meal Counting and Claiming (300-level items)

- _____ All meal count records for the review period (documentation that supports the claim for reimbursement)
- _____ Meal count edit checks for the review period (daily, weekly or monthly)

Smart Snacks (1100-level items)

- _____ List of all food and non-food sales outside of School Nutrition Programs and Child and Adult Care Food Program during the school day for the site(s) selected for review (12 a.m. until 30 minutes after the end of the official school day). Include locations and times of sale (e.g., cafeteria, vending machines, school stores, fundraisers, etc.).
- _____ Nutrition documentation for at least 10 percent of food and beverage items sold in site(s) selected for review (except for reimbursable meals), including those sold by entities outside of school food service. Must represent all locations where foods and beverages are sold to students. Acceptable documentation includes: Smart Snacks Calculator printouts, recipes with nutrition analysis and product specification sheets

Food Safety (1400-level items)

- _____ Copies of the last two health department inspections or letters requesting the inspections
- _____ Copy of the most recent health department inspection posted in a publicly visible location (assessed during the on-site review)
- _____ Completed Hazard Analysis Critical Control Points (HACCP) food safety plan that includes standard operating procedures, menu items in the appropriate HACCP process category, time and temperature monitoring records, critical control points of food production, verification or review records, monitoring records (manager's self-inspection checklist or equivalent), thermometer temperature checks/calibration records, training logs and receiving logs.
- _____ Temperature logs

Other Documentation (if applicable)

- _____ Uploaded documents from the week of menu review
 - Menu
 - Production records
 - Food labels, recipes, etc.
- _____ Documentation for each student receiving dietary accommodations
- _____ Afterschool Snack Program information
 - Menus
 - Production records
 - Self-monitoring forms
 - Snack count sheets
- _____ Special Milk Program documentation
 - Milk invoices
 - Free and reduced-price school meals family applications
- _____ Fresh Fruit and Vegetable Program
 - Invoices for the month prior to review
 - Labor documentation for the month prior to review
 - Daily production records for the month prior to review
- _____ Food Service Management Companies (FSMC)
 - Copy of contract
 - Evidence that USDA Foods credits are being provided to SFA
 - Evidence that SFA retains signature authority on all documents

Important Reminders

- _____ All uploaded documents from the off-site portion of the review should be organized for on-site review
- _____ Post the most recent health inspection in a public viewing place
- _____ Post the most current *And Justice for All* poster (must be 11x17 size)
- _____ Post signage explaining what makes a reimbursable breakfast and lunch (offer vs. serve, if applicable)
- _____ Ensure that potable water is available during both breakfast and lunch