

SNP 42

School Nutrition Programs
ADMINISTRATIVE REVIEW GUIDANCE

The information in this chart will help you prepare for your administrative review (AR). Please have the records available at a central location, such as the agency office.

For information, regulations, procedures, and updates on the School Nutrition Programs (SNP) administrative review, refer to the SNP Administrative Review Web page located at <http://www.cde.ca.gov/ls/nu/ar/arsnp.asp>.

SNP primer – The SNP Primer is a Web-based resource that serves as an introductory resource for new sponsors and helps ensure success and compliance with federal and state regulations. To access the SNP Primer, please visit the California Professional Education and Training (Cal-Pro-Net) Web page at http://www.nufs.sjsu.edu/callpronet/snp_primer.htm

SNP Annual Mandatory Training modules – To access the SNP Annual Training modules on various school nutrition topics, please visit the Cal-Pro-Net San Jose Web page at <http://www.nufs.sjsu.edu/courses.htm>

Legend of Acronyms:	7 CFR—Title 7, Code of Federal Regulations EC—California Education Code SA—State Agency SFA—School Food Authority	FNS—Food and Nutrition Service MB—Management Bulletin AR—Administrative Review SSO—Seamless Summer Option	NSLP—National School Lunch Program USDA—U.S. Department of Agriculture SPO—Special Provisions Option FFVP—Fresh Fruit and Vegetable Program
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	SITE SELECTION CRITERIA		ADDITIONAL INFORMATION																		
National School Lunch Program and School Breakfast Program	<p>The number of sites to be reviewed for NSLP is shown in the table below.</p> <table border="1"> <thead> <tr> <th>Number of Schools in SFA</th> <th>Number of Schools to Review</th> </tr> </thead> <tbody> <tr> <td>1 to 5</td> <td>1</td> </tr> <tr> <td>6 to 10</td> <td>2</td> </tr> <tr> <td>11 to 20</td> <td>3</td> </tr> <tr> <td>21 to 40</td> <td>4</td> </tr> <tr> <td>41 to 60</td> <td>6</td> </tr> <tr> <td>61 to 80</td> <td>8</td> </tr> <tr> <td>81 to 100</td> <td>10</td> </tr> <tr> <td>101 or More</td> <td>12*</td> </tr> </tbody> </table> <p>*12 plus 5 percent of the number of schools over 100</p> <p>Fractions must be rounded up to the nearest whole number.</p> <p>Site selection for SBP: SAs must review 50 percent of the schools selected for a NSLP review that participate in SBP, with a minimum of one school receiving an SBP review.</p>	Number of Schools in SFA	Number of Schools to Review	1 to 5	1	6 to 10	2	11 to 20	3	21 to 40	4	41 to 60	6	61 to 80	8	81 to 100	10	101 or More	12*		<p>All sites must be reviewed which have a free Average Daily Participation (ADP) of 100 or more and a free Participation Factor (PF) of 100 percent or more (100/100 criteria). The total of the sites to be reviewed may exceed the number of sites to be selected using the table under Site Selection Criteria.</p> <p>If the number of sites using USDA's 100/100 criteria is less than the number to be selected using the table under Site Selection Criteria, then:</p> <ul style="list-style-type: none"> • Selection of additional sites to meet the minimum number required must be based on an free ADP of 100 or more and a free PF of the following: <ul style="list-style-type: none"> ○ 97 percent for elementary schools ○ 87 percent for combination (of elementary and high) ○ 77 percent for high schools <p>PF—number of meals claimed ÷ (number of serving days) x (number of students eligible for free meals)</p> <p>Reduced Price Participation Factor—number of meals claimed ÷ (number of serving days) x (number of students eligible for reduced-price meals)</p> <p>If the required minimum number of sites to be reviewed (based upon the total number of sites in the agency) is not met by the above criteria,</p>
Number of Schools in SFA	Number of Schools to Review																				
1 to 5	1																				
6 to 10	2																				
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	SITE SELECTION CRITERIA (continued)		ADDITIONAL INFORMATION
<p>National School Lunch Program and School Breakfast Program</p>	<p>SPECIAL PROVISIONS OPTION SITE SELECTION The SA must review a minimum of one standard meal counting and claiming site as part of the Administrative Review.</p> <p>If the SFA operates sites with standard meal counting and claiming in addition to provisions sites and only one site is required to be reviewed, SAs must select the standard meal counting and claiming site to conduct the AR. Also, an abbreviated review must be conducted for each type of provision approved at the SFA.</p> <p>If the SFA operates sites with standard meal counting and claiming in addition to provisions sites and multiple sites must be reviewed, SAs must select at least one standard meal counting and claiming site and at least one provision site for each type of provision approved at the SFA.</p>		<p>additional SA criteria will be used to select the remaining number of sites required.</p>

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<p>CRITICAL AREA PERFORMANCE STANDARD 1 Meal Access and Reimbursement</p> <p>CERTIFICATION AND BENEFIT ISSUANCE</p> <p>Each child's application for free and reduced-price lunches is correctly approved or denied in accordance with the application provision of 7 CFR Part 245.6 Application, eligibility, and certification</p> <p>References: 7 CFR 210.18(b)(2)(i) Certification/Counting/Claiming</p> <p>MB USDA-CNP-02-2011 Privacy Protection and the Use of Social Security Numbers</p> <p>USDA Eligibility Manual for School Meals, 2015</p>	<p>A. Benefit issuance (BI) excel document for all free and reduced-price students at the SFA level for any day during the month of review. The list should be attached in the Off Site Assessment Tool to question number 113.</p>		<p>Sites with year-round education: applications must have an indication of the appropriate track.</p> <p>All sites:</p> <ul style="list-style-type: none"> • Include applications for students who have withdrawn or transferred out during or after the review month. • Identify applications pulled for verification. • Direct certification list must be certified by the appropriate authority. • Rosters indicating changes to eligibility within the required time frames (within three operating days for increased benefits, must give 10 calendar days for decreased benefits, i.e. F to D, R to D, and F to R). • Filing system used for applications should match the benefit issuance document. • The district's direct certification plan should be included as a reference (the County Welfare Department's official certification letter with a signature and date should be available for review). • If, during the benefit issuance portion of the review, an error rate of 10 percent or greater is identified, the SFA will be required to conduct an independent review of applications prior to notification of household of their eligibility determinations, during the subsequent school year. New All new SFAs must also conduct an independent review of applications. SFAs must submit independent review of applications report to CDE on March 1. <p>Fiscal action may be taken if:</p> <ul style="list-style-type: none"> • Eligibility applications or other certification documentation relevant to the review month are not complete, correct, and available for review. • Rosters or other benefit issuance documents for each month are not consistent with eligibility documentation. • Applications are missing information
	<p>B. Access to all denied eligibility meal applications at the SFA level in a folder or binder.</p>		
	<p>C. Eligibility applications in the order of the BI roster for all selected free and reduced-price-eligible students at the SFA.</p>		
	<p>D. Dated direct certification document for California Work Opportunity and Responsibility to Kids (CalWORKs), Food Distribution Program on Indian Reservations (FDPIR), and CalFresh for the selected students. If selected students are extended eligible from directly certified students, provide a document to show the students are included in the same household unit. Indicate how often and what month or dates direct certification matches were conducted in the prior and current year.</p>		
	<p>E. Dated certified migrant, homeless or runaway approved documentation</p>		
	<p>F. Dated documentation for foster children certified as categorically eligible</p>		
	<p>G. Written procedure for processing meal applications</p>		
	<p>H. Copy of the income eligibility guidelines used to certify applications. If using an electronic software, provide a print out of the income eligibility guidelines from the software</p>		
	<p>I. Copy of the household notification of eligibility letter for Free, Reduced and Directly Certified</p>		
	<p>J. Copy of the household notification of denied benefits letter</p>		
	<p>K. Eligibility rosters from home school districts/sites for inter-session/visiting students included in meal counts</p>		

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<p>CRITICAL AREA PERFORMANCE STANDARD 1 Meal Access and Reimbursement</p> <p>VERIFICATION</p> <p>References:</p> <p>7 CFR 245.6(a) Verification requirements</p> <p>USDA Eligibility Manual for School Meals 2015</p>	<p>A. FNS-742 Verification Collection Report, available in the Child Nutrition Information and Payment System (CNIPS), with supporting documentation</p>		<p>Verification activities must be completed by November 15 each year.</p> <p>Verification reports are to be entered in the CNIPS by the last business day in January each year.</p>
	<p>B. Worksheet to determine verification sample size. On October 1 (or first business day in October), print out number of approved free and reduced-price applications on file</p>		<p>Verification materials are located on the CDE School Nutrition Program Verification Materials Web page: http://www.cde.ca.gov/ls/nu/sn/verification.asp</p>
	<p>C. Verification results/findings by individual student</p>		<p>The annual mandatory training, which includes a verification module, is located on the San Jose State Cal-Pro-NET Child Nutrition Training Web page: http://www.calpronet-sj.org/courses.htm</p>
	<p>D. Documentation of all verification activities, including correspondence or any contact with families</p> <ul style="list-style-type: none"> • Notification of households selected for verification • Documents submitted by families with math calculations for income • Documentation of follow-up attempt(s) for non-response • Letter of verification results, if benefits decreased or terminated, 10 calendar day notice with appeal rights • Direct verification for categorical programs 		

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<p>CRITICAL AREA PERFORMANCE STANDARD 1 Meal Access and Reimbursement</p> <p>MEAL COUNTING AND CLAIMING</p> <p>All free, reduced-price, and paid lunches claimed for reimbursement are served only to children eligible for free, reduced-price, and paid lunches, respectively; and are counted, recorded, consolidated and reported through a system which consistently yields correct claims.</p> <p>References:</p> <p>7 <i>CFR</i> 210.7 Reimbursement for school food authorities</p> <p>7 <i>CFR</i> 210.7(c) Reimbursement limitations</p> <p>7 <i>CFR</i> 210.7(c)(1) Lunch count system</p> <p>(i)Application approved correctly (ii)benefit issuance,(A)Accurate eligibility (iv)Correct reimbursement claim</p> <p>7 <i>CFR</i> 210.8 Claims for reimbursement</p> <p>7 <i>CFR</i> 210.8 (a)(3) Edit checks</p>	<p>A. Policy Statement for Free and Reduced-Price Meals in the NSLP and SBP. Include meal counting and claiming procedures for breakfast and lunch for all sites of review (Policy Statement [SNP 03] and Meal Counting and Claiming Procedures Worksheet [SNP-NSLP-04] available in the Child Nutrition Information and Payment System [CNIPS] Downloadable Forms)</p>		<p>Compare the data in the CNIPS to ensure the current operations are accurately reflected (i.e. all sites listed and approved, meal types, etc.).</p> <p>Meal counting and claiming procedures should be available at each site as a reference document.</p> <p>Edit Checks:</p>
	<p>B. Daily meal count records and monthly meal count totals by site, for the month of review. Consolidation of meal counts for all sites for the month of review. May request meal count documentation for additional sites and additional months.</p>		<p>Before submitting the monthly reimbursement claim, each SFA must "edit check" meal counts by comparing each site's DAILY free, reduced-price, and paid meal counts with:</p> <ul style="list-style-type: none"> • Total number of children eligible by category • The number of children currently approved for free, reduced-price, and paid meals times the site or agency's attendance factor, excluding excused absences, may be used in place of the national attendance factor.
	<p>C. Daily meal count edit checks for sites selected for the month of review.</p>		<p>If you are using a site-specific or agency attendance factor and reported counts exceed the SA monthly edit checks, you may receive a notice of potential over claim. You are responsible for the analysis of supporting meal count data to determine if a claim adjustment is required.</p>
	<p>D. Documentation for agency or sites average daily attendance factor for daily edit checks if used instead of the national attendance factor for review month for sites selected for review.</p>		<p>Fiscal action must be taken if:</p> <p>Meal counting and claiming is inaccurate for the day of review or review period occurring at the school and/or SFA level.</p>
	<p>E. Original point-of-service documentation if agency uses rosters, tickets, etc., typically used for meal counts taken outside of the cafeteria.</p>		

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<p>CRITICAL AREA PERFORMANCE STANDARD 2 Meal Pattern and Nutritional Quality</p> <p>MEAL COMPONENTS AND QUANTITIES</p> <p>Lunches claimed for reimbursement contain the required food components</p> <p>Breakfasts claimed for reimbursement must contain the required food components</p> <p>References:</p> <p>7 CFR 210.10 Meal requirements for lunches and requirements for afterschool snacks</p> <p>7 CFR 220.8 Meal requirements for breakfasts</p> <p>Education Code (EC) Section 49430.7(b) Trans-fat</p>	<p>A. Daily breakfast and lunch menus for the entire month of review for all selected sites</p>		<p>SFA staff must ensure that schools prepare, offer and serve meals to students that meet the meal pattern requirements for the appropriate grade groups in all serving lines.</p> <p>Menu Planning Module 4, Cal-Pro-NET San Jose, online mandatory training: http://www.calpronet-sj.org/courses.htm</p>
	<p>B. Menu production records, recipes, Nutrition Facts labels, product formulation statements, CN labels and documentation of the contribution to the meal pattern for all breakfast and lunch meals served for one targeted week during the review period for all selected sites (organize by day and meal type).</p>		<p>Supporting documentation of contribution to the meal pattern may include Child Nutrition (CN) labels, product formulation statements, standardized recipes, and/or nutrition facts labels.</p> <p>The SA or SFA must complete the USDA menu certification worksheets for all menu types for each school selected for review, if not already completed as an off-site activity.</p> <p>Fiscal action must be taken if:</p> <ul style="list-style-type: none"> Meal component(s) are missing or if meals are missing or contain less than ½ cup fruit/vegetable or a combination of both for breakfast or lunch Menu production records are missing or if they do not demonstrate that reimbursable meals were served Missing documentation to support crediting to the meal pattern for commercially prepared foods
	<p>C. Procedure to evaluate compliance with restriction of artificial trans-fat in reimbursable meals</p>		<p>Fiscal action must be taken for repeat violations:</p> <ul style="list-style-type: none"> Unallowable milk type or only one milk type offered A vegetable subgroup is not offered over the course of a week, then meals for the entire week may be disallowed <p>Fiscal action may be taken for repeat violations if:</p> <p>Meals may be disallowed for one day during the week under review. The state agency has discretion to select which day's meals are disallowed:</p> <ul style="list-style-type: none"> There are insufficient quantities of required meal components Grain component is offered in insufficient quantity to meet

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			<p>minimum weekly requirement</p> <ul style="list-style-type: none">• Vegetable subgroup is offered in insufficient quantity to meet minimum weekly requirement• Juice exceeds 50 percent of total fruit or vegetable offered <p>Significant non-compliance may result in the termination of performance-based reimbursement (six-cents)</p>
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<p>CRITICAL AREA PERFORMANCE STANDARD 2 Meal Pattern and Nutritional Quality</p> <p>OFFER VERSUS SERVE</p> <p>Provision in the NSLP and SBP that allows students to decline some of the food offered.</p> <p>References:</p> <p>USDA OVS Guidance 2015</p>	<p>A. Procedures for sites participating in offer versus serve (OVS) for breakfast and/or lunch</p>		<p>OVS is required for all lunches served at high school sites; however, OVS is optional for breakfast meals served at all grade levels</p> <p>Must have signage at or near the beginning of the serving line for both breakfast and lunch that explains what is offered as part of a reimbursable meal and what must be taken under OVS.</p> <p>Documentation of staff training on OVS, if applicable.</p> <p>Menu production records must show leftovers when using OVS if less food is produced than the number of students served.</p> <p>http://www.fns.usda.gov/sites/default/files/cn/SP41_2015a.pdf</p> <p>Fiscal action must be taken if:</p> <ul style="list-style-type: none"> • Meal component(s) are missing • Menu production records are missing or if they do not demonstrate that reimbursable meals were prepared and served • Breakfast or Lunch meals are missing or contain less than: <ul style="list-style-type: none"> ○ ½ cup fruit or vegetable or a combination of both

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<p>CRITICAL AREA PERFORMANCE STANDARD 2 Meal Pattern and Nutritional Quality</p> <p>DIETARY SPECIFICATION AND NUTRIENT ANALYSIS</p> <p>References: 7 CFR 210.10(f) Dietary specifications 7 CFR 210.24 Withholding payments</p>	<p>To be completed by the SFA in collaboration with the SA:</p>		<p>The Meal Compliance Assessment Tool assesses error prone areas and scores the reviewed school(s) risk for menu-related violations. The single school with the highest risk score is selected as the site for targeted menu review.</p>
	<p>Complete the Meal Compliance Risk Assessment Tool in the CNIPS Off-site Assessment Tool for all selected sites of review.</p>		<p>The Dietary Specifications Assessment/Tool captures information about food service and menu planning practices, which is then used to determine if a nutrient analysis is required for the targeted menu review site.</p>
	<p>Complete the Dietary Specifications Assessment Tool only for the one site selected for the targeted menu review. The reviewer will inform the SFA of the site selected for the targeted menu review.</p> <p>Nutritional information for all commercially prepared items if a weighted nutrient analysis is required. The reviewer will inform the SFA if a nutrient analysis is required.</p>		<p>The SA will conduct or validate a weighted nutrient analysis for one week from the review period for breakfast and lunch if required. The SA may request and validate a nutrient analysis for breakfast and lunch, if the SFA currently utilizes a USDA approved nutrient analysis software program.</p> <p>If an approved software program is not currently utilized by the SFA, the SA must complete a weighted nutrient analysis.</p> <p><i>Fiscal action may be taken for repeat violations if:</i></p> <p>Requirements are not met for calories, saturated fat, sodium, and/or trans-fat for the week of review.</p> <p>If the SFA fails to submit menu documentation required to complete this section and program compliance cannot be satisfactorily verified by the SFA, withholding of program payment can occur.</p> <p>For significant noncompliance, the performance-based reimbursement for lunch (six- cents) may be terminated.</p>

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<p>RESOURCE MANAGEMENT</p> <p>NONPROFIT SCHOOL FOOD SERVICE ACCOUNT</p> <p>References:</p> <p>7 <i>CFR</i> 210.2</p> <p>7 <i>CFR</i> 210.14(a)</p> <p>7 <i>CFR</i> 210.19(a)(1)</p> <p>2016 Edition of California School Accounting Manual</p> <p>Allowable expenses:</p> <p>7 <i>CFR</i> 220</p> <p>7 <i>CFR</i> 220 (SBP)</p> <p>Management Bulletin NSD-SNP-07-2013 Cafeteria funds— Allowable use</p>	<p>Only collect documents if the SFA qualifies for a Comprehensive Review in this area</p> <p>A. Statement of Revenue and Expenses from the prior year</p> <p>B. Copy of audited or unaudited actuals from prior year (Form 13, Form 61)</p> <p>C. Independent school district audit report from prior year</p> <p>D. Detailed general ledger from the prior and current fiscal year.</p> <p>E. Documentation of annual procedure to identify revenue excess or shortfall (i.e. net cash resources)</p> <p>F. Documentation of salaries and benefits, food, supplies, kitchen equipment, and other expenses charged from the prior and current fiscal year</p> <p>G. Documentation of procedures for collection of delinquent bad debt</p> <p>H. Documentation of bonafide loans the Local Education Agency (LEA) may have provided to the SFA's nonprofit school food service account.</p> <p>I. If the SFA is commingling their nonprofit food service account with other school accounts, provide documentation to identify all revenue and expenses available to the food service account.</p>		<p>If you have any questions on School Nutrition Program café fund guidance, please e-mail the SNP Cafeteria Fund Team at SNPCAFEFUNDQUESTIONS@cde.ca.gov.</p> <p>SFAs must ensure related costs are necessary, reasonable, and allowable. The nonprofit food service revenue is solely for the operation or improvement of the school food service:</p> <ul style="list-style-type: none"> • Revenues may be used for food, equipment, supplies, and labor to operate the meal program. • Revenues must not be used to purchase land and/or buildings, or to construct buildings, unless pre-approved by FNS. • Net cash resources must be limited to three months' average operating costs. • Expenditures must comply with allowable cost restrictions. <p>SFAs should be prepared to provide documentation to support expenses charged to the nonprofit food service account. The SA will select and review a minimum of 10 percent of all expenditures.</p> <p>Transfer of funds from General fund to Cafeteria Fund required if:</p> <p>SA finds that the SFA has inappropriately spent nonprofit school food service funds on unallowable costs. The SA must require a transfer of funds from the SFA's general fund to the nonprofit food service account.</p> <p>Payment hold may be initiated for:</p> <p>Repeated or egregious violations not corrected</p> <p>Cafeteria Funds:</p> <p>Fund 13—Cafeteria Special Reserve Fund</p> <p>Fund 61—Cafeteria Enterprise Fund</p> <p>Fund 12—Child Development Fund</p>

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RESOURCE MANAGEMENT PAID LUNCH EQUITY References: 7 CFR 210.14(e) Pricing paid lunches USDA SP 03-2015 Paid Lunch Equity: School Year 2015-2016 Calculations and Tool	Only collect documents if the SFA qualifies for a Comprehensive Review in this area		The PLE tool Web page: http://www.cde.ca.gov/ls/nu/sn/mbsnp082016.asp Payment hold may be initiated for: Repeated or egregious violations not corrected Failure to submit complete and timely corrective action documents to the state agency
	Completed Paid Lunch Equity (PLE) tool:		
	A. Calculation of weighted average price charged for paid lunches in the previous school year		
	B. Calculation of the difference between the free lunch per meal reimbursement rate and the paid lunch per meal reimbursement rate in effect for the previous school year (i.e., reimbursement difference)		
	C. Copy of completed USDA PLE Tool or alternate calculation		
	D. Documentation of current paid lunch pricing		
	E. Documentation that nonfederal funding sources were allowable and appropriately recorded if paid lunch prices were not raised as required		
F. Documentation of waiver granted by NSD if paid lunch prices were not raised as required			

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<p>RESOURCE MANAGEMENT</p> <p>REVENUE FROM NONPROGRAM FOODS</p> <p>References:</p> <p>Management Bulletin USDA-SNP-36-2012 Revenue from non-program foods—Updated Guidance</p> <p>7 CFR 210.14(f) Revenue from nonprogram foods</p> <p>FNS Instruction 782-5 Rev.1 Pricing of adult meals in the National School Lunch and School Breakfast Programs</p> <p>7 CFR 210.14(a) Nonprofit school food service</p> <p>7CFR 210.14(f)(3) Revenue sharing not allowable</p>	<p>Only collect documents if the SFA qualifies for a Comprehensive Review in this area</p>		<p>$\frac{\text{Nonprogram food revenue}}{\text{Total program revenue \& non program revenue}} \geq \frac{\text{Total nonprogram food cost}}{\text{Total program and nonprogram food cost}}$</p> <p>USDA Nonprogram Food Revenue Tool http://www.fns.usda.gov/sites/default/files/SP20-2011ar.xls</p> <p>USDA defines “nonprogram foods” as those foods and beverages sold in a participating school other than reimbursable meals and meal supplements that are purchased using funds from the nonprofit school food service account. For example, Nonprogram foods includes a-la-carte items, adult meals, vended meals, and catered meals.</p> <p>Payment hold may be initiated for:</p> <p>Repeated or egregious violations not corrected</p> <p>Failure to submit complete and timely corrective action documents to the state agency</p>
	<p>A. Documentation from the prior fiscal year for all of the following:</p> <ul style="list-style-type: none"> • Food costs of reimbursable meals • Food costs of non-program foods • Revenue from non-program foods • Total revenue 		
	<p>B. Nonprogram Food Revenue Tool used to calculate non-program revenue or alternate calculation with supporting documentation</p>		
	<p>C. Documentation of prices charged for adult meals</p>		

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RESOURCE MANAGEMENT INDIRECT COSTS References: FNS Indirect Cost Guidance (SP 41-2011) 2 CFR 225 Indirect costs	Only collect documents if the SFA qualifies for a Comprehensive Review in this area		Indirect cost rate Web page: http://www.cde.ca.gov/fg/ac/ic/ Payment hold may be initiated for: Repeated or egregious violations not corrected Failure to submit complete and timely corrective action documents to the state agency Transfer of funds from General fund to Cafeteria Fund required if: SA finds that the SFA has inappropriately charged indirect costs
	A. Indirect cost rate agreement, as approved by the state agency		
	B. Documentation of the direct cost base used in the indirect cost rate agreement		
	C. Evidence of accounting consistency between multiple federal programs		
	D. Prior year general ledger for Cafeteria Fund, as applicable		
	E. Evidence of direct expenditures/indirect cost pool		
	F. Supporting documents for indirect cost billing		

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<p>GENERAL AREA CIVIL RIGHTS</p> <p>Comply with requirements of Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1991, and Section 504 of the Rehabilitation Act of 1973.</p> <p>References: 7 <i>CFR</i> 210.10(m)(1) and (2), 7 <i>CFR</i> 220.8(m) Accommodating students with special dietary needs</p> <p>USDA-CNP-07-2014 Guidelines for Accommodating Children with Special Dietary Needs in Child Nutrition Programs</p> <p>USDA-SNP-07-2013 Meal Application and Eligibility Materials for Limited English Proficient Households</p> <p>FNS SP 42-2012 Application and Other Household Materials for Limited English Proficient Households - Reminder</p> <p>FNS Instruction 113-1 Civil Rights Compliance and Enforcement – Nutrition Programs and Activities</p>	<p>On-Site</p> <p>A. Civil rights poster prominently displayed to program participants, 11" X 17"</p> <hr/> <p>Off-Site</p> <p>A. Documentation that the correct non-discrimination statement is on appropriate program materials. Pamphlets, brochures, and flyers may utilize the "short" statement "This institution is an equal opportunity provider." Other materials must use the full non-discrimination statement (check current version)</p> <hr/> <p>B. Provide a copy of the annual public release notice that includes the correct free and reduced-price eligibility guidelines.</p> <hr/> <p>C. Procedure for receiving and processing complaints alleging discrimination specific to the school meal programs. (May be incorporated into your district Uniform Complaint Procedure or you may create a separate procedure.)</p> <hr/> <p>D. Documentation of written or verbal complaints alleging discrimination in school meal programs in the current or prior school year, if any (date, nature of complaint, and name of agency complaint was reported to)</p> <hr/> <p>E. Documentation of accommodations for students with special dietary needs based on a disability and based on a non-disability.</p> <hr/> <p>F. Documentation of annual civil rights training for staff who interact with program applicants or participants and their supervisors (date, who attended, what topics were covered).</p> <hr/> <p>G. Procedure for collecting racial/ethnic data.</p> <hr/> <p>H. Procedures for Limited English Proficiency</p>		<p>SFAs may order civil rights posters from NSD civil rights and complaint coordinator by sending an e-mail to sroades@cde.ca.gov or you may request posters from your Child Nutrition Consultant.</p> <p>NSD Civil Rights Web page http://www.cde.ca.gov/ls/nu/cr/ Resources:</p> <ul style="list-style-type: none"> • short and long non-discrimination statement to include on program materials • NSD Civil Rights and Complaints Handbook • Medical statement to request special meals and/or accommodations <p>USDA requires annual civil rights training for staff persons who interact with program applicants or participants and their supervisors. The civil rights training must include all of the following topics:</p> <ul style="list-style-type: none"> • Collection of racial ethnic data • Effective public notification systems (media release) • Complaint procedures compliance review techniques • Resolution of noncompliance • Requirements for reasonable accommodations for special dietary needs • Requirements for language assistance • Conflict resolution • Customer service <p>CalProNet San Jose Civil Rights Module 8 of the mandatory annual training can be used as a reference for civil rights training located at http://www.calpronet-sj.org/courses.htm.</p> <p>A Civil Rights References document is available in the CNIPS Download Forms, Form ID SNP 61 AR. The document includes hyperlinks to various references</p> <p><i>Withholding funds may be initiated for:</i></p> <p>Repeated or egregious violations not corrected</p> <p>Failure to submit complete and timely corrective action documents to the state agency</p>

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<p>GENERAL AREA</p> <p>SFA ON-SITE MONITORING</p> <p>References:</p> <p>USDA SP 14-2011 Prototype Checklists for School Food Authorities (SFAs) for Conducting Annual On-site Reviews</p> <p>7 <i>CFR</i> 210.8(a)(1) Site monitoring</p>	<p>Documentation of all site monitoring reports for agencies with multiple sites, including corrective action needed and completion dates.</p> <p>Site monitoring must be completed for each site annually by February 1st.</p> <p>Site monitoring for lunch is required for all sites annually.</p> <p>Site monitoring is required for 50 percent of the breakfast sites by February 1st every two years.</p>		<p><i>Withholding funds may be initiated for:</i></p> <p>Repeated or egregious violations not corrected</p> <p>Failure to submit complete and timely corrective action documents to the state agency</p>

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<p>GENERAL AREA</p> <p>LOCAL SCHOOL WELLNESS POLICY</p> <p>References:</p> <p>Local School Wellness Policy (LSWP) www.fns.usda.gov/tn/Healthy/wellnesspolicy.html</p> <p>Management Bulletin USDA-SNP-16-2011, Local School Wellness Policies</p> <p>EC Section 49432 Posting of Wellness Policy Requirement</p>	<p>A. Local School Wellness Policy (LSWP) must be posted in a visible location at the district.</p> <p>B. Policy must be available to the public (i.e. website, etc.).</p> <p>C. Must have documentation of review and updates.</p> <p>D. Must have documentation that stakeholders were notified of the ability to participate.</p> <p>E. Must have copy of assessment on implementation.</p> <p>F. Designated Local Education Agency (LEA) official(s) or school officials appointed to ensure that each school complies with the LSWP.</p>		<p>The LSWP must include the required elements:</p> <ol style="list-style-type: none"> Goals for nutrition promotion and education, physical activity, and other school based activities that promote student wellness Nutrition guidelines for all foods and beverages available on school campus during the school day. Requirements that Stakeholders be provided opportunities to participate in the development, implementation, and periodic review and update of the wellness policy. A plan for measuring effectiveness, that is measured periodically and that the assessment is made available to the public. Public notification informing and updating the public (parents, students, and others in the community) periodically about the content and implementation of the local school wellness policy. Local designation must include one or more local education agency officials or school officials to ensure that each school complies with the local school wellness policies. <p>CDE Web page Local School Wellness Policy http://www.cde.ca.gov/ls/nu/he/wellness.asp</p> <p>EC Section 49432 requires LEAs to post the LSWP in public view in the cafeteria and/or public eating areas.</p> <p>This area of review is covered as an off-site activity but can be completed on-site.</p> <p>Corrective action is required when there is no wellness policy available or if the policy does not contain the required elements.</p> <p>If other elements of wellness are missing, technical assistance will be provided.</p> <p>Withholding funds may be initiated for:</p> <p>Repeated or egregious violations not corrected</p> <p>Failure to submit complete and timely corrective action documents to the state agency</p>

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<p>GENERAL AREA</p> <p>SMART SNACKS</p> <p>References:</p> <p>7 CFR 210.11</p> <p>EC sections 49430–49434</p> <p>California Code of Regulations, Title 5, Sections 15500, 15501, 15575 - 15578</p> <p>EC Section 48931 Authorization by school board to allow student body or Parent/Teacher Organizations to sell food on campus subject to school board policy and regulations</p>	<p>A. List of all foods and beverages sold to students for the month of review, on the school campus from midnight to 30 minutes after the end of the official school day, outside of the federally reimbursable meal program by all of the following entities at each site selected for review:</p> <ul style="list-style-type: none"> • Food Services • Student Organizations • Other Groups/Individuals <p>B. Procedures in place to evaluate compliance</p> <p>C. Records that document compliance with nutrition standards for all competitive food and beverages available for sale to students by all of the entities listed above. Documents include receipts, nutrition labels and/or product specifications for all competitive foods for sale to students.</p>		<p>Documentation of all foods and beverages sold on the school campus excluding reimbursable meals.</p> <p>Reviewer must examine 10 percent of the nutrition documentation of all food and beverages (excluding reimbursable meals) sold in schools for the current school year to assess compliance.</p> <p>Project lean calculator: http://www.californiaprojectlean.org/calculator_MH_S.asp?id=180</p> <p>Competitive foods and beverages Web page: http://www.cde.ca.gov/ls/nu/he/compfoods.asp</p> <p><i>Withholding funds may be initiated for:</i></p> <p>Repeated or egregious violations not corrected</p> <p>Failure to submit complete and timely corrective action documents to the state agency</p>

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<p>GENERAL AREA</p> <p>WATER</p> <p>References:</p> <p>USDA SP 28-2011— Revised Child Nutrition Reauthorization 2010: Water Availability During NSLP Meal Service</p> <p>Management Bulletin USDA-SNP-27-2012 – Access to Free Drinking Water—Update</p> <p>7 <i>CFR</i> 210.10(a)(1)(i) Accessible potable water for lunch</p> <p>7 <i>CFR</i> 220.8(a)(1) Accessible potable water for breakfast</p> <p><i>EC</i> Section 38086 Water accessibility</p>	<p>A. Evidence that free potable water is available to students in all areas where lunch is served</p>		<p><i>Withholding Funds may be initiated for:</i></p> <p>Repeated or egregious violations not corrected</p> <p>Failure to submit complete and timely corrective action documents to the state agency</p>
<p>B. Evidence that free potable water is available to students for breakfast, when breakfast is served in the cafeteria</p>			

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<p>GENERAL AREA</p> <p>FOOD SAFETY and FOOD STORAGE</p> <p>References:</p> <p>7 CFR 210.13 Facilities management</p> <p>7 CFR 220.7(a)(2)-(a)(3) Food safety inspection and program requirements</p> <p>7 CFR 210.15(b)(5) Food safety program and inspection records demonstrating compliance</p> <p>National School Lunch Act Section 9(h)(5) Hazard Analysis and Critical Control Points (HACCP)</p> <p>Management Bulletin NSD-SNP-09-2014 Mandatory Food Inspections</p>	<p>A. Safety and Sanitation:</p> <ul style="list-style-type: none"> • Health permit posted in kitchen or documentation of local alternative • Two health inspections per program year per site. If not, documentation that SFA requested two inspections per year per site from the local health department • If findings on the health department inspections, documentation that noncompliant findings were resolved. <p>B. HACCP-based food safety plan, which includes Standard Operating Procedures and HACCP principles; documentation that the plan has been implemented, copy located at each site</p> <p>C. Temperature logs for food temperatures, refrigerated units and freezer units for the most recent six-month period</p> <p>D. Food safety certification (i.e. ServSafe certificate) for at least one employee at each site</p>		<p>Agencies must comply with the <i>California Retail Food Safety Act (CalCode https://www.cdph.ca.gov/services/Documents/fdbRFC.pdf</i></p> <p>Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles http://www.fns.usda.gov/sites/default/files/Food_Safety_HACCPGuidance.pdf</p> <p>Sample HACCP Based Standard Operating Procedures http://sop.nfsmi.org/HACCPBasedSOPs.php</p> <p>USDA Food and Nutrition food safety Web site http://www.fns.usda.gov/fns/food_safety.htm</p> <p>CDE food safety Web site http://www.cde.ca.gov/ls/nu/ed/foodsafety.asp</p> <p>CDE management bulletin, Food Safety Certification Requirements http://www.cde.ca.gov/ls/nu/sn/mbsnp122016.asp</p> <p>Thermometers must be placed in each refrigerator and freezer.</p> <p>Withholding funds may be initiated for:</p> <p>Repeated or egregious violations not corrected</p> <p>Failure to submit complete and timely corrective action documents to the state agency</p>

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<p>GENERAL AREA</p> <p>BUY AMERICAN</p>	<p>1. Evidence of inclusion of the Buy American requirement in SFA procurement documents</p>		<p>California Retail Food Code: http://www.cdph.ca.gov/services/Documents/fdbRFC.pdf</p> <p>Buy American USDA Policy Memo: http://www.fns.usda.gov/sites/default/files/cn/SP24-2016os.pdf</p> <p>The Buy American review includes bakery products, condiments, herbs/spices, canned goods, frozen and refrigerated foods. The SFA is required to purchase products that are produced and processed in the U.S., or its territories.</p> <p>Withholding funds may be initiated for:</p> <p>Repeated or egregious violations not corrected</p> <p>Failure to submit complete and timely corrective action documents to the state agency</p>

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<p>GENERAL AREA</p> <p>REPORTING AND RECORD KEEPING</p> <p>References: 7 CFR 210.23(c) Retention of records</p>	<p>Documentation of reports submitted and program records maintained, as required, for a period of three years after the submission of the final claim for reimbursement for the fiscal year or until audit findings have been resolved.</p> <p>For provisions, maintain all base year records for those years after the base year is discontinued:</p> <ol style="list-style-type: none"> 1. Approved extensions, if applicable 2. Meal Counts 3. Verification 4. Roster 5. Eligibility applications 		<p>Withholding funds may be initiated for:</p> <p>Repeated or egregious violations not corrected</p> <p>Failure to submit complete and timely corrective action documents to the state agency</p>

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<p>GENERAL AREA</p> <p>SCHOOL BREAKFAST AND SUMMER FOOD SERVICE PROGRAMS OUTREACH</p> <p>References:</p> <p>USDA-SNP-13-2011 Required Outreach Regarding School Breakfast</p> <p>NSD-SNP-14-2013 School Meals Program Outreach Toolkit</p> <p>7 <i>CFR</i> 210.12(d) Outreach activities</p>	<p><u>School Breakfast Outreach</u> Breakfast outreach is not required if the district does not provide breakfast at any site.</p> <p>Documents that inform families in multiple languages as appropriate:</p> <ul style="list-style-type: none"> • Prior to or at the beginning of the school year • Multiple times throughout the year <hr/> <p><u>Summer Food Service Program (SFSP) Outreach</u></p> <p>SFSP outreach is required for all SFAs regardless if the district participates in a summer feeding program.</p> <p>Documents that inform families before the end of the school year of the availability and location of SFSP meals, even if the SFA does not offer summer meals.</p>		<p><i>Withholding funds may be initiated for:</i></p> <p>Repeated or egregious violations not corrected</p> <p>Failure to submit complete and timely corrective action documents to the state agency</p>

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<p>PROFESSIONAL STANDARDS</p> <p>References:</p> <p>Final Rule Section 306</p> <p>Healthy, Hunger-Free Kids Act of 2010</p> <p>7CFR 210.2, 210.30</p>	<p>Documentation if hired new school nutrition director on or after July 1, 2015:</p> <ul style="list-style-type: none"> • Education (diploma or degree, school transcripts) • Experience (resume) • Food safety training (certificate/agenda and sign-in sheet) • Student enrollment in district (prior October) 		<p>Hiring Standards: Minimum hiring standards for new school food authority (SFA) directors based on the local educational agency's (LEA) size by student enrollment</p> <p>Training Standards: Minimum annual training requirements for all new and current school nutrition program professionals</p>								
	<p>Documentation of hiring flexibility for food service director for LEAs with less than 500 students:</p> <ul style="list-style-type: none"> • Approved Hiring Flexibility Request Form ID SNP 07 		<p>Annual Training Requirements:</p> <table border="0"> <tr> <td>Directors</td> <td>12 hours</td> </tr> <tr> <td>Managers</td> <td>10 hours</td> </tr> <tr> <td>Staff ≥20 hours/week</td> <td>6 hours</td> </tr> <tr> <td>Part-time staff <20 hours/week</td> <td>4 hours</td> </tr> </table>	Directors	12 hours	Managers	10 hours	Staff ≥20 hours/week	6 hours	Part-time staff <20 hours/week	4 hours
	Directors	12 hours									
	Managers	10 hours									
Staff ≥20 hours/week	6 hours										
Part-time staff <20 hours/week	4 hours										
<p>Documentation for training</p> <p>List of how many employees in the following categories: Directors/Managers Full-Time Nutrition Staff Part-Time Nutrition Staff Staff hired after January 1 of the school year being reviewed Non-school nutrition staff that have responsibilities that include duties related to the program (e.g. FSMC)</p> <p>Tracking and recordkeeping documentation for nutrition program employees for sites selected for review. Include the following: First and last name of staff Date hired Employment status (full-time, part-time, substitute) Employee category (director, manager, staff) Date and name of the training Training hours credited Key areas, key topics and learning objectives</p> <p>Validation of training: Agenda Sign-in sheets/Certificate of completion</p>		<p>If hired January 1 or later, may only complete half of the required training hours for that school year.</p> <p>There are California specific policies.</p> <p>Comprehensive Web site for Professional Standards with links to USDA Web sites and resources CDE Professional Standards for SNP Personnel Web page: http://www.cde.ca.gov/ls/nu/pd-ps.asp</p> <p>Management Bulletin Number: SNP-02-2016, January 2016, Professional Standards in the School Nutrition Programs http://www.cde.ca.gov/ls/nu/sn/mbsnp022016.asp</p> <p>USDA Web site – Professional Standards for School Nutrition Professionals http://professionalstandards.nal.usda.gov/content/professional-standards-information</p> <p>Withholding funds may be initiated for:</p> <p>Repeated or egregious violations not corrected</p>									
<p>Documentation of Annual Certification The SFA director must certify with a signed and dated statement that (1) the SFA director meets the hiring standards and (2) each employee has completed the applicable training requirements.</p>		<p>Failure to submit complete and timely corrective action documents to the state agency</p>									

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<p>OTHER PROGRAMS</p> <p>AFTERSCHOOL SNACKS</p> <p>References:</p> <p>7 <i>CFR</i> 210.10(o) Meal requirements for afterschool snacks</p> <p>7 <i>CFR</i> 210.9(c) Afterschool care requirements</p> <p>7 <i>CFR</i> 210.13(c) Food safety requirements</p> <p>7 <i>CFR</i> 210.23(b) Civil Rights requirements</p>	<p align="center">SUPPLEMENTAL REVIEW FORMS TO BE COMPLETED BY SA</p> <p>A. Documentation of site "area eligibility"</p> <p>B. Attendance records for the week of review and school calendar to support meal counts at the selected sites. Meal counts cannot exceed the number of children in attendance.</p> <p>C. Daily meal count records for the month of review.</p> <p>D. Menu production records or transport records with back-up documents for contribution to the meal pattern for a minimum of five days during the month of review and the day of review if applicable</p> <p>E. Documentation of education/enrichment activity such as daily schedules or monthly lesson plans</p> <p>F. Records of snack program site monitoring, first within 4 weeks of operation, and second before the end of the year</p>		<p>SA must examine afterschool snack documentation for each school selected for the NSLP review that operates the snack program. If the SFA does not operate the Afterschool Snack Program at any of the sites selected for NSLP review, then the SA does not review this program.</p> <ul style="list-style-type: none"> • Area eligible site—Site with 50 percent or more of students enrolled are approved for free or reduced-price meals, data for any month in the school year; allows eligible site to be reimbursed at the free rate • Non-pricing site—Does not charge for children’s snacks, but meals are counted in the eligibility category by child (free, reduced-price, paid) and claimed in the appropriate category • Pricing site—Each child pays a snack charge and the meals are counted in the appropriate eligibility category (free, reduced-price, and paid) and claimed in the appropriate category <p>Snacks and Meal Standards for Afterschool Programs Web page http://www.cde.ca.gov/ls/nu/as/afterschoolnutstan.asp</p> <p>Fiscal action must be taken if:</p> <ul style="list-style-type: none"> • Meal component missing as offered to students or as taken by students (must take at least two full components) • Missing menu production records or failure to demonstrate reimbursable snacks were offered and served • Missing point-of-service meal counts <p>Fiscal action must be taken for repeat violations if:</p> <p>Unallowable milk type</p> <p>Fiscal action may be taken for repeat violations if:</p> <p>Insufficient quantities of required meal components</p> <p>Withholding funds may be initiated for:</p> <p>Repeated or egregious violations not corrected</p> <p>Failure to submit complete and timely corrective action documents to the state agency</p>

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<p>OTHER PROGRAMS</p> <p>SEAMLESS SUMMER OPTION (SSO)</p> <p>References:</p> <p>7 CFR 210 Seamless Summer</p> <p>7 CFR 220 Seamless Summer</p> <p>7 CFR 225 Seamless Summer</p>	<p>A. List of all approved sites operating SSO</p> <p>B. Documentation of site types and eligibility for selected site of review</p> <p>C. Eligibility documents if selected site is a Camp or Closed Enrolled—Not Area Eligible site:</p> <ul style="list-style-type: none"> • The total number of children enrolled and eligible • Applications and monthly rosters for the SSO sites selected for review: <ul style="list-style-type: none"> ○ Roster(s) showing student’s name; eligibility category; date enrolled; withdrawal date; and official signature, if applicable ○ Certified eligibility forms or other approved alternative documentation verifying children’s eligibility ○ Income eligibility scale for the current year. <p>D. Site selected for review: Menus, menu production records, recipes, and documentation of the contribution to the meal pattern for all breakfast and lunch menu items offered for 5 days during the month of review and the day of review, include snack also if serve snack.</p> <p>E. Site selected for review: Transport records, including time and temperature of potentially hazardous foods, for day and month of review</p> <p>F. Copy of media release</p> <p>G. Evidence of community outreach for SSO</p> <p>H. Evidence of waiver to serve one grade group to all site participants</p> <p>I. Daily meal counts for five days prior to the day of review for site selected for review</p>		<p>The SA must review at least one SSO site the summer before or the summer after the AR.</p> <p>Ensure that all sites and meal types match the menu planning option in the CNIPS.</p> <p>For area-eligible sites, copies of the documentation submitted to the SA to document:</p> <ul style="list-style-type: none"> • Open sites: Sites are located in areas whose nearby school data for free and reduced-price are at least 50 percent for any month in the school year. • Restricted open sites: Sites meet the open-site criteria, explained above, but restrict the number of children that may attend for safety, control or security reasons. • Migrant sites: Sites serve a majority of children of migrant families according to migrant organization. • Closed Enrolled—Area Eligible sites: Sites meet the open-site criteria but are only open to enrolled children or an identified group of children. <p>Each area of the review for seamless summer option has the same potential fiscal actions as the NSLP and SBP.</p> <p>Seamless Summer Option http://www.fns.usda.gov/school-meals/opportunity-schools</p> <p>USDA SP 37-2015 2015 Edition of Questions and Answers for the NSLP’s Seamless Summer Option http://www.fns.usda.gov/sites/default/files/cn/SP37-2015os.pdf</p> <p>Withholding funds may be initiated for:</p> <p>Repeated or egregious violations not corrected</p> <p>Failure to submit complete and timely corrective action documents to the state agency</p>

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OTHER PROGRAMS SEAMLESS SUMMER OPTION (SSO)	J. Completed reimbursement claim: provide documentation that the SSO meals claimed separate from the NSLP and the SBP claims during the school year		
	K. Evidence of water availability where lunches are served during the meal service, and for breakfast when served in the cafeteria		
	L. Site monitoring of the SSO sites at least once a year, including documentation of corrective action, if applicable		

(1) COMPLIANCE AREA TO BE OTHER PROGRAMS	(2) THE AGENCY SHOULD HAVE THESE DOCUMENTS AVAILABLE	(3) AGENCY (✓) CHECKLIST	(4) ADDITIONAL INFORMATION
SPECIAL MILK Reference: 7 CFR 215 Special Milk	SUPPLEMENTAL REVIEW FORMS TO BE COMPLETED BY SA		<p>If the SFA does not operate the Special Milk Program at any of the sites selected for NSLP review, then the SA does not review this program.</p> <p>The SA has the discretion to conduct this area of review off-site or on-site. On-site observation is required if issues are discovered during the documentation review or with meal counting or claiming of the NSLP or SBP.</p> <p><i>Withholding funds may be initiated for:</i></p> <p>Repeated or egregious violations not corrected</p> <p>Failure to submit complete and timely corrective action documents to the state agency</p>
A. Pricing policy			
B. Agreement with SA			
C. Counting and claiming procedures			
D. Documentation of record retention for three years or until resolution of audits			

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<p>OTHER PROGRAMS</p> <p>FRESH FRUIT AND VEGETABLE PROGRAM (FFVP)</p> <p>References:</p> <p>Richard B Russell National School Lunch Act, Section 19 http://www.fns.usda.gov/sites/default/files/NSLA.pdf</p> <p>Fresh Fruit and Vegetable Program (FNS link) http://www.fns.usda.gov/ffvp</p> <p>FFVP Handbook for schools http://www.fns.usda.gov/sites/default/files/handbook.pdf</p>	<p>A. Budget for the year to assess administrative cost projections. No more than 10 percent of total grant can be spent on administrative costs.</p> <p>B. Copy of most recent claim</p> <p>C. Documentation of all FFVP costs for the month of review for sites selected for review such as invoices for produce, operational costs, administrative costs, payroll documentation including personnel activity reports (PARs) if employees work in multiple cost objectives</p> <p>D. Documentation of serving times for FFVP, must offer FFVP within the school day but outside the meal service times of NSLP and SBP</p> <p>E. Evidence that FFVP is widely publicized evidenced by school Website, bulletin boards, flyers, FFVP brochure</p> <p>F. Documentation of allowable foods offered, see allowable foods in resources</p>		<p>Evidence that all enrolled children may participate at no cost</p> <p>Site selection: Of the schools selected for an NSLP Review operating the FFVP, the SA must select schools for a FFVP review based on the chart below.</p> <table border="1" data-bbox="1350 456 1755 797"> <thead> <tr> <th>Schools Selected for NSLP Review Operating the FFVP</th> <th>Minimum Number of FFVP Site to Review</th> </tr> </thead> <tbody> <tr> <td>0 to 5</td> <td>1</td> </tr> <tr> <td>6 to 10</td> <td>2</td> </tr> <tr> <td>11 to 20</td> <td>3</td> </tr> <tr> <td>21 to 40</td> <td>4</td> </tr> <tr> <td>41 to 60</td> <td>6</td> </tr> <tr> <td>61 to 80</td> <td>8</td> </tr> <tr> <td>81 to 100</td> <td>10</td> </tr> <tr> <td>101 or More</td> <td>12*</td> </tr> </tbody> </table> <p>*12 plus five percent of the number of schools over 100 Fractions must be rounded up to the nearest whole number.</p> <p>If none of the sites selected for an NSLP AR operate the FFVP, but operate FFVP within the SFA, the SA must follow procedures to ensure at least one FFVP school is reviewed.</p> <p>California Fresh Fruit and Vegetable Web page: http://www.cde.ca.gov/ls/nu/sn/caffvp.asp</p> <p>USDA Fresh Fruit and Vegetable Program: A Handbook for Schools http://www.fns.usda.gov/sites/default/files/handbook.pdf</p> <p>California FFVP Guidelines http://www.cde.ca.gov/ls/nu/sn/caffvpguidelines.asp</p> <p>Documenting salaries and wages, sample forms California School Accounting Manual, 2016 Edition http://www.cde.ca.gov/fg/ac/sa/documents/csam2016complete.pdf</p> <p>California FFVP brochure on the CDE FFVP Web page http://www.cde.ca.gov/ls/nu/sn/documents/ffvpbrochure.pdf</p> <p>Withholding funds may be initiated for:</p> <p>Repeated or egregious violations not corrected</p> <p>Failure to submit complete and timely corrective action documents to the state agency</p>	Schools Selected for NSLP Review Operating the FFVP	Minimum Number of FFVP Site to Review	0 to 5	1	6 to 10	2	11 to 20	3	21 to 40	4	41 to 60	6	61 to 80	8	81 to 100	10	101 or More	12*
Schools Selected for NSLP Review Operating the FFVP	Minimum Number of FFVP Site to Review																				
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<p>OTHER</p> <p>STATE MEAL MANDATE (Public Schools Only)</p> <p>References: Senate Bill 120 Food facilities: nutritional information http://leginfo.legislature.ca.gov/faces/billVersionsCompareClient.xhtml</p> <p>EC Section 49550: "Notwithstanding any other provision of law, each school district and county superintendent of schools maintaining any kindergarten or any of grades 1 to 12 shall, commencing on July 1, 1977, provide for each needy pupil enrolled therein, one nutritionally adequate free or reduced-price meal during each school day..."</p>	<p>A. Evidence that meals are provided to all eligible needy pupils in kindergarten through grade twelve, including continuation high schools and other special schools or documentation of an approved waiver</p>		<p>State Meal Program http://www.cde.ca.gov/ls/nu/sn/stm.asp</p> <p>MB NSD-SNP-19-2012 Statutory Change to the State Meal Mandate Waiver Request Deadline http://www.cde.ca.gov/ls/nu/sn/mbnsdsnp192012.asp</p> <p><i>Withholding funds may be initiated for:</i></p> <p>Repeated or egregious violations not corrected</p> <p>Failure to submit complete and timely corrective action documents to the state agency</p>
	<p>B. Evidence that nutritionally adequate meals are provided on all school days when children are present, regardless of the length of the day. Provide list of minimum days during the current or month of review.</p>		

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SPECIAL PROVISION OPTIONS 1 References: School Meals Special Assistance Alternatives http://www.fns.usda.gov/school-meals/provisions-1-2-and-3	Provision 1 (non-base year review)		Provision 1 is only available in schools where 80 percent of enrolled students as of March of the previous year are eligible for free or reduced-price meals. Provision 1 may be pricing or non-pricing.
	A. All base year documents, including certification and benefit issuance documents and meal count records by site to support the claiming percentages		
	B. Evidence of eligibility applications and Letter to Households provided during the second year to households that were eligible for reduced-price and paid meals in the base year		
	C. Evidence that newly enrolled students were provided eligibility applications and Letter to Households		
	D. Evidence of verification for newly enrolled students		
	E. Base Year records for the month of review, including the following: 1. Approved extensions, if applicable 2. Meal Counts 3. Verification 4. Roster 5. Eligibility applications		
	F. Documentation that 80 percent of the children enrolled in the prior March were eligible for free or reduced-price benefits		

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(1) COMPLIANCE AREA TO BE REVIEWED	(2) THE AGENCY SHOULD HAVE THESE DOCUMENTS AVAILABLE	(3) AGENCY CHECKLIST	(4) ADDITIONAL INFORMATION
<p>PROVISION 2 – CERTIFICATION AND BENEFIT ISSUANCE</p> <p>Base Year Review Conducted during the Base Year</p> <p>USDA Provision 2 Guidance: Free and Reduced-Price Applications http://www.fns.usda.gov/sites/default/files/prov2guidance.pdf</p>	<p>A. Benefit issuance (BI) excel document for all free, and reduced-price students at all the sites sharing the same base year for any day during the month of review. The list should be attached in the Off Site Assessment Tool to question number 113.</p>		<p>Provision 2 Guidance Manual: http://www.fns.usda.gov/sites/default/files/prov2guidance.pdf</p> <p>All sites:</p> <ul style="list-style-type: none"> • Include applications for students who have withdrawn or transferred out during or after the review month. • Identify applications pulled for verification. • Direct certification list must be certified by the appropriate authority. • Rosters indicating changes to eligibility within the required time frames (within three operating days for increased benefits, must give 10 calendar days for decreased benefits, i.e. F to D, R to D, and F to R). • Filing system used for applications should match the benefit issuance document. • The district’s direct certification plan should be included as a reference (the County Welfare Department’s official certification letter with a signature and date should be available for review). • The SFA will be required to return to standard meal counting and claiming in the subsequent year for any of the following: <ul style="list-style-type: none"> a. The benefit issuance portion of the review identifies an error rate of 5 percent or greater b. Severe noncompliance • The SFA will be required to establish a new base year or return to standard meal counting and claiming in the subsequent year if systemic meal counting errors require a full recalculation for the provision site(s) <p>Fiscal action may be taken if:</p> <ul style="list-style-type: none"> • Eligibility applications or other certification documentation relevant to the review month are not complete, correct, and
	<p>B. Access to all denied eligibility meal applications at the SFA level in a folder or binder.</p>		
	<p>C. Eligibility applications in the order of the BI roster for all selected free, reduced-price, and paid students at the sites sharing the base year.</p>		
	<p>D. Dated direct certification document for California Work Opportunity and Responsibility to Kids (CalWORKs), Food Distribution Program on Indian Reservations (FDPIR), and CalFresh for the selected students. If selected students are extended eligible from directly certified students, provide a document to show the students are included in the same household unit, if applicable during the base year.</p>		
	<p>E. Dated certified migrant, homeless or runaway approved documentation</p>		
	<p>F. Dated documentation for foster children certified as categorically eligible</p>		
	<p>G. Written procedure for processing meal applications</p>		
	<p>H. Copy of the income eligibility guidelines used to certify applications. If using an electronic software, provide a print out of the income eligibility guidelines from the software</p>		
	<p>I. Copy of the household notification of eligibility letter for Free, Reduced and Directly Certified</p>		
	<p>J. Copy of the household notification of denied benefits letter</p>		

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PROVISION 2 – CERTIFICATION AND BENEFIT ISSUANCE (continued) Base Year Review Conducted during Non-Base Year	K. Number of eligible by category (Free, Reduced, Paid) for all sites sharing the same base year for the month of review.		available for review. <ul style="list-style-type: none"> • Rosters or other benefit issuance documents for each month are not consistent with eligibility documentation. • Applications are missing information • The base year records must be retained for three years after submission of the final claim for reimbursement for the fiscal year in which they pertain following the end of the provisions cycle, including all extensions. • If the SA determines that the SFA has not maintained the required records for a participating site, the SA must require the school(s) to return to standard meal counting and claiming, unless otherwise approved by USDA Food and Nutrition Service.
	L. Enrollment for sites sharing the base year for the month of review		
	M. Exclude students enrolled at these schools from the certification and benefit issuance review for the standard meal counting and claiming sites		
	N. Documentation of the calculation of base year claiming percentages for the month of review		
	O. Procedure used to apply the claiming percentages to non-base year monthly claims		
	P. Base Year records for the month of review, including the following: <ol style="list-style-type: none"> 1. Approved extensions, if applicable 2. Meal Counts 3. Verification 4. Roster 5. Eligibility applications 		

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(1) COMPLIANCE AREA TO BE REVIEWED	(2) THE AGENCY SHOULD HAVE THESE DOCUMENTS AVAILABLE	(3) AGENCY CHECKLIST	(4) ADDITIONAL INFORMATION
PROVISION 2 – Abbreviated Review	A. Exclude students enrolled at these schools from the certification and benefit issuance review for the standard meal counting and claiming sites		<p>An abbreviated review is required if the site selection process for the Administrative Review does not include at least one non-base year for each type of Provisions approved at the SFA (for example, Provision 1, Provision 2, Provision 3, or Community Eligibility Provision).</p> <p>If the SA determines that the SFA has not maintained the required records for a participating site, the SA must require the school(s) to return to standard meal counting and claiming, unless otherwise approved by USDA Food and Nutrition Service.</p>
	B. Documentation of the calculation of base year claiming percentages for the month of review		
	C. Meal counting and claiming procedure for sites operating in a non-base year		
	D. Base Year records for the month of review, including the following: <ol style="list-style-type: none"> 1. Approved extensions, if applicable 2. Meal Counts 3. Verification 4. Roster 5. Eligibility applications 		
	E. Consolidated daily and monthly meal counts for the month of review for all sites operating in a non-base year and sharing the same provisions cycle		

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<p>PROVISION 2 – DESK REVIEW</p> <p>(Review of a Base Year During a Non-Base Year)</p>	<p>A. Benefit issuance (BI) excel document for all free, reduced-price and paid students at all the sites sharing the same base year for any day during the month of review. The list should be attached in the Off Site Assessment Tool to question number 113.</p> <p>B. Access to all denied eligibility meal applications at the SFA level in a folder or binder.</p>		<p>All sites:</p> <ul style="list-style-type: none"> • Include applications for students who have withdrawn or transferred out during or after the review month. • Identify applications pulled for verification. • Direct certification list must be certified by the appropriate authority. • Rosters indicating changes to eligibility within the required time frames (within three operating days for increased benefits, must give 10 calendar days for decreased benefits, i.e. F to D, R to D, and F to R). • Filing system used for applications should match the benefit issuance document. • The district’s direct certification plan should be included as a reference (the County Welfare Department’s official certification letter with a signature and date should be available for review). • The SFA will be required to return to standard meal counting and claiming in the subsequent year for any of the following: <ul style="list-style-type: none"> a. The benefit issuance portion of the review identifies , an error rate of 5 percent or greater b. Severe noncompliance • The SFA will be required to establish a new base year or return to standard meal counting and claiming in the subsequent year if systemic meal counting errors require a full recalculation for the provision site(s) <p>Fiscal action may be taken if:</p> <ul style="list-style-type: none"> • Eligibility applications or other certification documentation relevant to the review month are not complete, correct, and available for review. • Rosters or other benefit issuance documents for each month are not consistent with eligibility documentation. • Applications are missing information • Claiming percentages incorrectly calculated
	<p>C. Base Year applications in the order of the BI roster for all selected free, reduced-price, and paid students at the sites sharing the base year.</p>		
	<p>D. Dated direct certification document for California Work Opportunity and Responsibility to Kids (CalWORKs), Food Distribution Program on Indian Reservations (FDPIR), and CalFresh for the selected students. If selected students are extended eligible from directly certified students, provide a document to show the students are included in the same household unit, if applicable during the base year.</p>		
	<p>E. Dated certified migrant, homeless or runaway approved documentation</p>		
	<p>F. Dated documentation for foster children certified as categorically eligible</p>		
	<p>G. Copy of the income eligibility guidelines used to certify applications. If using an electronic software, provide a print out of the income eligibility guidelines from the software</p>		
	<p>H. Number of eligible by category (Free, Reduced, Paid) for all sites sharing the same base year for the month of review.</p>		

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PROVISION 3	BASE YEAR		<p>For Provisions 3:</p> <p>For non-base year SPO types, the SFA must complete the off-site assessment tool including section IX, <i>Special Provision Options</i>, of the AR Manual</p> <p>Fiscal action must be applied if:</p> <p>Errors are identified in base-year certification and benefit issuance documents or if the claiming percentages were incorrectly calculated or applied</p> <p>At non-reviewed Provision 3 sites certification and benefit issuance errors are identified base year sites claiming percentages and/or funding levels used in non-base years must be adjusted to ensure accurate claiming for the current and future claims</p>
	A. Benefit issuance (BI) excel document for all free, and reduced-price students at all the sites sharing the same base year for any day during the month of review.		
	B. Access to all denied eligibility meal applications at the SFA level in a folder or binder.		
	C. Eligibility applications in the order of the BI roster for all selected free, reduced-price, and paid students at the sites sharing the base year.		
	D. Dated documentation for foster children certified as categorically eligible		
	E. Dated certified migrant, homeless or runaway approved documentation		
	F. Copy of the household notification of eligibility letter for Free, Reduced and Directly Certified		
	G. Written procedure for processing meal applications		
	H. Copy of the income eligibility guidelines used to certify applications. If using an electronic software, provide a print out of the income eligibility guidelines from the software		
	I. Dated direct certification document for California Work Opportunity and Responsibility to Kids (CalWORKs), Food Distribution Program on Indian Reservations (FDPIR), and CalFresh for the selected students. J. If selected students are extended eligible from directly certified students, provide a document to show the students are included in the same household unit, if applicable during the base year.		
	K. Number of eligible by category (Free, Reduced, Paid) for all sites sharing the same base year for the month of review.		
	L. Enrollment for sites sharing the base year for the month of review		
	M. Copy of the household notification of denied benefits letter		

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PROVISION 3 (continued)	NON BASE YEAR		
	A. Base-year and current year enrollment data (as of October 31, respectively) to support meal count adjustments for the current year		
	B. Total enrollment for the month of review for all Provision 3 sites sharing the same base year		
	C. Total meal counts for the month of review for all Provision 3 sites sharing the same base year		
	D. Documentation of the inflation factor, if used to adjust funding level		

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<p>COMMUNITY ELIGIBILITY PROVISION</p> <p>References:</p> <p>School Meals Community Eligibility Option http://www.fns.usda.gov/school-meals/community-eligibility-provision</p> <p>USDA SP 21-2014 (v.2) Community Eligibility Provision: Guidance and Q&As - Revised http://www.fns.usda.gov/sites/default/files/cn/SP21-2014v2os.pdf</p> <p>Community Eligibility Provision: Department of Education Title I Guidance http://www.fns.usda.gov/sites/default/files/SP19-2014os.pdf</p> <p>Management Bulletin NSD-SNP-16-2014 Community Eligibility Provision Application</p>	<p>Community Eligibility Provision – Base Year</p>		<p>Community eligibility is only available to schools with “identified student percentages” (ISP) of 40 percent or greater as of April 1 of the previous year.</p> <p>Reimbursement is based on an ISP multiplied by a factor of 1.6 and carried to two places using normal rounding.</p> <p>CDE Web page Community Eligibility Provision http://www.cde.ca.gov/ls/nu/sn/cep.asp</p> <p>USDA Web page School Meals: Community Eligibility Provision Resource Center: http://www.fns.usda.gov/school-meals/community-eligibility-provision-resource-center</p> <p>Fiscal action must be applied if:</p> <p>SFA’s calculations for the ISP is in error Withholding funds may be initiated for:</p> <p>Repeated or egregious violations not corrected</p> <p>Failure to submit complete and timely corrective action documents to the state agency</p>
	<p>A. Direct certification documentation for CalWORKs, FDPIR, migrant homeless, Cal Fresh, and foster children from April 1 of the prior year to support the Identified Student Percentage (ISP).</p>		
	<p>B. List of all enrolled students as of April 1 in the prior year</p>		
	<p>C. Daily and monthly consolidated meal counts for the month of review for breakfast and lunch</p>		
	<p>D. Daily and monthly consolidated meal counts for the month of the onsite review for breakfast and lunch</p>		
	<p>E. Documentation of claiming percentages for reimbursement claims</p>		
	<p>Community Eligibility Provision – Non-Base Year</p>		
<p>If you have established a new ISP, then all of the following are required:</p> <p>A. Direct certification documentation for CalWORKs, FDPIR, migrant homeless, Cal Fresh, and foster children from April 1 of the prior year to support the Identified Student Percentage (ISP).</p> <p>B. List of all enrolled students as of April 1 in the prior year</p> <p>C. Daily and monthly consolidated meal counts for the month of review for breakfast and lunch</p> <p>D. Daily and monthly consolidated meal counts for the month of the onsite review for breakfast and lunch</p>			

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<p>PROCUREMENT</p> <p>References:</p> <p>7CFR Parts 3016 and 3019 as applicable 2CFR 200 7CFR 210.21, 215.14a, 220.16, 225.17, 226.22</p>	<p>A. Written procurement plan</p> <ol style="list-style-type: none"> 1. Written procurement procedures 2. Written code of conduct 3. Written plan to purchase products produced and processed in the US (Buy American) <p>B. Documentation of micro-purchasing method below \$3,500 per purchase from multiple suppliers if applicable</p> <p>C. Documentation of informal procurement method below \$87,800 (State threshold for Jan 1 – Dec 31, 2016) or \$150,000 (Federal threshold) as applicable, written specifications, price quotes obtained from an adequate number of qualified sources.</p> <p>D. Documentation of formal procurement method above \$87,800 (State threshold for Jan 1 – Dec 31, 2016), written specification</p> <ol style="list-style-type: none"> 1. Invitation for Bid (IFB), sealed bids, publicly solicited and awarded to responsive and responsible bidder 2. Request for Proposal (RFP), publicized, identified evaluation criteria, conducted technical evaluation 3. Noncompetitive negotiation, solicited from only one source, reasons for using this method <p>E. Documentation that all contracts contain required provisions</p> <p>F. Documentation of management procedures to ensure contractor compliance</p>		<p>Examples for procurement: distributors of food and supplies, technology services, equipment maintenance, processors of USDA Foods, Food service Management Company (FSMC)</p> <p>Procurement in School Nutrition Programs http://www.cde.ca.gov/ls/nu/sn/fsmcproc.asp</p> <p>Withholding funds may be initiated for:</p> <p>Repeated or egregious violations not corrected</p> <p>Failure to submit complete and timely corrective action documents to the state agency</p>

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<p>PROCUREMENT</p> <p>CONTRACTING WITH FOOD SERVICE MANAGEMENT COMPANIES</p> <p>References:</p> <p>7 <i>CFR</i> 210.16(a)(10) 7 <i>CFR</i> 210.19(a)(5) 7 <i>CFR</i> 210.21(c)(1) 7 <i>CFR</i> 220.7(d)(1)(ix)</p> <p>Preapproval of FSMC contract</p> <p>7 <i>CFR</i> 210.21(f)(1)(i) Discounts and rebates</p> <p>Annual reconciliation:</p> <p>7 <i>CFR</i> 250.51 7 <i>CFR</i> 250.54(a)-(c)</p> <p>Receipt of end products from commercial processor or distributor:</p> <p>7 <i>CFR</i> 250 Subpart C</p>	<p>G. Documentation of SFA retaining signature authority</p> <p>H. List of staff responsible for application, certification or verification process</p> <p>I. Copy of Food Service Management Company contract</p> <p>J. List of staff responsible for maintenance of the school food service nonprofit account</p> <p>K. Annual reconciliation and all supporting documentation (for Food Service Management Company contracts only)</p> <p>L. Evidence of required Health certifications (i.e., Serve/Safe certification, health permits, HACCP, Cal/Code)</p> <p>M. Evidence of maintaining Advisory Board for menu planning</p> <p>N. Evidence of SFA periodic monitoring of food service to ensure the FSMC is operating according to the contract</p>		<p>SA must review documents to ensure that the SFA retains authority for all SFA operations per their agreement with the SA.</p> <p><i>Withholding funds may be initiated for:</i></p> <p>Repeated or egregious violations not corrected</p> <p>Failure to submit complete and timely corrective action documents to the state agency</p>