Administrative Review Prep

Learning Objectives

By the end of this training, participants will:



- Understand the purpose, process, and expectations of the Administrative Review, including both off-site and on-site review components.



- Assess their program's compliance with School Nutrition Program requirements and identify areas that may need corrective action before the review.



- Use available tools and resources, including review software, self-assessment checklists, and supporting documentation, to prepare for a successful Administrative Review.

AR Timeline: Off Site

1. 🏛️ NDE opens Off-Site Assessment Tool in CNP
2. 🏫 Sponsor completes NDE training
3. 🏛️ NDE notifies Sponsor of Administrative Review, selected sites, and sets on-site date
4. 🏫 Sponsor Completes:
   - Off-Site questions in CNP
   - Procurement Tool
   - Off-Site Dietary Specifications Assessment in CNP
5. 🏫 Sponsor compiles and uploads documents into CNP using AR Document Checklist



AR Timeline: On-Site

6. 🏛️ NDE completes on-site portion of Dietary Specifications Assessment Tool in CNP
7. 🏫 Entrance Conference
   - NDE and Sponsor discuss off-site assessment along with on-site process
8. 🏛️ NDE completes the On-Site Assessment
   - On-Site Assessment Tool
   - F/R benefit issuance assessment
   - Observe meal service
   - General areas assessment
   - Other programs assessment
9. 🏫 Exit Conference
   - NDE and Sponsor discuss findings, action needed, deadlines, and other applicable information

AR Timeline: After On-Site

10. 🏛️ NDE completes Administrative Review Report in CNP
11. 🏫 Sponsor submits Corrective Action to NDE within 30 days
12. 🏛️ NDE reviews and responds to documented Corrective Action within 30 days
13. 🏛️ NDE notifies Sponsor of potential fiscal action and appeal process

🎉 Administrative Review is closed 🎉

Using Your Resources

- 📽️ This training
- 📄 Self-Review Compliance Checklist
- 📄 AR Document Checklist
- 📄 Off-Site Question Guide
- 🌐 NDE Administrative Review Webpage
- 👱 Contact a Program Specialist

NDE Administrative Review Webpage

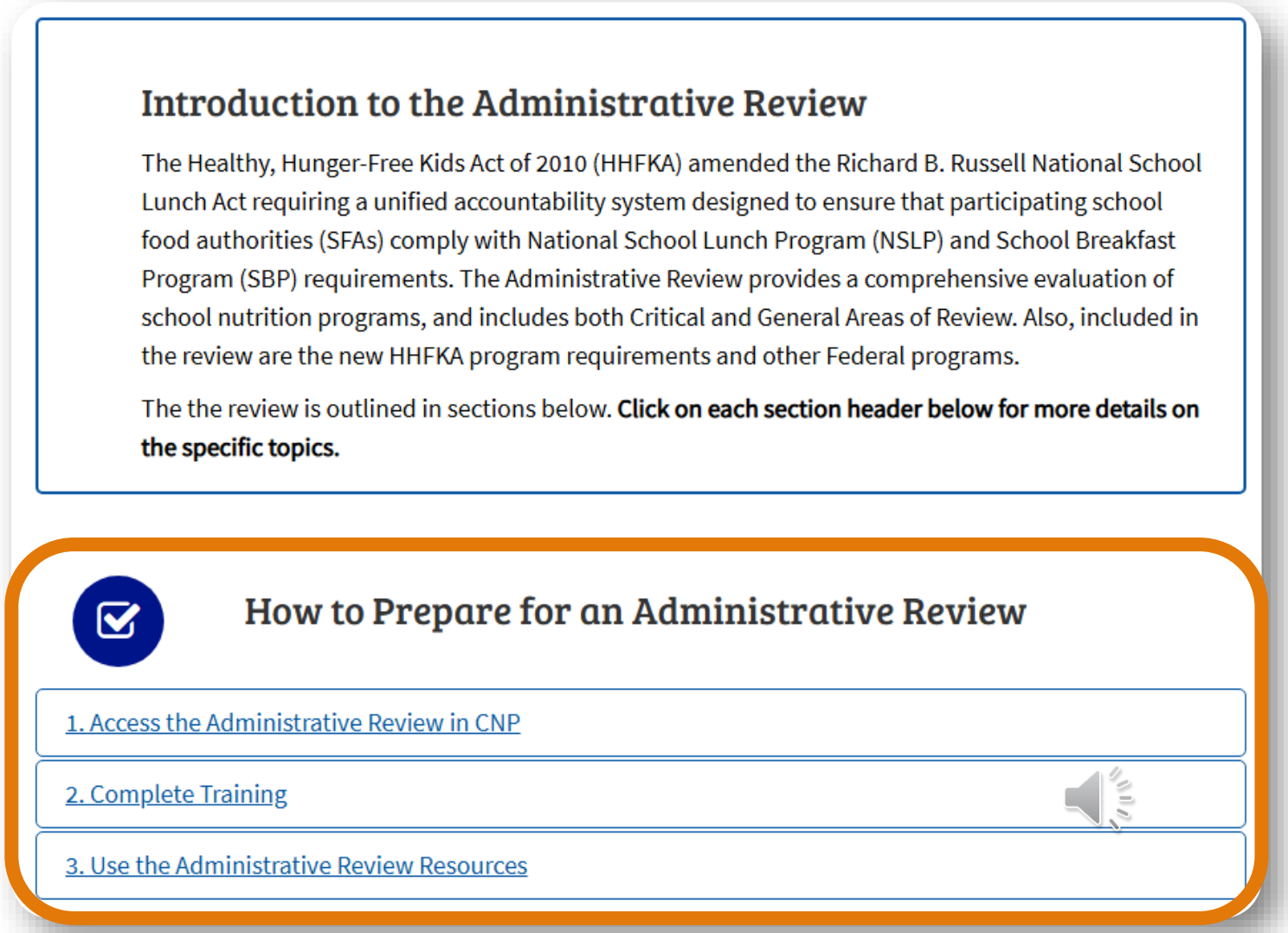
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Learn more about AR topics, find forms and resources

✅

May use anytime

Most useful when answering Off-Site questions and preparing for the On-Site Review



Introduction to the Administrative Review

The Healthy, Hunger-Free Kids Act of 2010 (HHFKA) amended the Richard B. Russell National School Lunch Act requiring a unified accountability system designed to ensure that participating school food authorities (SFAs) comply with National School Lunch Program (NSLP) and School Breakfast Program (SBP) requirements. The Administrative Review provides a comprehensive evaluation of school nutrition programs, and includes both Critical and General Areas of Review. Also, included in the review are the new HHFKA program requirements and other Federal programs.

The the review is outlined in sections below. **Click on each section header below for more details on the specific topics.**

How to Prepare for an Administrative Review

1. Access the Administrative Review in CNP
2. Complete Training
3. Use the Administrative Review Resources

Self-Review Compliance Checklist

⭐

Ensure SFA is properly operating its School Nutrition Program(s)

✅

Start with this document before completing the Off-Site questions and the On-Site Review

A. School Meals Application in the CNP SYSTEM (opens for completion on July 1st with a deadline for submission of August 15th).	YES	NO
1. The School Meals Application accurately reflects the three points of contact: Authorized Representative, On-site Food Service Director, and Claim Contact. At least two different individuals must be listed as points of contact.		
2. When there was a change in Authorized Representatives a new CNP System Access Form was completed and a User ID will be assigned to the new Authorized Representative. Do not share User IDs and passwords with coworkers!		
3. The Authorized Representative has assigned staff with their own User IDs for access to the CNP System. Staff at the SFA that no longer need access to the CNP System have been inactivated. When information is entered into the CNP system the User ID and date are stamped at the bottom of the page, for example: Created By: cFaller on: 4/6/2026 2:42:22 PM Modified By: cFaller on: 4/6/2026 2:49:10 PM		
4. The 3 individuals listed as points of contact in the Sponsor Application have accurate email addresses. Nutrition Services generates its email list that is used for important communications from the Sponsor Application.		
5. The section in the Sponsor Application, question #44, "When was your Wellness Policy adopted/amended?" has been answered with the most recent date that changes were adopted to your wellness policy. Also, confirm the wellness policy was reviewed and triennial assessment completed by 6/30/26.		
6. Reporting Requirements for the Unique Entity Identifier (UEI) date of **renewed** registration is within the last year. For example, if the renewal date is 05/06/2025 it is an expired renewal date because it is more than 12 months old. Dates of renewal of UEI numbers are for a one-year period. Do not report the date of expiration; report the date the renewal in sam.gov was completed.		

AR Document Checklist

⭐

Ensure SFA has all the required documents uploaded in the correct location

✅

Use when completing Off-Site questions and preparing for the On-Site Review

Administrative Review Document Checklist

Please use the checklist below to ensure all required documents are complete and readily available during the Administrative Review process. 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] by [date].

Review month: [review month and year] | **On-Site Meal Observation/Site Visit Date:** [date]

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

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

Bookkeeper Documents

100: Certification & Benefit Issuance		
Done	**What**	**Where**
	Blank application packet provided to households, including Approval-Denial Letter (Attachment D).	Upload to "Review Attachments" in CNP
	Alphabetical list of all enrolled students, including first and last names and meal eligibility status (Free, Reduced, Paid) for all sites.	Have available for on-site review
	All processed free and reduced-price meal applications, including denied applications for all sites.	Have available for on-site review
	Direct Certification match list as of last day of selected month of review.	Have available for on-site review
Access resources at *https://www.education.ne.gov/ns/forms-resources/national-school-lunch-program/application-income-eligibility/*		

200: Verification		
Done	**What**	**Where**
	All applications selected for verification during the current school year.	Upload to "Review Attachments" in CNP
	All documentation related to verification: Verification Tracker Form	Upload to "Review

Off-Site Question Guide

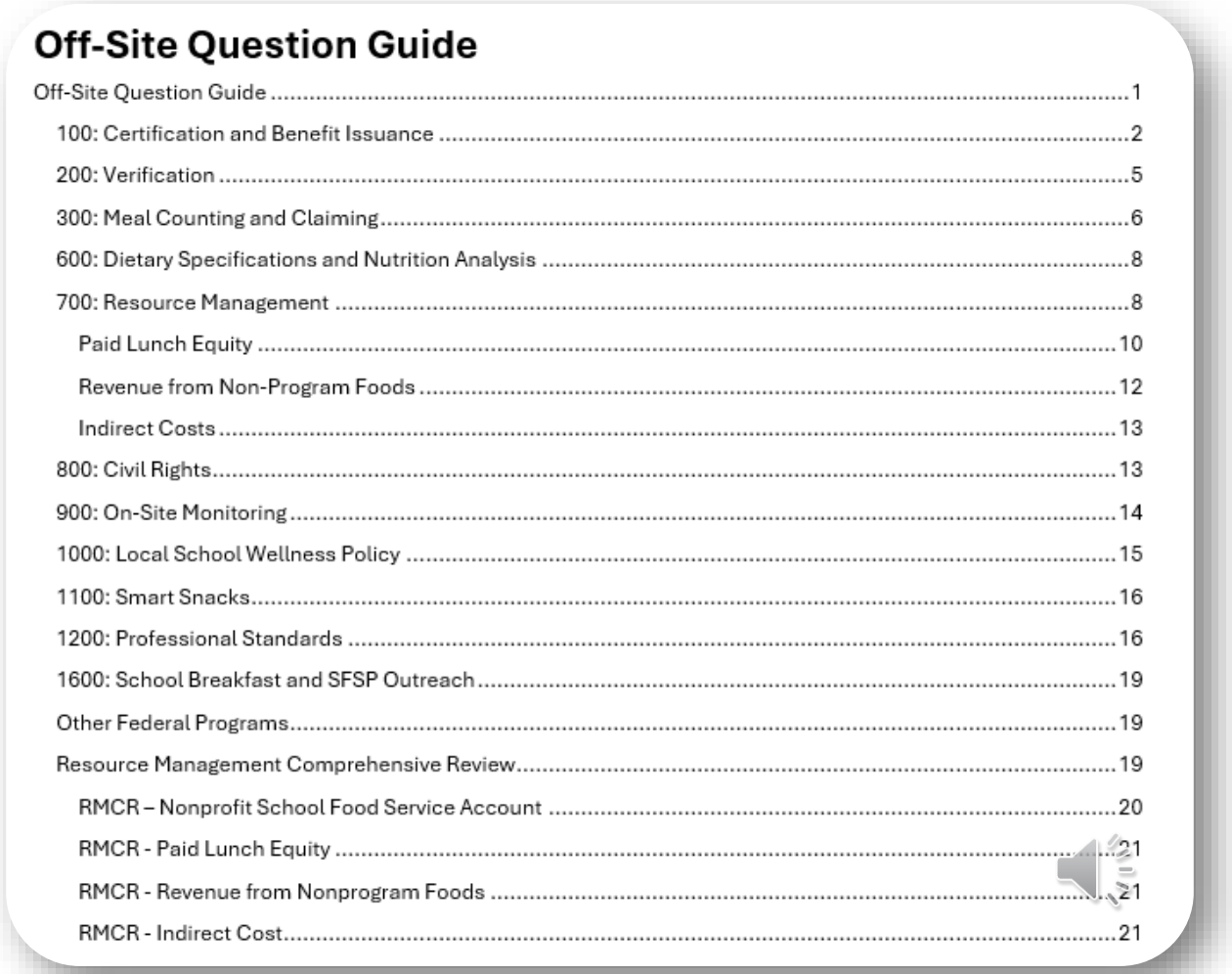
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Ensure SFA answers Off-Site questions appropriately

✅

Use when completing Off-Site questions

Responses may be discussed during On-Site Review



Off-Site Question Guide

Off-Site Question Guide 1
100: Certification and Benefit Issuance 2
200: Verification 5
300: Meal Counting and Claiming 6
600: Dietary Specifications and Nutrition Analysis 8
700: Resource Management 8
Paid Lunch Equity 10
Revenue from Non-Program Foods 12
Indirect Costs 13
800: Civil Rights 13
900: On-Site Monitoring 14
1000: Local School Wellness Policy 15
1100: Smart Snacks 16
1200: Professional Standards 16
1600: School Breakfast and SFSP Outreach 19
Other Federal Programs 19
Resource Management Comprehensive Review 19
RMCR – Nonprofit School Food Service Account 20
RMCR - Paid Lunch Equity 21
RMCR - Revenue from Nonprogram Foods 21
RMCR - Indirect Cost 21

Contact a Program Specialist

Can’t find your answer?

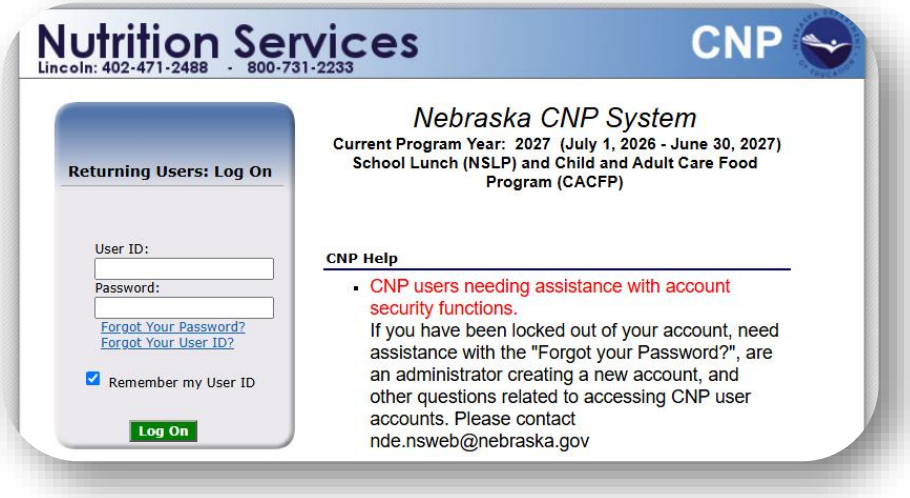
Program Specialists are available to answer questions anytime throughout the AR



Or email nde.nsweb@nebraska.gov

How to Access the Administrative Review in CNP

1. Log in to CNP



2. Click on the “Compliance” tab



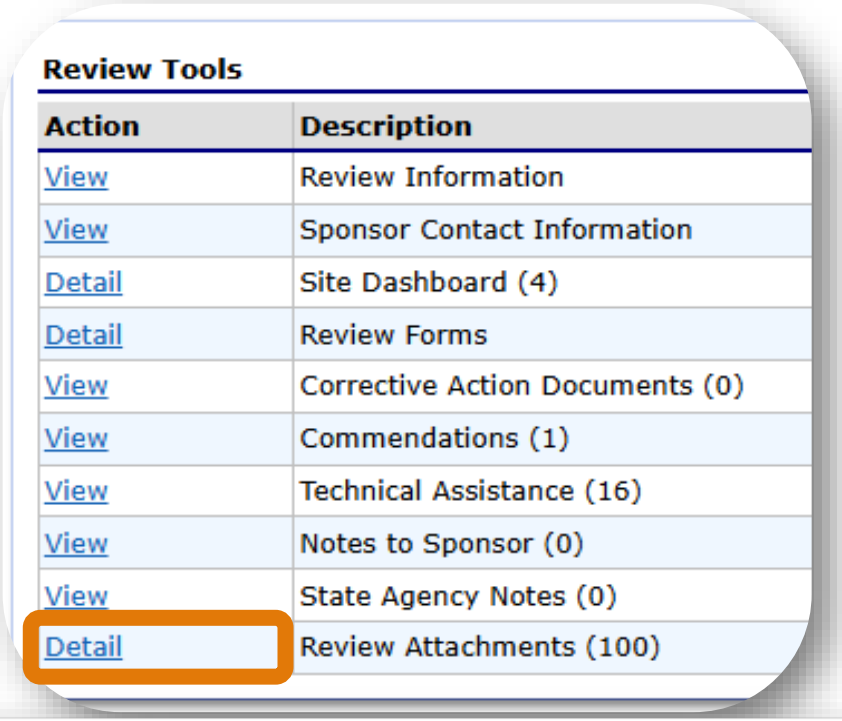
3. Click “Details” for the current Review Year

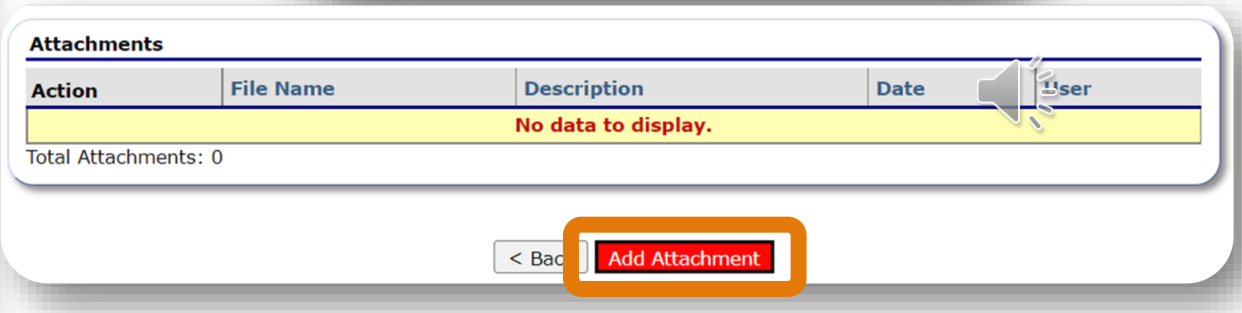
Expand

Actions	Review ID	Review Year	Review Type	Lead Reviewer	Scheduled Date	Closed Date	Nbr of Sites	Status
Details	####	20xx-20xx	Administrative	Last, first name	x/xx/xxxx	x/xx/xxxx	#	Open

How to Upload Documents into “Review Attachments” in CNP

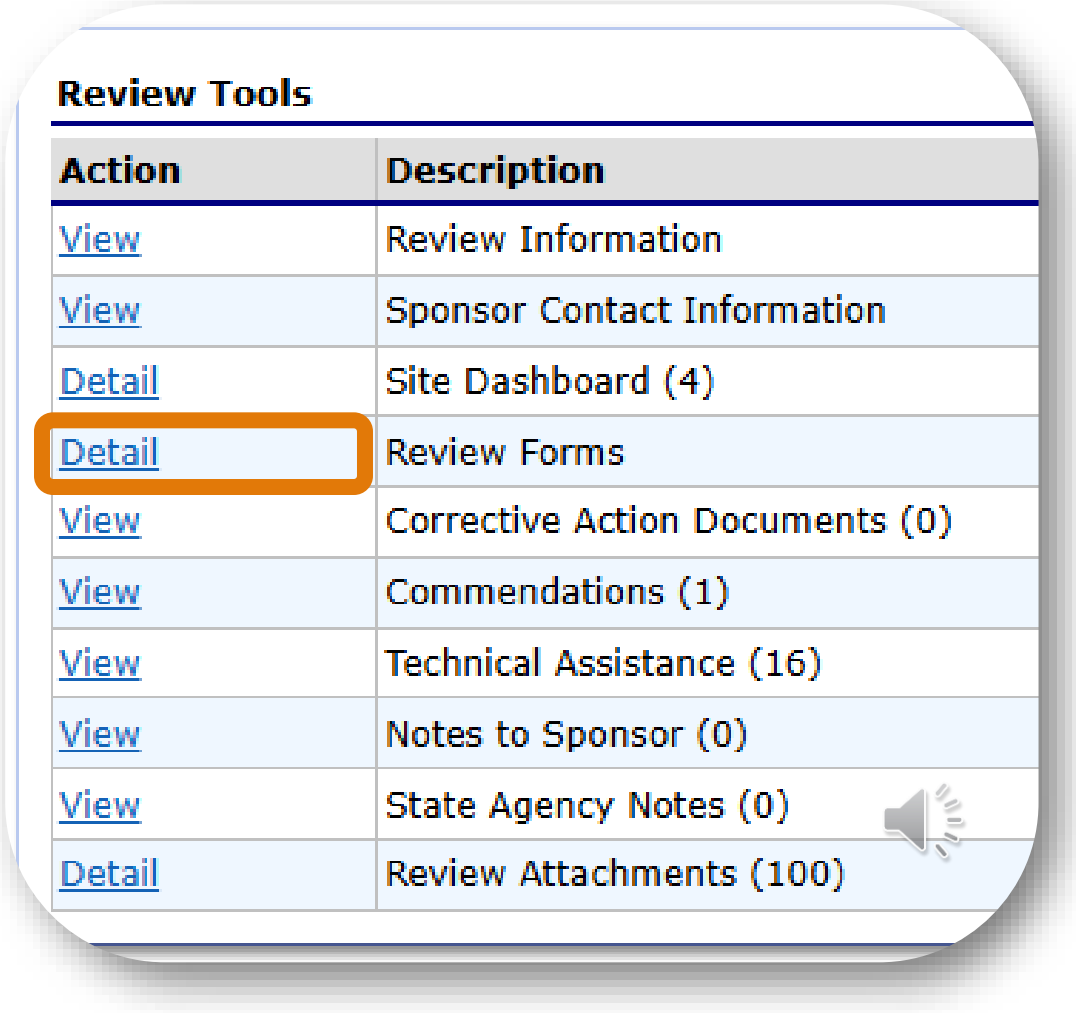
1. Under the “Compliance” tab, click on “Detail” in the “Review Attachments” row
2. Click “Add Attachment”





How to Access the Off-Site Questions in CNP

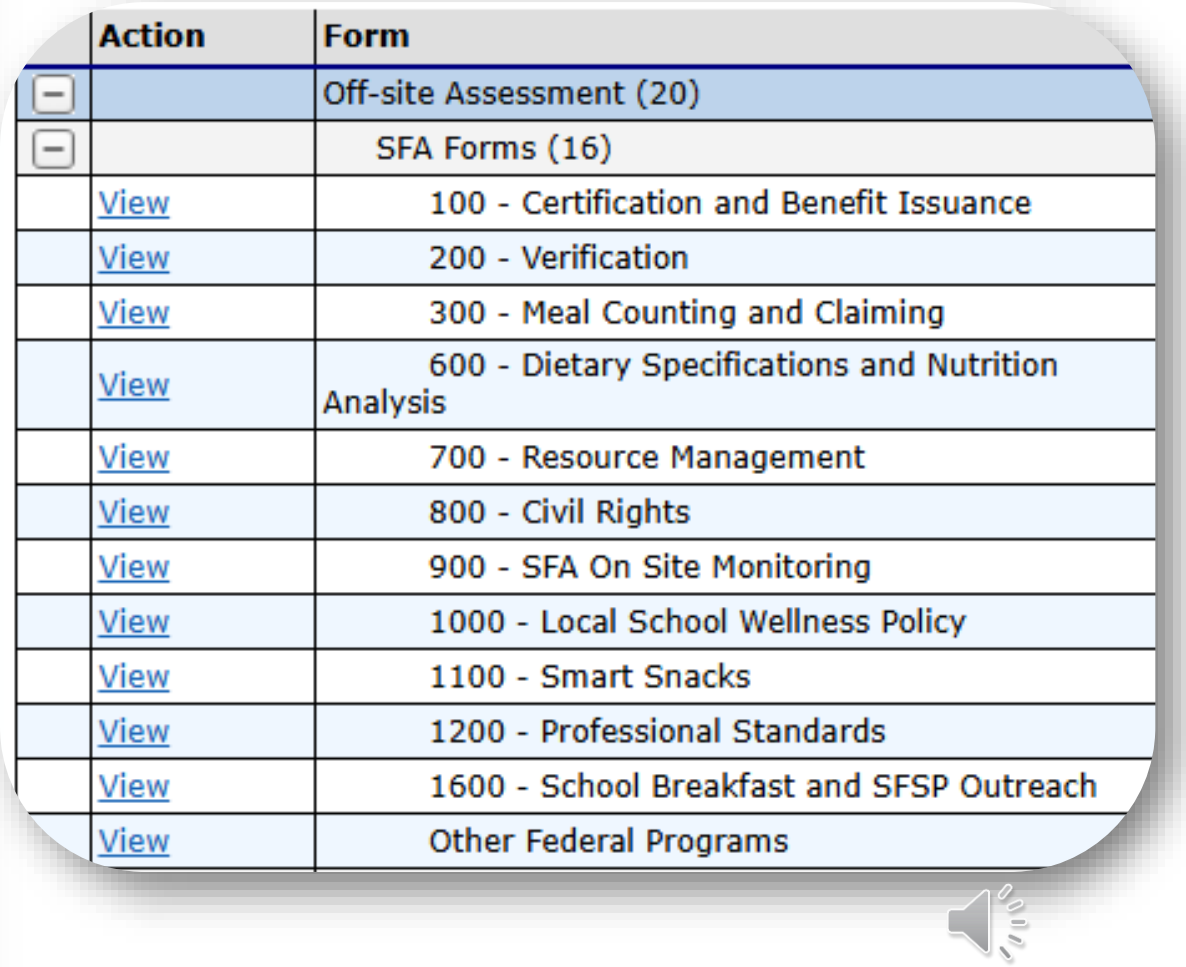
Under the “Compliance” tab, click on “Detail” in the “Review Forms” row



Review Tools

Action	Description
View	Review Information
View	Sponsor Contact Information
Detail	Site Dashboard (4)
Detail	Review Forms
View	Corrective Action Documents (0)
View	Commendations (1)
View	Technical Assistance (16)
View	Notes to Sponsor (0)
View	State Agency Notes (0)
Detail	Review Attachments (100)

How to Access the Off-Site Questions in CNP, cont.



	Action	Form
−		Off-site Assessment (20)
−		SFA Forms (16)
	View	100 - Certification and Benefit Issuance
	View	200 - Verification
	View	300 - Meal Counting and Claiming
	View	600 - Dietary Specifications and Nutrition Analysis
	View	700 - Resource Management
	View	800 - Civil Rights
	View	900 - SFA On Site Monitoring
	View	1000 - Local School Wellness Policy
	View	1100 - Smart Snacks
	View	1200 - Professional Standards
	View	1600 - School Breakfast and SFSP Outreach
	View	Other Federal Programs

Review Areas

- 100
  - Certification and Benefit Issuance
- 200
  - Verification
- 300
  - Meal Counting and Claiming
- 600
  - Dietary Specifications and Nutrition Analysis
- 700
  - Resource Management
- 800
  - Civil Rights
- 900
  - SFA On-Site Monitoring
- 1000
  - Local School Wellness Policy
- 1100
  - Smart Snacks
- 1200
  - Professional Standards
- 1400
  - Food Safety and Buy American Provision
- 1500
  - Reporting and Recordkeeping
- 1600
  - School Breakfast and Summer Food Service Program Outreach
- Other Federal Program
- Resource Management Comprehensive Review

100: Certification and Benefit Issuance

What NDE wants to know…

- Who determines and approves student meal eligibility
- How applications and Direct Certification are processed
- How households are notified of eligibility decisions and appeal rights
- How benefits are issued and updated in the POS system
- How student eligibility information is protected and stored

For more information, visit

Application – Income Eligibility | Direct Certification | Confidentiality

Q102

Is the application approval/denial process and/or benefit issuance done through an online system, manually (by hand), or both?

- 💻 Online:
  - Applications are submitted and processed through an online system and that system determines the household's eligibility; the online POS system is updated automatically.
- 📝 Manual:
  - Applications are submitted to the SFA and the SFA determines the household's eligibility by hand; a staff person transfers the correct benefit issuance for each student in the POS system.
- 💻 + 📝 Combination:
  - SFA uses an online system, but one or more aspects of the application and issuance process are conducted manually (e.g., applications are submitted online).

Q103

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?

=

Describe the SFA's *carryover eligibility policy*

(i.e. how many school days into the current school year students who had free or reduced-price meal benefits the previous school year continue to receive their benefits, if at all).

Q107

a. When and how are households notified of students' certified eligibility?

- 🗓️ Share the number of days it takes to notify a household
- 📜 Share what format or letter is used to provide this notification

b. How are denied households notified?

- 📜 Share what format or letter is used to provide this notification

Q114 - 117

Describe...

- ✅ **how each student's meal eligibility is correctly determined and assigned to the student**
- 🔁 **and how the student's eligibility is updated and accurately reflected in the POS system to ensure accurate meal counting and claiming in the comments.**

Copy and paste your response from 114 to 115, 116, and 117.

Certification and Benefit Issuance Attachments

- 💻 Upload to “Review Attachments” in CNP
  - Blank application packet provided to households, including Approval-Denial Letter (Attachment D).
- 📄 Have available for on-site review
  - Direct Certification match list as of last day of selected month of review.



200: Verification

What NDE wants to know…

- 🔍 How applications are reviewed and verified
- ✅ Whether verification requirements and reporting deadlines were met
- 👥 Who is responsible for verification responsibilities
- 💻 What tools are used to support the process

For more information, visit

Application – Verification

Q200 - 204

Identify the steps in your school's process of conducting verification of applications for meal benefits.

- 🔢 Explain how your school correctly determined the sample size of applications for verification.
- 🎯 How are the selected applications chosen?
- 👤 Who is responsible for completing each step?
  - 👥 Verifying and confirming officials should be different staff positions*
- 🗓️ Date the most recent verification report was completed in the CNP system.
- ✅ Did the report have errors?

Verification Attachments

- 💻 Upload to “Review Attachments” in CNP
  - All applications selected for verification during the current school year.
  - All documentation related to verification: Verification Tracker Form (Attachment H-2); notification letter sent to households; all materials provided by households, and results letter.
  - Alphabetized lists of Free and Reduced-meal price eligible students as of October 31st of the current school year.



300: Meal Counting and Claiming

What NDE wants to know…

- ✅ How reimbursable meals are accurately counted and claimed
- 💻 What systems are used to track meal counts and eligibility
- 👥 How staff are trained on meal counting procedures
- 📋 How various meal situations are handled correctly
- 🔄 How meal counts are consolidated and reported for reimbursement

For more information, visit

Meal Counting and Claiming

Tips for Accurate Meal Counting and 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 with full student names or electronic point of service system to record meals by meal type each serving day

Meal Counting for the Day of Review

- 👀 NDE observes meal service to ensure meal counting is accurate
  - Reimbursable meals are identified correctly and counted at the end of meal service
- ❌ DO NOT claim for reimbursement any meals served to adults, a la carte items, second meals, or second helpings

Q305

- **a. Offer vs Serve**
  - ✅ List which grades use Offer vs Serve
  - 🍽️ For the SFAs who use Offer vs Serve, describe how the SFA ensures all meals claimed for reimbursement contain the required items/components
- **b. Incomplete/Non-Reimbursable Meals**
  - 👤 Describe how the POS staff person identifies incomplete meals and what is done when that is observed
- **k. Students without funds to pay for meals**
  - 💻 Upload Unpaid Meal Charge Policy (i.e. the SFA's procedure for students who do not have money in their account) to “Review Attachments”

Meal Counting and Claiming Attachments

- 💻 Upload to "Review Attachments“ in CNP
  - Unpaid Meal Charge Policy.
  - Edit Check Worksheet (Attachment J) for the month of review.
  - Consolidated report showing daily meal counts for Breakfast and Lunch for the selected month of review.
- 📧 Email to the NDE Program Specialist after the meal observation is complete.
  - Meal counts for the day of the visit for reviewed sites



600: Dietary Specifications and Nutrition Analysis

What NDE wants to know…

- ✅ Menus meet meal pattern requirements and nutrient standards
- 📋 Production records are complete and accurately document meal pattern compliance
- 🗂️ All crediting information is on file

For more information, visit

Meal Components, Offer versus Serve, Dietary Specifications, and Nutrient Standards

Q600-602

- **Q600**
  - ✏️ List which site has been selected for the targeted menu review in the comments.
- **Q601**
  - ✔️ Select Option 1: Complete the Dietary Specifications Assessment Tool
- **Q602**
  - ✏️ List “Low Risk” in the comments.

Menu Review

- 📣 NDE will notify SFA of selected menu week for reviewed site(s)
- SFA must provide:
  - ✅ Production records
  - ✅ Nutrition Facts Label for **selected** menu items
  - ✅ Meal pattern contribution for **all** menu items for selected week of review
    - 📄 Food Buying Guide, PFS, CN labels, whole grain-rich documentation, standardized recipes
    - ❌ Do not need to submit labels for whole fruits, vegetables, condiments, or spices

Common Findings

- 🍽️ Missing meal components
- 🍽️ Inadequate serving size
- 📝 Incomplete or missing production records
- 💵 Non-reimbursable meals counted and claimed at the point of sale
- 🥛 Only offering 1 milk type
- 🥕 Not meeting weekly vegetable subgroup requirements

Dietary Specifications and Nutrition Analysis Attachments

- 💻 Upload to “Review Attachments” in CNP
  - Calendar style menu for the selected month of review.
  - Breakfast and Lunch production records for the selected week of review.
  - Meal Pattern Check Worksheet for the selected week of review.
  - Standardized recipes, food labels, ingredient lists, Child Nutrition (CN) labels, product formulation statements for menu items served during the selected week of review.



700: Resource Management

What NDE wants to know…

- 💵 Use of Food Service Funds
  - How food service revenues and expenses are tracked separately from other district funds
  - How purchases, equipment, and allowable costs are approved and monitored
- 💲 Paid Lunch Equity
  - Whether paid meal pricing requirements are met
- 🥤 Non-Program Food Revenue
  - How sales from adult meals, a la carte items, and other non-program foods are managed
- 📑 Indirect Costs
  - How shared district expenses are allocated to the food service account

NDE’s Compliance Specialist is managing this section of the AR

700: Resource Management, cont.

For more information, visit

- Allowable Costs
- Approved Equipment List
  - *listed under the Procurement section on the Forms and Resources page
- Paid Lunch Equity (PLE)
- Revenue from Non-Program Foods
- Indirect Costs



Q703

Note!

- Federal acquisition threshold for capital is $10,000, not $5,000 as listed in CNP



Q706 - 708

- **Q706**
  - 📄 Did the SFA use a Paid Lunch Equity Tool to evaluate the need to increase its paid lunch prices for the previous school year?
- **Q707**
  - ➡️ Did your SFA receive a transfer of non-Federal/general funds into the Nonprofit School Food Service Account to reduce or eliminate the need to raise paid lunch prices?
- **Q708**
  - 📈 Did the SFA increase its paid lunch prices by the amount identified by the Paid Lunch Equity (PLE) Tool, or more?

Q706 – 708: Q706 is “Yes”

- **Q706**
  - Did the SFA use a Paid Lunch Equity Tool to evaluate the need to increase its paid lunch prices for the previous school year?
    - Yes
      - The SFA used a Paid Lunch Equity Tool to evaluate paid lunch prices.
      - ⏭️ Select “Yes” or “No” for Q707.
- **Q707**
  - Yes
    - The SFA transferred non-Federal/general funds into the Nonprofit School Food Service Account.
  - No
    - The SFA did not transfer non-Federal funds into the Nonprofit School Food Service Account for this purpose.

Q706 – 708: Q706 is “No - $0 Balance”

- **Q706**
  - Did the SFA use a Paid Lunch Equity Tool to evaluate the need to increase its paid lunch prices for the previous school year?
  - No - $0 Balance
    - The SFA had a positive or zero balance in the Nonprofit School Food Service Account as of June 30th of the previous school year and was exempt from PLE requirements.
    - ⏭️ Select “N/A - 3” for Question 707 and “N/A - 4” for Question 708.
- **Q707**
  - N/A – 3
    - SFA had a positive or $0 Food Service balance as of June 30th and was exempt from the PLE requirements.
- **Q708**
  - N/A - 4
    - The SFA had a positive or zero Food Service balance as of June 30th and was exempt from the PLE requirements.

Q706 – 708: Q706 is “N/A – 1”

- **Q706**
  - Did the SFA use a Paid Lunch Equity Tool to evaluate the need to increase its paid lunch prices for the previous school year?
  - N/A - 1
    - All sites at the SFA are non-pricing
    - ⏭️ Select “N/A - 1” for Questions 707 and 708.
- **Q707**
  - N/A - 1
    - All sites at the SFA were non-pricing.
- **Q708**
  - N/A - 1
    - All sites at the SFA were non-pricing.

Q706 – 708: Q706 is “N/A – 2”

- **Q706**
  - Did the SFA use a Paid Lunch Equity Tool to evaluate the need to increase its paid lunch prices for the previous school year?
  - N/A - 2
    - The SFA charged at least the target weighted average paid lunch price at all sites.
    - ⏭️ Select “N/A - 2” for Questions 707 and 708.
- **Q707**
  - N/A - 2
    - The SFA charged at least the target weighted average paid lunch price at all sites.
- **Q708**
  - N/A – 2
    - The SFA charged at least the target weighted average paid lunch price at all sites.

Q707 – 708: Q707 is “Yes”

- **Q707**
  - Did your SFA receive a transfer of non-Federal/general funds into the Nonprofit School Food Service Account to reduce or eliminate the need to raise paid lunch prices?
    - Yes
      - The SFA transferred non-Federal/general funds into the Nonprofit School Food Service Account.
      - ⏭️ Select “Yes” for Question 708.

- **Q708**
  - No
    - The SFA increased its paid lunch prices by the amount identified by the Paid Lunch Equity (PLE) Tool, or more.

Q707 – 708: Q707 is “No”

- **Q707**
  - Did your SFA receive a transfer of non-Federal/general funds into the Nonprofit School Food Service Account to reduce or eliminate the need to raise paid lunch prices?
    - No
      - The SFA did not transfer non-Federal funds into the Nonprofit School Food Service Account for this purpose.
      - ⏭️ The SFA may select “Yes” or “N/A - 4” for Question 708.
- **Q708**
  - Yes
    - The SFA increased its paid lunch prices by the amount identified by the Paid Lunch Equity (PLE) Tool, or more.
  - N/A - 4
    - The SFA had a positive or zero Food Service balance as of June 30th and was exempt from the PLE requirements.

Q706 is “No”

- **Q706**
  - Did the SFA use a Paid Lunch Equity Tool to evaluate the need to increase its paid lunch prices for the previous school year?
    - No
      - If none of the other options for this question apply to your SFA, contact the Compliance Specialist.

800: Civil Rights

What NDE wants to know…

- 📢 How Civil Rights requirements are communicated to the public
- ⚖️ How discrimination complaints are handled
- ♿ How students with disabilities are accommodated
- 🎓 How staff receive civil rights training
- 📋 How racial and ethnic data is collected and maintained

For more information, visit

Civil Rights | Special Diets



Overview of Civil Rights Requirements



- Must include current non-discrimination statement on program materials
- Must have a complaint procedure that meets the minimum requirements
- Conduct and document annual **staff and volunteer** Civil Rights training
- “And Justice for All” Poster posted at all sites (2019 version OK)

Overview of Special Diets Requirements

- **Request for Meal Accommodation**
  - ✅ When a household or student would like a modification *within* meal pattern requirements.
  - 👩 May be completed by a parent/guardian.
- **Medical Statement**
  - ❌ If meal accommodations *cannot* be made within the meal pattern requirements.
  - 🩺 Must be completed by a state-licensed medical professional.
- **Medical Statement for Alternative Milk at Lunch**
  - 🥛 Schools that only serve lunch may use this form; applies only to alternative milk outside of meal pattern requirements.
  - 👩 May be completed by a parent/guardian.

Civil Rights Attachments

- 💻 Upload to "Review Attachments“ in CNP
  - The district’s student handbook.
  - List of staff and volunteers who completed Civil Rights training in the previous school year.
  - Record of SFA’s student racial/ethnic data (e.g., Civil Rights Summary: Attachment H-1)



900: On-Site Monitoring

What NDE wants to know…

- 🔍 How and when on-site monitoring is conducted
- 📋 Whether required monitoring documentation is maintained

For more information, visit

Meal Counting and Claiming



Overview of On-Site Monitoring Requirements

SFA's operating…

- Breakfast and/or Lunch
  - SFAs with more than one site must review:
    - All sites operating lunch and
    - 50% of sites operating breakfast
    - by Feb 1st annually
    - using Attachment I
- Afterschool Snack Program
  - Each site must be reviewed 2x/year
  - 1st review must be completed during the first 4 weeks ASP is in operation
  - 2nd review can be any time during the remainder of the school year.
  - Use Attachment I-1

On-Site Monitoring Attachments

- 💻 Upload to "Review Attachments“ in CNP
  - If SFA has >1 meal service site, complete Breakfast/Lunch on-site monitoring forms (Attachment I) for each site.
  - If SFA has >1 meal service site and operates Afterschool Snack Program, complete Afterschool Snack on-site monitoring forms (Attachment I-1) for each site.



1000: Local School Wellness Policy

What NDE wants to know…

- 📜 Whether the Local School Wellness Policy contains all required elements
- 📢 How students, households, and the public can access the Wellness Policy
- 🔄 How the Wellness Policy is reviewed, updated, and improved
- 📈 How Wellness Policy goals and implementation are assessed and reported

For more information, visit

Local School Wellness Policy

Local School Wellness Policy

Continue to implement the goals and standards included LSWP and include all required components

- Goals that promote student wellness
- Standards for all foods and beverages sold and not sold on the school campus during the school day
- Policies for marketing and advertising on the school campus during school day
- Public involvement in the development, implementation, and review of the Local Wellness Policy
- Identify leadership who has the authority and responsibility to ensure the SFA complies with the policy
- Inform and update the public about the local wellness policy on an annual basis
- Assess the Local Wellness Policy at least every three years

Local School Wellness Policy: Triennial Assessment



Ensure Triennial Assessment has been completed and that the results, along with the LSWP, are publicly available (e.g., on district, school, or residential childcare institution (RCCI) website).

Local School Wellness Policy Attachments

- 💻 Upload to "Review Attachments“ in CNP
  - Local School Wellness Policy
  - The most recent assessment on the implementation of the Local School Wellness Policy (e.g., Step 3 Public Report of the Triennial Assessment, goal progress report)



1100: Smart Snacks

What NDE wants to know…

- 🥨 How Smart Snack requirements are met
- 📋 How compliance is determined and documented
- 👥 Who oversees Smart Snack compliance

For more information, visit

Competitive Foods Policy and Smart Snacks Standards



Overview of Competitive Foods Policy

- 🕒 📍 **WHEN and WHERE** food/beverages are sold
- No food or beverages can be sold to children anywhere on school campus for the 30 minutes before and until 30 minutes after meal service
  - ➕ Extends to all other programs, clubs, as well as vending machines

Overview of Smart Snack Standards Requirements

- 🍴📍 **WHAT and WHERE** food/beverages are sold
- Applies to all food and beverages sold on the school campus during the school day, except for food and beverages that are a part of a reimbursable meal
  - 🕒 School day: midnight to 30 minutes after the end of the school day
  - 🏫 School campus: all areas of school property that are accessible to students
- ❗ Buildings must adhere to the most restrictive guideline based on the youngest grade group enrolled at the building

Smart Snacks Attachments

- 💻 Upload to “Review Attachments” in CNP
  - Nutrition Fact Labels for all Smart Snack items sold at the selected review site(s), including a la carte and vending machine food and beverages.

1200: Professional Standards

What NDE wants to know…

- 🎓 Whether directors meet hiring and food safety certification requirements
- 📚 Whether required annual professional standards training is completed
- 📝 How staff training hours are tracked and documented

For more information, visit

Professional Standards

Professional Standards Attachments

- 💻 Upload to “Review Attachments” in CNP
  - List of all School Nutrition Program employees with the number of weekly scheduled work hours for the selected month of review.
  - Professional Standards training tracking documentation (training tracker, certificates, etc.) for all School Nutrition Program employees for the previous school year and current school year.



1400: Food Safety and Buy American

📍 Completed On-Site 📍

- 🛡️ Food Service Directors' and Managers' food safety certification (e.g. ServSafe, Always Food Safe)
- 📋 Complete food safety records/logs
- 📝 Tracking *NSLP/SBP non-domestic food and beverage purchases* on the Buy American Tracking Tool

For more information, visit

Food Safety | Buy American Provision

Buy American Tracking Tool

INVOICE NUMBER	INVOICE DATE	SOURCE	PRODUCT DESCRIPTION	FOOD COMPONENT	NON-DOMESTIC	EXCEPTION TYPE	UNIT	PRICE PER UNIT	NUMBER OF UNITS	TOTAL AMOUNT
If relevant.	*(MM/DD/YYYY)*	*What is the origin of the invoice?*	*(e.g., lettuce mix, applesauce, whole wheat rolls, ground beef, etc.)*	*Select the most appropriate food component label for the product purchased.*	*Was this product produced in one of the 50 states, the District of Columbia, Puerto Rico, or any U.S. territory? If not, confirm by selecting "Non-domestic".* *Does this product consist of more than 51 percent of domestically grown food by weight or volume? If not, confirm by selecting "Non-domestic".*	***Exception 1.*** *The product is listed on the Federal Acquisitions Regulations Nonavailable articles list found at 48 CFR 25.104 and/or is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality.* ***Exception 2.*** *Competitive bids reveal the cost of a U.S. product is significantly higher than the non-domestic product.*	*Optional (e.g., case, dozen, pound, bunch).* *If you prefer not listing items by unit, you can leave this column blank or enter "N/A".*	*Optional.* *If you prefer not listing items by unit, you can leave this column blank or enter zero.*	*Optional.* *If you prefer not listing items by unit, you can leave this column blank or enter "N/A".*	*Enter the total cost for this line.* *If you choose to include price per unit and number of units, you can use this column to calculate the total by multiplying price per unit by number of units.*
1200AT6B	8/15/2025	Fresh Food Hub	Tomatoes, diced, #10 can	Vegetables	Non-domestic	Exception 2	Case	$ 40.00	25	$ 1,000.00
1459AT6B	8/20/2025	Star Food	Bananas, whole, fresh	Fruits	Non-domestic	Exception 1, listed on the Nonavailable articles list	N/A	$ -	N/A	$ 300.00
								$ -		$ -

1400: Food Safety and Buy American Attachments

- 💻 Upload to “Review Attachments” in CNP
  - Food safety certification documentation for the Food Service Director and all Food Service Managers at each meal service site
  - Two most recent health inspections for the selected school site (the most current copy must be posted in the food service area and visible to the public)
  - Refrigerator and freezer logs for the selected month of review
  - Sanitizer log for the selected month of review
  - Most current food safety checklist
- 📄 Have available for on-site review
  - Complete HACCP plan
- 👱 Compliance Specialist will request the Buy American Tracking Tool

1500: Reporting and Recordkeeping

📍 Completed On-Site 📍

3 years + current program year

- All program records
  - Applications/DC List
  - Verification documents
  - Meal counts
  - Production records
  - Monitoring forms
  - HACCP records
  - And more!



1600: School Breakfast and Summer Food Service Program (SFSP) Outreach

What NDE wants to know…

- 🍳 If SFA operates the breakfast program, how information about the breakfast program is shared with households
- 🌞 How households are informed about available summer meals

For more information, visit

School Breakfast Program | Summer Food Service Program

Summer Food Service Program

- If SFAs do not operate SBP, SFAs are not required to promote SBP
- ❗ *All SFAs* must promote SFSP, even if not operating SFSP
  - Each April, the NDE provides communication templates SFAs can use to promote the SFSP near the end of the school year

School Breakfast and Summer Food Service Program (SFSP) Attachments

- 💻 Upload to "Review Attachments“ in CNP
  - If the SFA operates the School Breakfast Program, outreach materials for School Breakfast Program.
  - Outreach materials for Summer Food Service Program



Other Federal Programs

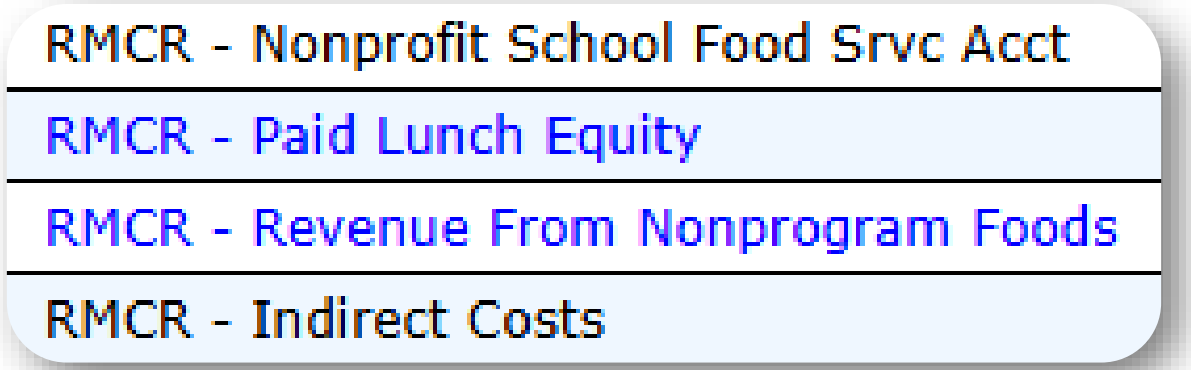
Indicate any additional federal programs that are operated by the SFA:

- 🕒 Afterschool Snack Program
- 🌞 Seamless Summer Option
- 🥕 Fresh Fruit and Vegetable Program
- 🥛 Special Milk Program

- No additional Off-Site questions
- Specialists may request additional information/documentation

Resource Management Comprehensive Review (RMCR)

- NDE completes the Paid Lunch Equity and the Indirect Cost sections.
- Other sections may be assigned based on responses in 700: Resource Management
  - NDE's Compliance Specialist will contact the SFA about completing the appropriate RMCR sections
  - Assigned RMCR section will show in blue text



Post Review

- Exit Conference
- Identify findings, corrective actions, and due dates in a review letter
- SFA completes corrective action
- Reviewer sends closing letter
- 🎉 Review closes, and results are posted 🎉



Reminder: Use Your Resources

- 📽️ This training
- 📄 Self-Review Compliance Checklist
- 📄 AR Document Checklist
- 📄 Off-Site Question Guide
- 🌐 NDE Administrative Review Webpage
- 👩 Contact a Program Specialist