2023-2024
Administrative Review Training

Your Trainers

Taylor Schorsch, Program Specialist, NDE

Ali Lampman, Program Specialist, NDE

Jessica Furmanski, Program Specialist, NDE

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Learning Objectives

- NDE will summarize the purpose of the review & steps to ensure compliance
- School will understand how to operate software to submit review information
- School will understand how to utilize self-review checklist to prepare for review

Administrative Review Resources

- PowerPoint presentation
- SFA Tools
  - Administrative Review Flow Chart
  - Off-Site Assessment Guide
  - Self Review Checklist
  - Document Checklist

Administrative Review – Nebraska Department of Education

Administrative Review Flow Chart

Pre On-Site (Off-Site)

Off-Site Assessment Tool is "open" in CNP

Sponsor attends training.

Notification of Administrative Review.

NDE notifies Sponsor of selected sites and sets on-site date.

Sponsor Completes:
- Off-Site questions in CNP
- Procurement Tool
- Off-Site Dietary Specifications Assessment in CNP

NDE specialist available for support.

Sponsor to compile documents using AR Document Checklist and upload in CNP.

On-Site

NDE completes on-site portion of Dietary Specifications Assessment Tool in CNP.

Entrance Conference. Discuss off-site assessment along with on-site process.

- Completion of On-Site Assessment Tool
- F/R benefit issuance assessment
- Observe meal service
- General areas assessment
- Other programs assessment

Exit Conference. Discuss findings, action needed, deadlines, and other applicable information.

Post On-Site

Administrative Review Report completed in CNP within 30 days of exit conference and findings letter sent to sponsor.

Corrective Action submitted to NDE by sponsor within 30 days.

NDE receives, reviews and responds to documented corrective action within 30 days.

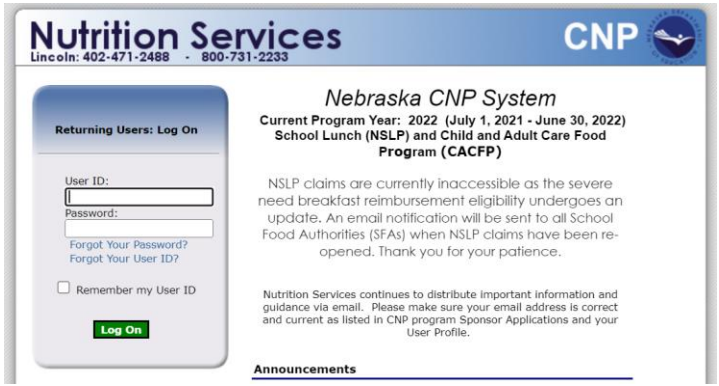
Sponsor notified of any potential fiscal action and appeal process.

Administrative Review is closed.

Key:

- NDE responsibility
- Sponsor responsibility
- Collaboration between NDE and sponsor

Accessing the Off-site AR forms in CNP



Accessing the Off-site AR forms in CNP

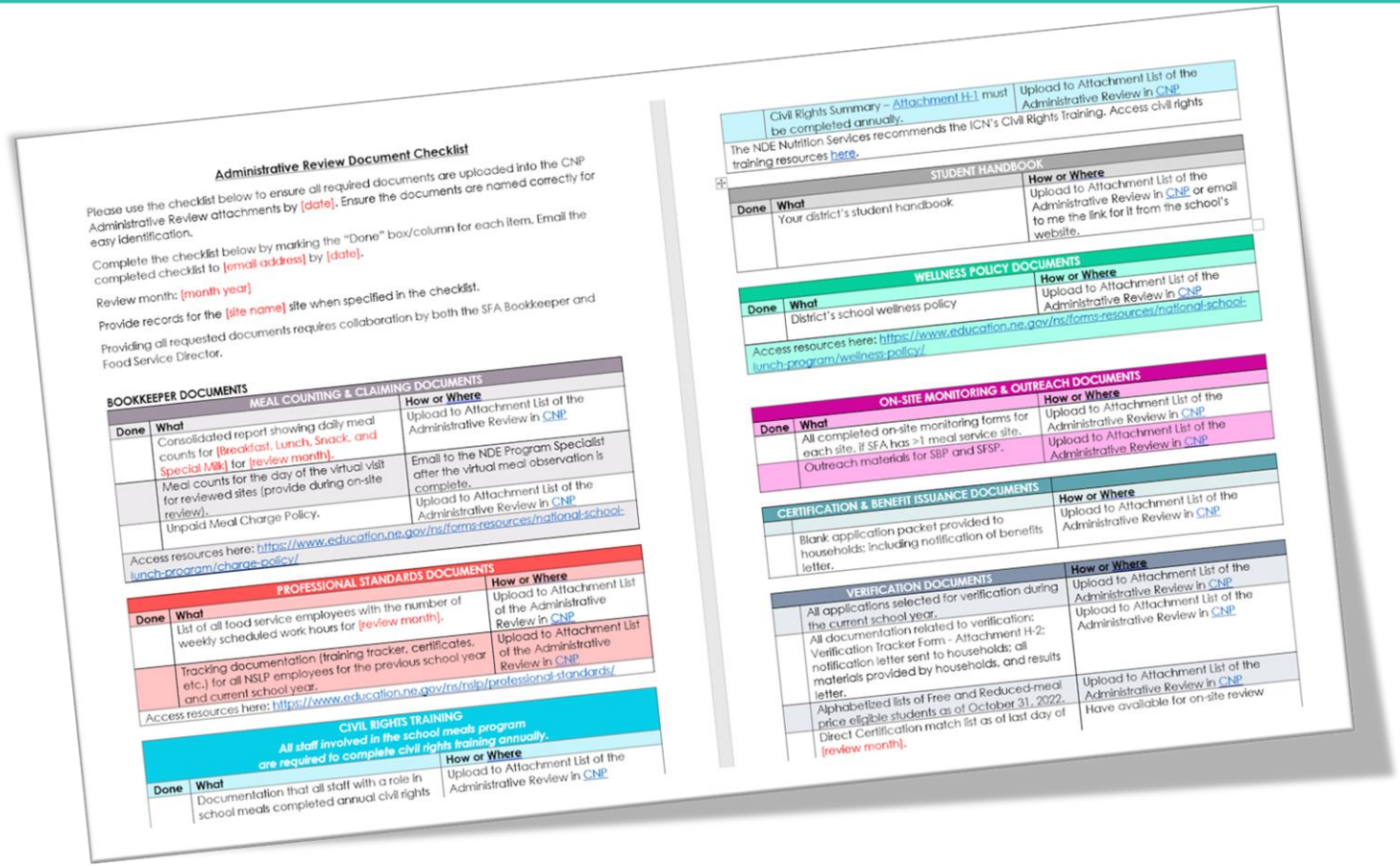
Review Tools

Action	Description
View	Review Information
View	Sponsor Contact Information
Detail	Site Dashboard (1)
Detail	Review Forms
View	Corrective Action Documents (0)
View	Commendations (0)
View	Technical Assistance (0)
View | Modify	Notes to Sponsor (0)
Detail	Review Attachments (0)

< Back

	Action	Form	Reviewer	Status
⊟		Off-site Assessment (17)		
⊟		SFA Forms (16)		
	View | Modify	100 - Certification and Benefit Issuance		
	View | Modify	200 - Verification		
	View | Modify	300 - Meal Counting and Claiming		
	View | Modify	600 - Dietary Specifications and Nutrition Analysis		Error
	View | Modify	700 - Resource Management		
	View | Modify	800 - Civil Rights		
	View | Modify	900 - SFA On Site Monitoring		
	View | Modify	1000 - Local School Wellness Policy		
	View | Modify	1100 - Smart Snacks		
	View | Modify	1200 - Professional Standards		
	View | Modify	1600 - School Breakfast and SFSP Outreach		
	View | Modify	Other Federal Programs		
	View | Modify	RMCR - Nonprofit School Food Srvc Acct		
	View | Modify	RMCR - Paid Lunch Equity		
	View | Modify	RMCR - Revenue From Nonprogram Foods		
	View | Modify	RMCR - Indirect Costs		
⊟		Sites (1)		
	Detail	Wallace School		

Document Checklist



Administrative Review Document Checklist

Please use the checklist below to ensure all required documents are uploaded into the CNP Administrative Review attachments by [date]. Ensure the documents are named correctly for easy identification.

Complete the checklist below by marking the "Done" box/column for each item. Email the completed checklist to [email address] by [date].

Review month: [month year]

Provide records for the [site name] site when specified in the checklist.

Providing all requested documents requires collaboration by both the SFA Bookkeeper and Food Service Director.

BOOKKEEPER DOCUMENTS

Done	MEAL COUNTING & CLAIMING DOCUMENTS What	How or Where
	Consolidated report showing daily meal counts for [Breakfast, Lunch, Snack, and Special Milk] for [review month].	Upload to Attachment List of the Administrative Review in CNP
	Meal counts for the day of the virtual visit for reviewed sites (provide during on-site review).	Email to the NDE Program Specialist after the virtual meal observation is complete.
	Unpaid Meal Charge Policy.	Upload to Attachment List of the Administrative Review in CNP

Access resources here: https://www.education.ne.gov/ns/forms-resources/national-school-lunch-program/charge-policy/

Done	PROFESSIONAL STANDARDS DOCUMENTS What	How or Where
	List of all food service employees with the number of weekly scheduled work hours for [review month].	Upload to Attachment List of the Administrative Review in CNP
	Tracking documentation (training tracker, certificates, etc.) for all NSLP employees for the previous school year and current school year.	Upload to Attachment List of the Administrative Review in CNP

Access resources here: https://www.education.ne.gov/ns/nslp/professional-standards/

Done	CIVIL RIGHTS TRAINING *All staff involved in the school meals program are required to complete civil rights training annually.* What	How or Where
	Documentation that all staff with a role in school meals completed annual civil rights	Upload to Attachment List of the Administrative Review in CNP
	Civil Rights Summary – Attachment H-1 must be completed annually.	Upload to Attachment List of the Administrative Review in CNP

The NDE Nutrition Services recommends the ICN's Civil Rights Training. Access civil rights training resources here.

Done	STUDENT HANDBOOK What	How or Where
	Your district's student handbook	Upload to Attachment List of the Administrative Review in CNP or email to me the link for it from the school's website.

Done	WELLNESS POLICY DOCUMENTS What	How or Where
	District's school wellness policy	Upload to Attachment List of the Administrative Review in CNP

Access resources here: https://www.education.ne.gov/ns/forms-resources/national-school-lunch-program/wellness-policy/

Done	ON-SITE MONITORING & OUTREACH DOCUMENTS What	How or Where
	All completed on-site monitoring forms for each site, if SFA has >1 meal service site.	Upload to Attachment List of the Administrative Review in CNP
	Outreach materials for SBP and SFSP.	Upload to Attachment List of the Administrative Review in CNP

Done	CERTIFICATION & BENEFIT ISSUANCE DOCUMENTS What	How or Where
	Blank application packet provided to households; including notification of benefits letter.	Upload to Attachment List of the Administrative Review in CNP

Done	VERIFICATION DOCUMENTS What	How or Where
	All applications selected for verification during the current school year.	Upload to Attachment List of the Administrative Review in CNP
	All documentation related to verification: Verification Tracker Form - Attachment H-2; notification letter sent to households; all materials provided by households, and results letter.	Upload to Attachment List of the Administrative Review in CNP
	Alphabetized lists of Free and Reduced-meal price eligible students as of October 31, 2022.	Upload to Attachment List of the Administrative Review in CNP
	Direct Certification match list as of last day of [review month].	Have available for on-site review

Uploading Documents in CNP

Review Tools

Action	Description
View | Modify	Review Information
View | Modify	Sponsor Contact Information
Detail	Site Dashboard (0)
Detail	Review Forms
View | Modify	Corrective Action Documents (0)
View | Modify	Commendations (0)
View | Modify	Technical Assistance (0)
View | Modify	Notes to Sponsor (0)
View | Modify	State Agency Notes (0)
Detail	Review Attachments (0)

Attachments

Action	File Name	Description	Date	User
		No data to display.		

Total Attachments: 0

< Back | Add Attachment

Review Process By Program Area

Agenda

- Certification & Benefit Issuance, Meal Counting & Claiming
- Meal Pattern Compliance & Dietary Specifications
- General Program Requirements

Certification & Benefit Issuance and Verification

- Meal application and supporting materials are available on the Application - Income Eligibility webpage
- Provide NDE with documentation of each student's meal benefit
  - Roster of students with Free or Reduced-price meal benefits
    - Direct certification match list for SY2023-24
    - Meal applications for SY2023-24

Certification & Benefit Issuance and Verification

	View | Modify	100 - Certification and Benefit Issuance	
	View | Modify	200 - Verification	

Off-Site Assessment

100 Does the SFA meet one of the following criteria:

- ☐ SFA-wide Special Provision Non-Base Year (Provision 2/3)
- ☐ RCCI, without day students
- ☐ SFA-wide Community Eligibility Provision

Note: If one of the above is checked, skip questions 101 – 204 and proceed to question 300. If the SFA does not meet one of the above criteria answer the following questions (101-204).

101 Who is the determining official for certifying household applications (Names and/or position titles)?

Secretary

102 a. Does the SFA use an electronic applications approval system or a manual application approval system? If a combination of electronic and manual is used, select "Combination".

b. Does the SFA use an electronic benefit issuance system or a manual benefit issuance system? If a combination of electronic and manual is used, select "Combination".

103 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?

104 If the SFA has an electronic application approval system, answer the below questions.

If not proceed to the next question.

a. How are records maintained and for how long?

b. Describe the backup to the electronic-based approval system.

c. List the method used to obtain household signature(s).

Off-Site Assessment

200 Obtain a copy of the SFA's most recently submitted FNS-742 (Verification Collection Report).

a. Did the SFA choose the correct verification sample size?
○ Yes ○ No

b. Did the SFA verify the correct number of applications based on their verification sample size?
○ Yes ○ No

c. Was the most recent report timely and accurate?
○ Yes ○ No

If No, is this a recurring problem?
○ Yes ○ No

Comments:

201 Who serves as the SFA's verifying official? (Name and/or position title)

202 Who serves as the confirming official? (Name and/or position title or software used is acceptable)

203 Describe the SFA's verification process (including SFA's verification for cause process, deadlines, due dates, selection procedures, etc.).

204 Does the SFA use an electronic system to identify error-prone applications?
○ Yes ○ No

If Yes, explain what software does the SFA use?

Comments:

Meal Counting & Claiming

- Reimbursable meals must meet the NSLP/SBP meal pattern
- Point of service meal counting must ensure a reliable meal count total of Free, Reduced-price and Paid-price meals
  - Use a paper roster or electronic point of service system to record meals by meal type each serving day

Meal Counting & Claiming

View | Modify 300 - Meal Counting and Claiming

Off-Site Assessment

300 Does the SFA use an electronic or manual system to count and consolidate reimbursable meals? If a combination of electronic and manual is used, select "Combination".

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).

302 Does the SFA have a backup system to their primary meal counting and claiming system should the primary system fail/not operate?

○ Yes ○ No

If Yes, describe backup system.

Comments:

303 How often are cashiers and substitute cashiers trained on the meal counting and claiming system (including the backup system)?

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?

305 What are the SFA's meal counting and claiming policies and procedures for the following situations:

Enter N/A if Not Applicable.

Meal Counting & Claiming

What to do if inaccurate meal counts for the day of review or review month?

- SFA can report incorrect meal counts to SA; complete revision to submitted claim
- State agency watches meal service to ensure meal counter identifies reimbursable meals correctly, to ensure meal counting is accurate
    - DO NOT COUNT meals served to adults, a la carte items, second meals or second helpings

Review Process

Sponsor

- Answer #100, #200, and #300 level Off-site questions
- Ensure claim for **review month** is submitted in CNP
- Provide daily/monthly meal counts for the review month for sites that will be reviewed
- Provide meal counts for day of on-site review for sites that were visited/reviewed

Reviewer

- Review Off-site questions before site visits/review
- Review **edit checks**
- Reconcile claim for the review month
  - Meal counts
  - Meal benefit

Agenda

- Certification & Benefit Issuance, Meal Counting & Claiming
- Meal Pattern Compliance & Dietary Specifications
- General Program Requirements

Meal Pattern

- All meals claimed for reimbursement must meet the NSLP/SBP meal pattern
  - Components, serving sizes & dietary specifications
- USDA recognized the potential challenges with meeting NSLP/SBP meal pattern because of supply chain issues
  - Experiencing challenges: contact NDE Nutrition Services

Dietary Specifications Risk Assessment

- Completed off-site by sponsor
- Verified by reviewer based on submitted documentation

Menu Assessments

- Dietary Specifications (600 series)
  - School completes off-site - choose Option 1

	Action	Form	Reviewer	Status
−		Off-site Assessment (17)		
−		SFA Forms (16)		
	View | Modify	100 - Certification and Benefit Issuance		
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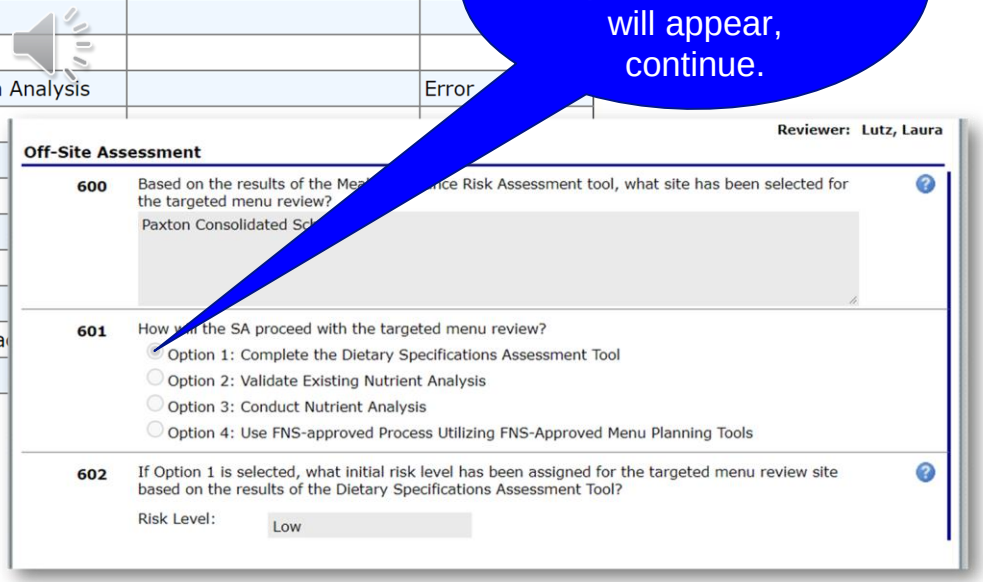
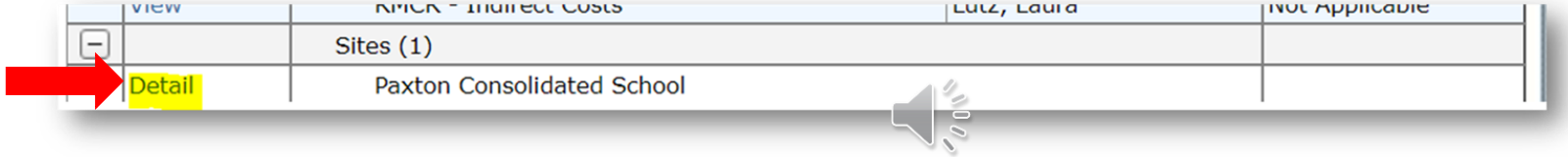
	View | Modify	600 - Dietary Specifications and Nutrition Analysis		Error
	View | Modify	700 - Resource Management		
	View | Modify	800 - Civil Rights		
	View | Modify	900 - SFA On Site Monitoring		
	View | Modify	1000 - Local School Wellness Policy		
	View | Modify	1100 - Smart Snacks		
	View | Modify	1200 - Professional Standards		
	View | Modify	1600 - School Breakfast and SFSP Outrea		
	View | Modify	Other Federal Programs		
	View | Modify	RMCR - Nonprofit School Food Srvc Acct		

Answer only question 601. Option 1, an error will appear, continue.



Menu Assessments

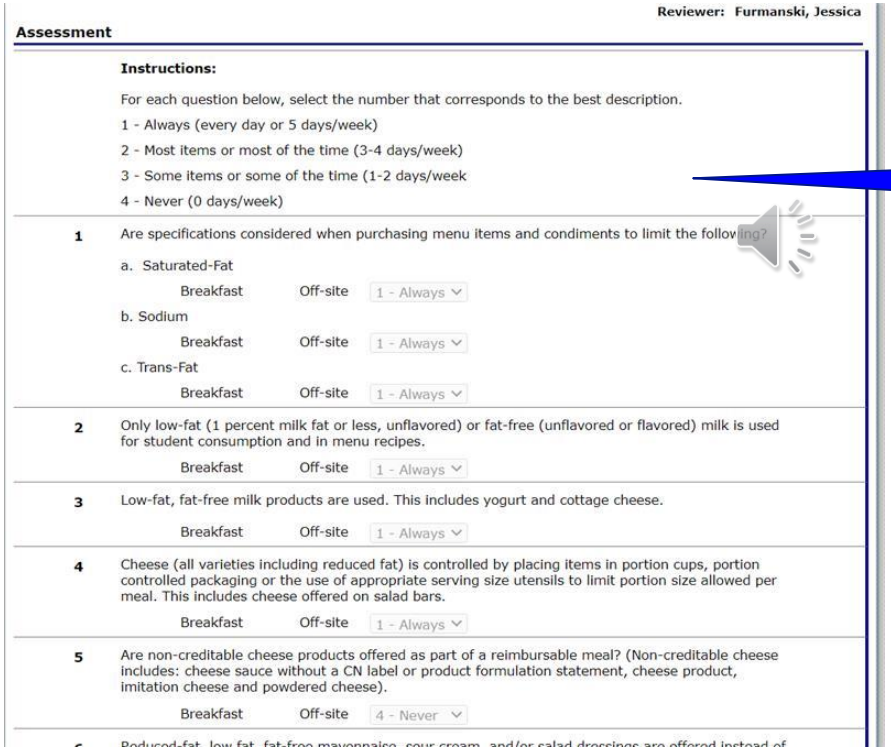
- Dietary Specifications (600 series)
  - Complete BLUE Dietary Specifications Risk Assessment



	Action	Form	Reviewer
−		Site Forms (4)	
	View | Modify	Dietary Specifications Assessment Tool - Breakfast	
	View | Modify	Dietary Specifications Assessment Tool - Lunch	
	View | Modify	Meal Component and Quantities - Breakfast	
	View | Modify	Meal Component and Quantities - Lunch	

Menu Assessments

- Complete BLUE Dietary Specifications Risk Assessment



Reviewer: Furmanski, Jessica

Assessment

Instructions:

For each question below, select the number that corresponds to the best description.

1 - Always (every day or 5 days/week)

2 - Most items or most of the time (3-4 days/week)

3 - Some items or some of the time (1-2 days/week

4 - Never (0 days/week)

1 Are specifications considered when purchasing menu items and condiments to limit the following?

a. Saturated-Fat

Breakfast Off-site 1 - Always

b. Sodium

Breakfast Off-site 1 - Always

c. Trans-Fat

Breakfast Off-site 1 - Always

2 Only low-fat (1 percent milk fat or less, unflavored) or fat-free (unflavored or flavored) milk is used for student consumption and in menu recipes.

Breakfast Off-site 1 - Always

3 Low-fat, fat-free milk products are used. This includes yogurt and cottage cheese.

Breakfast Off-site 1 - Always

4 Cheese (all varieties including reduced fat) is controlled by placing items in portion cups, portion controlled packaging or the use of appropriate serving size utensils to limit portion size allowed per meal. This includes cheese offered on salad bars.

Breakfast Off-site 1 - Always

5 Are non-creditable cheese products offered as part of a reimbursable meal? (Non-creditable cheese includes: cheese sauce without a CN label or product formulation statement, cheese product, imitation cheese and powdered cheese).

Breakfast Off-site 4 - Never

Reduced-fat, low-fat, fat-free mayonnaise, sour cream, and/or salad dressings are offered instead of

Complete all assessment questions!

Menu Review

- Reviewer will notify the school of selected menu week

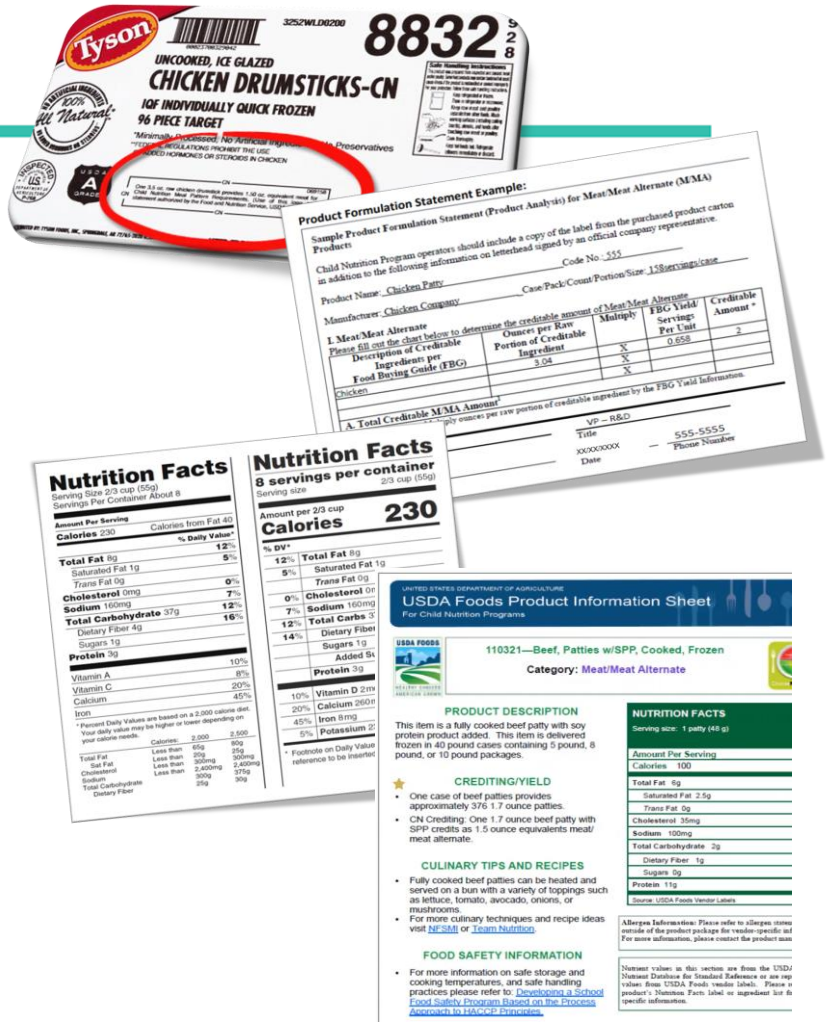
- School provide:
  - Production records
  - Meal pattern contribution
  - Standardized recipes
  - Product documentation

Review SY23-24 training for guidance on completing production records:
School Meals Training – Nebraska Department of Education

Product Documentation

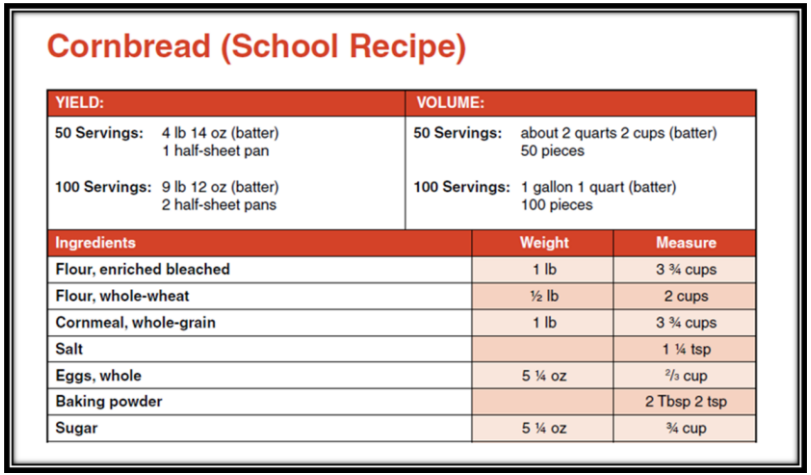
Submit documentation for **selected** menu items:

- Meat/Meat Alternates
  - Child Nutrition (CN) label
  - Signed product formulation statement
  - USDA product information sheet
- Grains:
  - Child Nutrition (CN) label
  - Signed product formulation statement
  - USDA product information sheet
  - A Nutrition Facts Panel with the grams or ounces per serving AND an ingredient list



All Other Menu Items

- Documentation needed for all menu items for the week of review include:
  - Meal pattern contribution via:
    - Production records,
    - recipes, or
    - separate document
  - Whole grain-rich documentation



Cornbread (School Recipe)

YIELD:	VOLUME:
50 Servings: 4 lb 14 oz (batter), 1 half-sheet pan	50 Servings: about 2 quarts 2 cups (batter), 50 pieces
100 Servings: 9 lb 12 oz (batter), 2 half-sheet pans	100 Servings: 1 gallon 1 quart (batter), 100 pieces

Ingredients	Weight	Measure
Flour, enriched bleached	1 lb	3 ¾ cups
Flour, whole-wheat	½ lb	2 cups
Cornmeal, whole-grain	1 lb	3 ¾ cups
Salt		1 ¼ tsp
Eggs, whole	5 ¼ oz	⅔ cup
Baking powder		2 Tbsp 2 tsp
Sugar	5 ¼ oz	¾ cup

Do not submit labels for fruits, vegetables, condiments or spices!

Fiscal Action: Meal Pattern & Dietary Specifications

- Missing meal components or production records
- Milk type and vegetable subgroup findings (repeat violations)
- Non-reimbursable meals counted and claimed at the point of sale

Review Process

Sponsor

- Answer off-site question Dietary Specifications (600 Series)
- Provide menu and daily production records for the week of review for all review sites (if menus are different)
- Provide product documentation for requested items

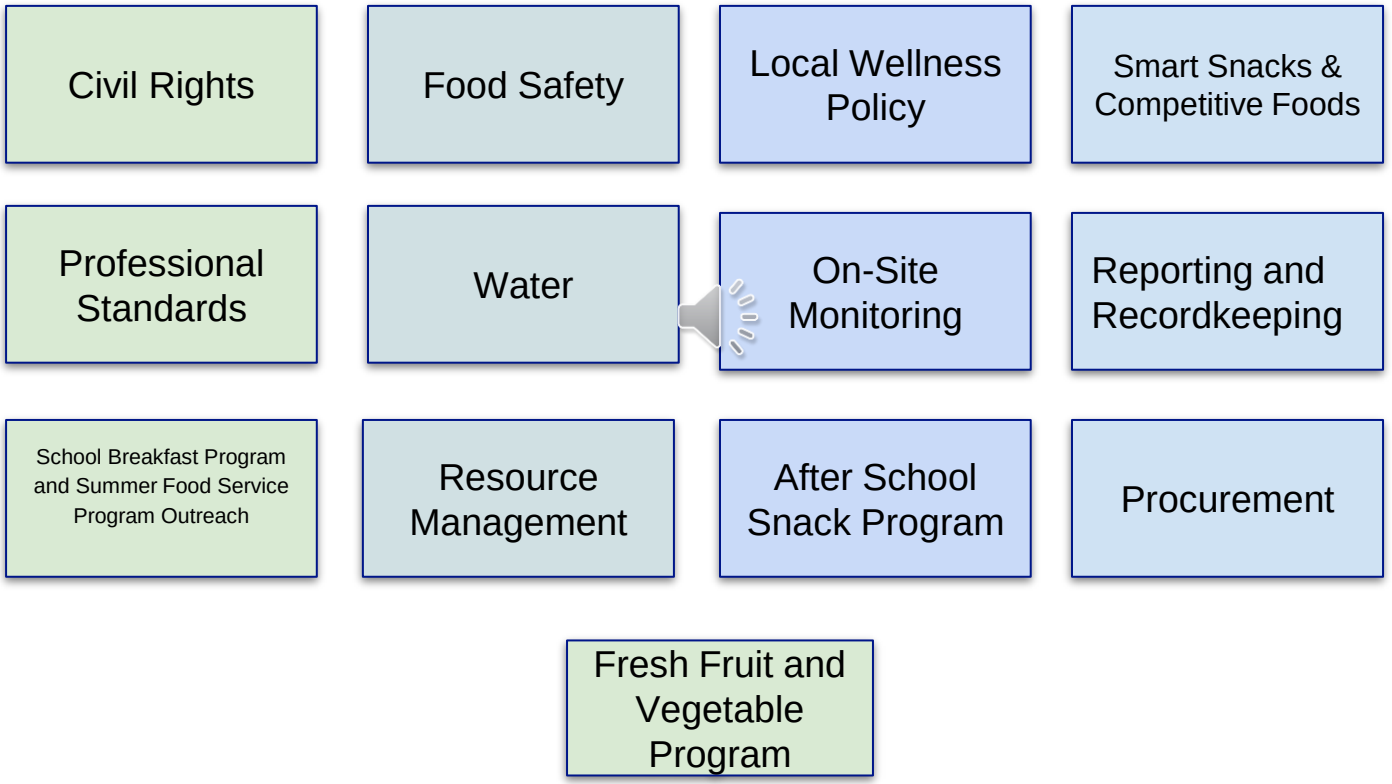
Reviewer

- Staff will review all supporting meal documentation submitted
- Verification of answers in Dietary Specification Assessment Tool

Agenda

- Certification & Benefit Issuance, Meal Counting & Claiming
- Meal Pattern Compliance & Dietary Specifications
- General Program Requirements

General Program Compliance



General Program Review Questions in CNP

	Action	Form	Reviewer
⊟		Off-site Assessment (17)	
⊟		SFA Forms (16)	
	View | Modify	100 - Certification and Benefit Issuance	
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	View | Modify	700 - Resource Management	
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	View | Modify	900 - SFA On Site Monitoring	
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	View | Modify	RMCR - Paid Lunch Equity	
	View | Modify	RMCR - Revenue From Nonprogram Foods	
	View | Modify	RMCR - Indirect Costs	

Civil Rights - Overview of Requirements

- Must include current non-discrimination statement on program materials
  - Exception: Title IX waiver for religious schools
- Must have a complaint procedure in place that meets the minimum requirements
- Conduct and document annual staff civil rights training
- Have the *And Justice for All Poster* posted at all sites (2019 version OK)
- Visit our Civil Rights Information for more for training links and materials

Special Diets - Overview of Requirements

- Accommodate special dietary needs when supported with Medical Statement
  - Needs due to disabilities do not need to meet meal pattern requirements
- Schools can choose to make accommodations for dietary preferences
  - Accommodations for preferences must meet all meal pattern requirements
  - Household completes Meal Accommodation Form
- Visit our Special Diets webpage for forms, templates, and resources

Review Process

Sponsor

- Answer #800 off-site questions
- Questions include providing the following documentation:
  - Non-discrimination statement
  - Annual Civil Rights training documentation
  - Civil Rights complaint procedure
  - Accommodating special dietary needs procedure

Reviewer

- Review off-site questions and supporting documents

Food Safety Requirements

- Your local public health department is the ultimate authority on food safety related questions
- A food safety plan/HACCP plan for providing meals to students in the school district
- For state-level guidance, please consult Ericka Sanders 402-471-3422; ericka.sanders@nebraska.gov
- View our food safety webpage for more resources

Buy American Provision - Overview of Requirements

- School Food Authorities must ensure that all procurements using funds from the nonprofit school food service account comply with the Buy American provisions. This provision requires SFAs to purchase domestically grown and processed foods, to the maximum extent practicable. This includes foods that are sold to students as a la carte food items.

- Visit our Buy American webpage for the Buy American exemption form, and resources

Review Process

Sponsor	Reviewer
• Food safety/HACCP plan readily available & followed at all meal service sites • Post most recent health inspection in a visible location • Ensure Standard Operating Procedures are current • Ensure products meet Buy American Provision	• Review dates of most recent health inspections • Review temperature/thermometer calibration logs • Review Standard Operating Procedures

Local Wellness Policy Triennial Assessment

- Sponsors should continue to implement the goals and standards included in their local wellness policy and comply with all requirements of the final rule.
- Due to COVID-19, USDA extended the deadline to complete the triennial assessment to **June 30, 2023**
- SFAs may use: Alliance for a Healthier Generation's Assessment, WellSAT, or the CDC's School Health Index
- View our School Wellness Policy webpage for more resources

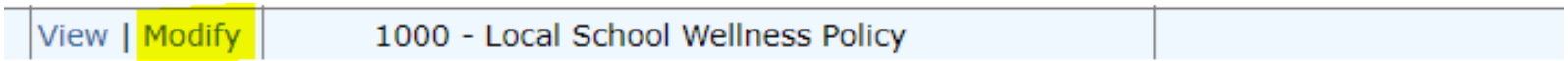
Review Process

Sponsor

- Answer #1000 off-site questions
- Questions include providing the following documents:
  - Local School Wellness Policy
  - Public notification of policy
  - Documentation of the review and update of the wellness policy
  - Assessment on the implementation of the policy

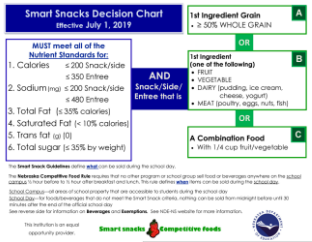
Reviewer

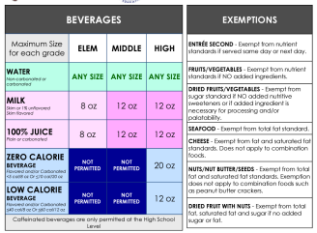
- Review off-site questions
- Review supporting documents



Smart Snacks & Competitive Foods

- Competitive food sales for students must meet Smart Snacks regulations when sold on campus during the school day
- Sponsor must submit product documentation to include:
  - Child Nutrition (CN labels)
  - Standardized recipes
  - Signed product formulation statement, or
  - Nutrition Facts Panel





Water Requirements

- Ensure *free* water is available during meal service

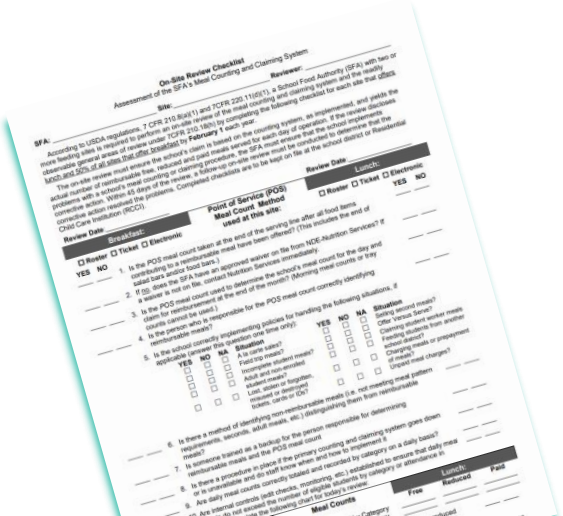
- Water in the cafeteria does not have to be bottled; it can be a water fountain in or adjacent to the cafeteria, or water cooler with cups

Review Process

Sponsor	Reviewer
• Answer #1100 off-site questions • Provide a list of food and beverages sold a la carte • Provide product documentation for selected items	• Review off-site questions • Select a sample of items for product documentation review

On-Site Monitoring

- Each meal site must be reviewed at least once during the year and must be completed by February 1
- Utilize the On-Site Review Summary (Attachment I)
- Sponsors with more than one school must review:
  - All sites operating lunch
  - 50% of sites operating breakfast


On-Site Review Checklist

Assessment of the SFA's Meal Counting and Claiming System

Reviewer:

SFA:

Site:

According to USDA regulations, 7 CFR 210.8(a)(1) and 7CFR 220.11(b)(1), a School Food Authority (SFA) with two or more feeding sites is required to perform an on-site review of the meal counting and claiming system and the reasonable general areas of review under the SFA's responsibility. The SFA must review all sites that offer breakfast by February 1 each year. Sites must be reviewed at least once during the year and must be completed by February 1 each year. The SFA must review 50% of all sites that offer breakfast by February 1 each year. The on-site review ensures the school's claim is based on the meal counting system, as implemented, and yields the actual number of reimbursable free, reduced and paid meals served. The SFA must ensure that the school implements corrective action. Within 45 days of the review, a follow-up on-site review must be conducted to determine that the problems, with a school's meal counting or claiming procedure, the SFA must ensure that the school implements corrective action resolves the problems. Completed checklists are to be kept on file at the school district or Residential Child Care Institution (RCCI).

Review Date:

Breakfast:

☐ Roster ☐ Ticket ☐ Electronic

Point of Service (POS) Meal Count Method used at this site:

Lunch:

☐ Roster ☐ Ticket ☐ Electronic

Review Date:

YES NO

1. Is the POS meal count taken at the end of the serving line after all food items complicating to a reimbursable meal have been offered? (This includes the end of salad bars and/or food bars.)
2. If "no," does the SFA have an approved waiver on file from NDE-Nutrition Services? If a waiver is not on file, contact Nutrition Services immediately.
3. Is the POS meal count used to determine the school's meal count for the day and claim for reimbursement at the end of the month? (Morning meal counts or tray counts cannot be used.)
4. Is the person who is responsible for the POS meal count correctly identifying reimbursable meals?
5. Is the school correctly implementing policies for handling the following situations, if applicable (answer this question one time only):

YES	NO	NA	Situation
☐	☐	☐	A la carte meals?
☐	☐	☐	First/3rd meals?
☐	☐	☐	Incomplete meals?
☐	☐	☐	Adult and non-student meals?
☐	☐	☐	Lost, stolen or damaged tickets, cards or IDs?

YES	NO	NA	Situation
☐	☐	☐	Serving second meals?
☐	☐	☐	Offer Versus Serve?
☐	☐	☐	Claiming student seconds?
☐	☐	☐	Feeding meals?
☐	☐	☐	Meal swaps from another school?
☐	☐	☐	Charging meals or prepayment options?
☐	☐	☐	Unpaid meal charges?

6. Is there a method of identifying non-reimbursable meals (i.e. not meeting meal pattern requirements, seconds, adult meals, etc.) distinguishing them from reimbursable meals?
7. Is someone trained as a backup for the person responsible for determining reimbursable meals and the POS meal count?
8. Is there a procedure in place if the primary counting and claiming system goes down or is unavailable and do staff know when and how to implement it?
9. Are daily meal counts correctly totaled and recorded by category on a daily basis?
10. Are daily meal counts past checks, cycle/rotating, etc.) established to ensure that daily meal counts correctly reflect the number of eligible students by category or attendance in the following days? Today's review:

Meal Counts

Category	Breakfast: Free	Breakfast: Reduced	Breakfast: Paid	Lunch: Free	Lunch: Reduced	Lunch: Paid

Review Process

Sponsor

- Answer #900 off-site questions
- Conduct monitoring visits by February 1st
- Provide site monitoring forms for reviewed sites

Reviewer

- Review off-site questions
- Review site monitoring forms for review sites

View | Modify | 900 - SFA On Site Monitoring

Reporting and Record Retention

1 Year (plus current year)	3 Years (plus current year)
• HACCP records	• All program records (production records, monitoring forms, meal counts, etc.) • Certification documents • Verification documents

Review Process

Sponsor

- Retain program records
- Provide a sample of records during on-site review

Reviewer

- Verify that all program records are kept for the required timeframe

School Breakfast and Summer Outreach

- Schools must inform households of the availability of breakfast under the School Breakfast Program (SBP) and meals offered through the Summer Food Service Program (SFSP).

Review Process

Sponsor

- Answer #1600 off-site questions
- Notify households of the breakfast program, if applicable
- Notify households of the availability of the SFSP across the state, even if not applicable at the district

Reviewer

- Review off-site questions

View | Modify	1600 - School Breakfast and SFSP Outreach	

Professional Standards Requirements

- Refer to professional standards minimum hours handout
- Track each staff members' compliance with annual training requirements
- Civil Rights training and tracking is still required for all staff

Professional Standards – Nebraska Department of Education

Review Process

Sponsor

- Answer #1200 off-site questions

Provide:

- List of all employees
- Food safety training for directors/managers
- Training/tracking tool/method
- Supporting documentation for completed trainings

Reviewer

- Review off-site questions and supporting documentation

Resource Management

- Maintenance of nonprofit food service account
  - Ensure proper coding
  - Have internal control procedures in place
- Nonprogram Revenue
  - Must track income from second helpings/servings, a la cart, and adult meals
  - A la carte and adult meal prices must cover all costs (general fund cover deficit)
  - Must separate program and nonprogram revenue sources

Review Process

Sponsor

- Complete Resource Management Off-site forms
- Provide additional information & documentation as needed

Reviewer

- Complete risk indicator tool and determine areas requiring a comprehensive review
- Request additional documentation to complete comprehensive review, if applicable

Procurement

All sponsors must have documentation to show how USDA funds are used

- Micropurchase <$10,000 annually per vendor
  - "Spread the wealth" to all qualified vendors
- Small purchase >$10,000 & <$250,000 annually per vendor
  - 3 or more bids where price probably determines purchase
  - Other factors might influence
- Formal procurement >$250,000 annually per vendor
  - Solicit proposals where many factors are considered, price being most valued

Review Process

Sponsor	Reviewer
• Complete Procurement Off-Site Questions (excel document) • Submit a Vendor Paid List (VPL) for **SY22-23**, Code of Conduct and Procurement Policies • Submit invoices, other documentation identified in Off-site questions	• Review invoices and solicitation documentation and complete procurement review • Provide technical assistance as needed

FFVP

- FFVP in SY2023-2024:
  - Must operate during the school day
  - CANNOT be provided at the same time as other Child Nutrition Programs/meals
- Keep FFVP items' receipts/invoices
- Track time for staff working in breakfast/lunch and FFVP
  - FFVP time included in FFVP claim must be recorded

Review Process

Sponsor

- "Other Federal Programs" off-site form

Reviewer

- Review program costs documentation (i.e. invoices, time sheets)
- Review production records
- Observe FFVP service

Afterschool Snack Program

- ASP must follow meal pattern requirements & must be documented
- Like NSLP/SBP, maintain a daily meal count based on participant meal eligibility
  - Except for area eligible sites
- Reconcile monthly claim and check for accuracy

Review Process

Sponsor

- "Other Federal Programs" off-site form
- Production records for the review month
- Daily snack counts and program rosters for the review month
- Afterschool Snack Program review forms

Reviewer

- Validate snack counts claimed for review period and day of review
- ASP review form completed within first 4 weeks of service

Post Review

Exit Conference

Review and correct findings collaboratively

If applicable, Reviewer sends finding documents

Sponsor completes corrective actions

Reviewer sends closing letter

Review closes and results posted

Training Certificate

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

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(1) Mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov.

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