

# STRATEGIES FOR AR SUCCESS

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Melissa Manning, RDN





## Team:

Jennifer McNeil, RDN

Mickinzie Lopez, MS, RDN



## Quick Stats:

2016 | Year Founded

48 | Districts Supported

466 | Number of Schools

65 | Audits Completed

3 | Non-Profits

70% | Repeat Clients

## Projects:

AR & Procurement Reviews

CACFP Reviews

Fresh Meals Pilot Program

Menus, Recipes, & Analysis

Marketing

Food Safety & Training

Procurement, RFP's, Bids

Special Provisions

Application for CEP (data!)

Meal Applications

Wellness Policies



## Team



Melissa Manning, RDN



Christine Penrose, RDN

And Annisha Takhar, Nutritionist

## Quick Stats:

1998 | First School Contract  
3 | Years at CDE  
12 | Avg Audits Per Yr  
4 | Certification Packets/Yr  
21 | Clients in 2019  
180,000 | Students Served  
21 | Years Consulting with  
my Longest Client

## Projects

Menu Planning and Analysis  
Carbohydrate Counts  
Special Diets  
Recipe Development  
Product Development/PFS  
Certification Packets  
NSLP/CACFP  
Administrative Reviews  
Employee Training  
Dietetic Internship Advisory  
Board for CSULB  
Mother of 2 :)

# AGENDA

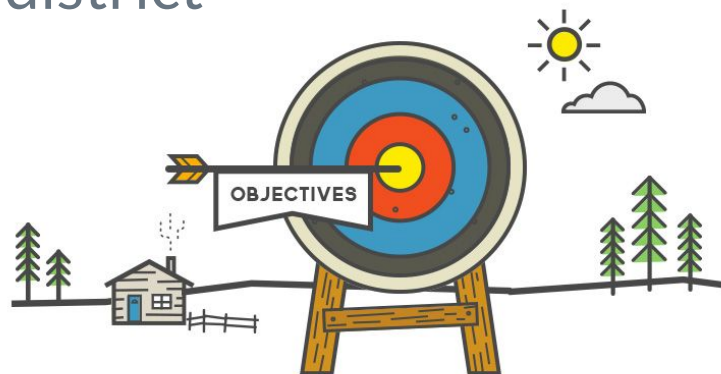
# Topics

1. Timeline
2. Off-site Assessment
3. Menu Compliance
4. Site Visit
5. AR Entrance
6. Miscellaneous
7. Resources
8. Discussion (Q & A)



# Objectives

- *What to expect when you're expecting*  
...an AR in SY 19-20
- Strategize priorities for **your** district
- Focus your energy



1.

# TIMELINE



# Administrative Review **Timeline**

Early Fall	8 Weeks Out	Month of Review		AR Date	30 Days After AR
<p><b>Confirm Dates: Month of Review, Site Visit, &amp; AR</b></p> <p>The <b>Month of Review</b> is the most recent month for which claims have been submitted prior to AR Entrance Visit.</p> <p><b>What's best for you?</b></p>	<p><b>Off-site Assessment Tool</b></p> <p>Complete and submit <b>8 weeks prior</b> to AR Entrance.</p>	<p><b>5-Day Menu Review</b></p> <p>One 5-day week during the <b>Month of Review</b> where menu compliance will be assessed.</p>	<p><b>Site Visit?</b></p> <p>Auditor will observe school site(s) during <b>meal service</b>. Could occur during the Week of Menu Review or after the AR Entrance.</p>	<p><b>AR Entrance Visit</b></p> <p>AR Entrance <b>begins today</b>. The auditor will be checking <b>additional paperwork</b> and doing site visits if those haven't already occurred.</p>	<p><b>Corrective Actions</b></p> <p>The Exit Conference will conclude the Auditor's visit. Once corrective actions are posted in CNIPS, responses are due within <b>30 days</b>.</p>

2.

# OFF-SITE ASSESSMENT



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# OAT: The First Hurdle

## Administrative Review Off-Site Assessment (OAT) CHECKLIST



- ### Benefit Issuance
- Blank Meal Application
  - Approval & Denial Letter for Free and Reduced-Price Meals
  - Direct Certification Notification Letters for Free and Reduced-Price Meals
  - Meal Count & Collection Procedures

- ### Meal Counting
- Procedures for Meals Served Outside of the Cafeteria
  - Meal Charge Policy
  - Copy of Notice Sent to Families or Posted Online about the Meal Charge Policy
  - Evidence of Staff Training on the Meal Charge Policy during SY 19-20

- ### Resource Management
- Unaudited Actuals Form 13 for SY 18-19
  - SNP-57 Net Cash Resources Calculator
  - Copy of Financial Plan if Available

- ### Verification
- Verification Policy & Procedure
  - FNS-742 Verification Collection Report (Available after 11/15/19)

## Notes:

- Sample policies & forms for most items on this Checklist are available on the LunchAssist Google Drive
- Some areas of the Checklist may be N/A for your School(s)



- ### Civil Rights
- Public Media Release for SY 19-20
  - Civil Rights Complaint Policy & Procedure
  - Special Dietary Needs Policy & Procedure
  - Agenda & Sign-in Sheet for Civil Rights Training during SY 19-20
  - Form Used to Collect Racial & Ethnic Data

- ### School Wellness
- Local School Wellness Policy (LSWP)
  - Agenda & Sign-in Sheet for Most Recent LSWP Committee Meeting
  - Copy of Invitation Sent to Families or Posted Online for to the LSWP Meeting
  - Triennial Assessment of the LSWP

- ### Smart Snacks
- Smart Snacks Policy & Procedure
  - A List of all Competitive Foods & Beverages Sold at the School (Excludes: Candy, Mince Snacks, etc.)

- ### Professional Standards
- Copy of ServSafe Certificate and Diploma or Resume for the Nutrition Director (Only if Hired after 7/1/2015)
  - Evidence that Professional Standards

# Benefit Issuance

- Letters
  - Nondiscrimination statement
  - Meal Count & Collection Procedures
- ★ Applications are *not* checked via the OAT.

# Meal Counting

- BIC, Saturday school, field trips, special needs classes, detention meals, etc.
- Meal Charge Policy

# Resource Management

- SY 18-19
- Internal Control Procedures
- Non-program foods



# Civil Rights

- Media Release
- Nondiscrimination statement



*Online Course*

## **Civil Rights and Complaints in the Child Nutrition Programs**

**Nutrition Services Division**

Welcome to the California Department of Education (CDE) Nutrition Services Division (NSD) Civil Rights and Complaints online course.

By completing this course, you will learn about the seven mandatory civil rights training topics, as designated by the U.S. Department of Agriculture (USDA), and the sponsor's responsibilities to maintain compliance with civil rights regulations in California.

This course takes approximately 15 minutes to complete. Please allow enough time to complete the course in one sitting. You are required to complete every question, except those noted as "optional". At the end of the course, you will be asked to complete a short evaluation. You will then have access to a printable course certificate of completion for your records. Completion of this course is not recorded until you select **Submit** on the final screen. By selecting **Submit**, you are acknowledging that you have viewed the entire course.



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# Local School Wellness Policy

- Update Wellness Policy
- Triennial Assessment
- Stakeholder meetings
- LSWP posted online





# Breakfast & Summer Outreach



**Breakfast Served Daily  
At All Schools**

Breakfast is Offered from 7:30-8:00 AM

Featuring  
Warm Cinnamon Rolls  
Freshly Baked Muffins  
Yogurt, Fresh Fruit, and More!

Applications for free and reduced-price meals are available online or in the school office.

  
This institution is an equal opportunity provider.

USDA  
United States Department of Agriculture

**School's Out!**

**POWER UP**  
for  
**Summer Fun!**



Did you know there are free activities and meals available in your community for your kids and teens this summer?

**Find a site near you!**

.....

Call: 1-866-348-6479  
Visit: [www.fns.usda.gov/summerfoodrocks](http://www.fns.usda.gov/summerfoodrocks)  
Text: "Summer Meals" to 97779

No cost or enrollment required.  
Open to all children under 18.



U.S. Department of Agriculture | Food and Nutrition Service | FNS-490 | January 2018  
USDA is an equal opportunity employer and provider.

# Strategies for Success

- ★ Review previous OAT
- ★ Gather up attachments
- ★ Use the OAT Guidance document
- ★ “Validate” = **SUBMIT**



3.

# MENU COMPLIANCE



*Menu Compliance includes food labels, recipes, menu production records, meal component worksheets, and all of the details for reimbursable food served during the Week of Menu Review.*

*Documents may be uploaded to CNIPS.*

# Menu Compliance

- Daily vs Weekly Minimums: Meat & Grain

Monday	Tuesday	Wed	Thursday	Friday
2M/2G 1M/1G	2M/2G 2M/2G	2M/2G 1M/1G	2M/2G 2M/2G	2M/2G 1M/1G



- Updated regulations
- Double check PFS

# Meal Components and Quantities

## Common Findings

- Meat
- Grain
- Veggie Sub Groups
- Fruit
- Choice of Milk



# Menu Compliance

## Documentation:

1. *Menu*
2. *Monday*
  - Production Sheets*
  - Standardized Recipes*
  - Product Formulation Statements*
3. *Tuesday...*

Monday	Tuesday
Jun - 24	Jun - 25
Sloppy Joe on a Bun	Beef Hot Dog
Broccoli Cheddar Potato Bowl, Roll	Turkey, Bacon, Cheddar on Dutch Crunch
Pizza Pasta	Minestrone Soup
Chicken Burrito	and a Soft Wheat Roll
-- SIDES --	Deep Dish Cheese Pizza
Apple	Homemade Mac & Cheese
Baby Carrots	Sunbutter & Jelly
Soybeans	Sandwich
--CHOICE OF MILK--	-- SIDES --
Nonfat Milk	Grapes
1% Milk	Jicama & Lime
--CONDIMENTS--	Cherry Tomatoes
Ranch Dressing	--CHOICE OF MILK--
Taco Sauce	Nonfat Milk
	1% Milk
	--CONDIMENTS--
	Ranch Dressing
	Mustard

# Menu Compliance: Certification of Compliance Worksheet

## Weekly Report Lunch, Grades K-8

Cells shaded this color means the daily minimum for the component is NOT met

Go to instructions	Monday	Tuesday	Wednesday	Thursday	Friday	Weekly Total	Weekly Requirement (cups)	Weekly Requirement Check
Minimum Fruit (cups)	1/2	1/2	1/2	1/2	1/2	2 1/2	2 1/2	Yes

Weekly Fruit Juice Limit Check (no more than half of total fruit)	Total Weekly Fruit	Total Weekly Fruit Juice	Percent of total weekly fruit that is juice	Weekly requirement check
	2 1/2	0	0.00%	Yes

	Monday	Tuesday	Wednesday	Thursday	Friday	Weekly Total	Weekly Requirement (cups)	Weekly Requirement Check
Minimum Vegetables	1	1	1	1	1	5	3 3/4	Yes
Cups of DARK GREEN	0	0	0	0	1/2	1/2	1/2	Yes
Cups of RED/ORANGE	5/8	1/2	5/8	0	0	1 3/4	3/4	Yes
Cups of BEANS/PEAS(Legumes)	1/2	0	0	0	0	1/2	1/2	Yes
Cups of STARCHY vegetables	0	1/2	0	0	0	1/2	1/2	Yes
Cups of OTHER (any other type of vegetable)	0	0	1/2	1	1/2	2	1/2	Yes

Weekly Vegetable Juice Limit Check (no more than half of total vegetables)	Total Weekly Vegetables	Total Weekly Vegetable Juice	Percent of total weekly vegetables that is juice	Weekly requirement check
	5	0	0.00%	Yes

### Comments Section

	Monday	Tuesday	Wednesday	Thursday	Friday	Weekly Total	Weekly Requirement (oz equivalents)	Weekly Requirement Check
Minimum Meat/Meat Alternate	2.00	2.00	2.00	2.00	2.00	10.00	9	Yes
Maximum Meat/Meat Alternate	2.50	2.00	2.00	2.00	2.00	10.50	10	No

	Monday	Tuesday	Wednesday	Thursday	Friday	Weekly Total	Weekly Requirement (oz equivalents)	Weekly Requirement Check
Minimum Grain	2.00	2.00	2.00	2.00	2.00	10.00	8	Yes
Maximum Grain	2.25	4.00	2.00	2.00	2.00	12.25	9	No



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# Menu Compliance

*Meal Compliance Risk Assessment Tool*



*Dietary Specifications Assessment Tool*



*Nutrient Analysis?*

# Strategies for Success

- ★ Review previous AR Report
- ★ Upload menu documentation to CNIPS
- ★ Provide paper copies



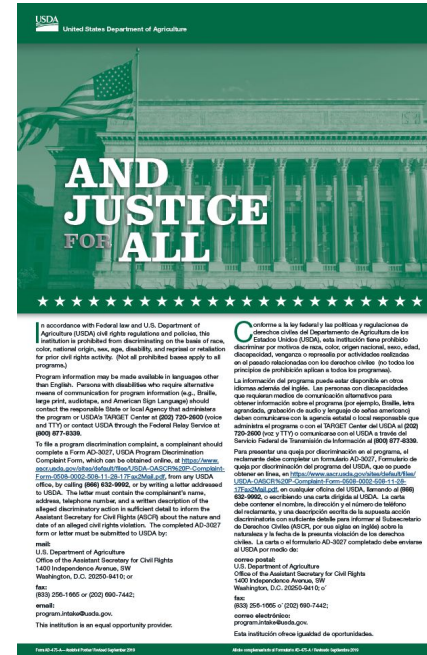
# 4. SITE VISIT

# Site Visit: The Cafeteria Gets Reviewed



# Site Visit: Signage

- “And Justice for All”
- Offer vs Serve poster
- Wellness Policy
- Health permit
- Health inspection



# Site Visit: Paperwork

- Special diets
- HACCP plan
- Temperature logs
- Buy American Waivers
- Meal Count & Collection Procedures
- Recipes
- Production Records

# Civil Rights

- Special dietary needs



# Food Safety, Storage & Buy American

- Certificates
- HACCP Plan
- Temperature logs





# Food Safety, **Storage & Buy American**

- Buy American
  - Store room inspection
  - Non-domestic items



# Meal Counting & Nutritional Quality

- Overt identification
- Additional points of service
- Location of POS



# Meal Counting & Nutritional Quality

## OVS

- Breakfast
  - **3** out of 4 food *items*
- Lunch
  - **3** out of 5 food *groups*
- ½ c **F** or **V**
- *Minimum amounts*

**OVS**  
Offer Versus Serve for K-5 Meals

**OFFER**

**5 Food Groups:**

1. Milk - White or Flavored Milk
2. Fruit - Salad Bar Apples, Pears, Berries, etc.
3. Veg - Salad Bar Lettuce, Beans, Potatoes, etc.
4. Grain - Dinner Rolls, Chips, Muffin, Entrees
5. Protein - Cheese, Yogurt, Entrees

**SERVE**

½ cup of Fruit or Veg  
+  
2 or More Other Food Groups  
=  
**Reimbursable Meal**  
3 or More Food Groups including ½ c Fruit or Veg

**EXAMPLES**

- Fruit + Veggie + Dinner Roll
- Fruit + Milk + Muffin
- Veg + Milk + Yogurt
- Veg + Cheese + Chips
- Fruit + Entree w/Grain & Protein (i.e. Pizza)
- Veg + Entree w/Grain & Protein (i.e. Burger)
- Milk + Fruit + Veg + Roll + Cheese + Entree

**LunchAssist** This institution is an equal opportunity provider.

# Meal Counting & **Nutritional Quality**

- Follow the menu... substitutions
- Water
- Menu Production Records
  - Fill out completely
  - Correct sizes
  - Record changes



# Meal Counting & **Nutritional Quality**

- Offer all components to all students
- Don't run out of food!
- *Last student in line* rule



# Wellness & Smart Snacks

- Compliant non-program food sales



# Afterschool Snacks

- Snacks reported = # verified
- On-site monitoring:
  - Complete during first 4 weeks of school
- Meal pattern:
  - $\frac{3}{4}$  cup fruit or veg (not  $\frac{1}{2}$  cup)



# Strategies for Success

- ★ Review previous AR
- ★ Site training & checklists
- ★ OVS
- ★ Mock audit
- ★ Encourage
- ★ Communicate
- ★ Visualize
- ★ Follow up, don't give up





# 5. ENTRANCE VISIT



## ***Entrance Visit***

*Remaining paperwork that hasn't already been reviewed.  
Site Visits if they were not already completed.*

# Meal Access & Reimbursement

- Applications & DC
- Verification
- Meal Counts
- Claiming



# General Area

- Site Monitoring
- Smart Snacks

### SNP SITE MONITORING REVIEW

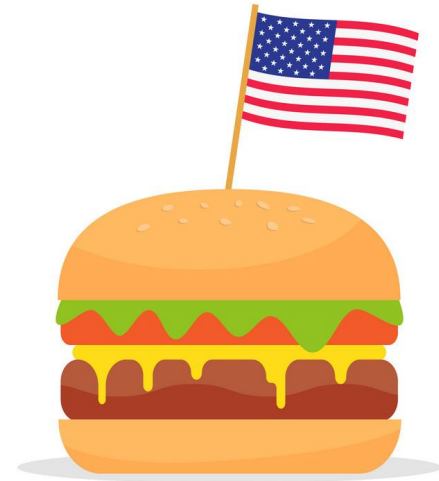
Every school year, prior to February 1, each School Food Authority (SFA) with more than one school must perform no less than one on-site review of the meal counting and claiming and the readily observable general areas in each school operating the National School Lunch Program (NSLP) and 50% of schools operating the School Breakfast Program (SBP) under its jurisdiction.

AGENCY:	MEAL OBSERVED: <input type="checkbox"/> Lunch <input type="checkbox"/> Breakfast	DATE:
SITE:	ARRIVAL TIME:	
SITE STAFF RESPONSIBLE FOR MEAL COUNTS:	DEPARTURE TIME:	
MONITOR THE ENTIRE MEAL COUNT PROCEDURE BY OBSERVATION AND INTERVIEW - FROM BENEFIT ISSUANCE UNTIL MEALS ARE COUNTED AND RECORDED ON THE REPORT TO THE DISTRICT OFFICE. <b>IF ANSWER THE FOLLOWING QUESTIONS, DOCUMENT ANY ISSUES NEEDING CORRECTIVE ACTION.</b>	Today's Menu (Record All Food Items Served and Serving Sizes)	YES NO
<b>Any "NO" response to questions 1 through 19 requires sponsor corrective action and follow-up within 45 days.</b>		
1. Does the meal count system at the site match what is described in the collection procedures for the site? Is a copy of the procedures on site?		
2. Menu planning grade group(s) <input type="checkbox"/> K-5 <input type="checkbox"/> K-8 <input type="checkbox"/> 6-8 <input type="checkbox"/> 9-12		
3. Do all meals served meet the menu pattern requirements?		
4. Is the method used for counting reimbursable meals in compliance with the approved point of service requirement? (Meal counts must be taken at the location(s) where complete meals are served to children.)		
5. Is the point of service meal count used to determine the school's claim for reimbursement?		
6. Is the person responsible for monitoring and counting meals correctly identifying reimbursable meals?		
7. Does the count system prevent overt identification of the eligible needy?		
8. Are internal controls (edits, monitoring, etc.) established to ensure that daily counts do not exceed the number of students eligible or in attendance and that an accurate claim is made?		
9. Does the count system accurately capture the number of reimbursable free, reduced-price, and paid meals served to eligible children on a daily basis? <b>Today's Meal counts by category</b> Free _____ Reduced-Price _____ Paid _____ <b>Number of students approved by category</b> Free _____ Reduced-Price _____ Paid _____		
10. Is a current eligibility list kept up-to-date and used by the meal counting system to provide an accurate daily count of reimbursable meals by category (free, reduced price, paid)?		
11. Are comparisons of daily free, reduced-price, and paid meal counts against data which will assist in the identification of meal counts in excess of the number of free, reduced-price, and paid meals served each day to children eligible for such meals complete, per 7 CFR 220.11(d) and 7 CFR 210.8(a)(c)?		
12. Is the school correctly implementing policies for handling the following (as applicable):		
a. Second meals?		
b. Lost, stolen, misused, forgotten or destroyed tickets, tokens, IDs, etc.?		
c. Adult and non-student meals (and identifying program vs. nonprogram)?		
d. A la carte?		
e. Field trips?		
f. Charged and/or prepaid meals?		
g. Unpaid meal charges?		
13. Is someone trained as a backup for the monitor and the meal counter?		
14. Are there procedures for meal counting and claiming when the primary counting and claiming system is not available? Do staff know when and how to implement them?		



# Buy American

- Buy American
  - Bid documents
  - Follow up on inconclusive items



# Professional Standards

- SY 19-20 *and* SY 18-19
- Diploma & ServSafe Certificate
- Agendas
- Sign-in sheets
- Tracking Tool
- Planned trainings



Have it - Track it!

# Professional Standards

Employee Name	Site Location	Position	Hire Date	Position Category	Trainings: Title, Date Completed, Number of Training Hours, and Learning Objective Code				Training Totals SY 19-20		
					Civil Rights Training	Back to School Meeting	Meal Charge Policy Training	Title of Other Training	Completed Training Hours	Req'd Training Hours	Training Hours Needed
Jane Hernandez	Central Office	Director of Nutrition	10/1/15	Director	0.25				0.25	12	11.75
Wilma Hutt	School ABC	School Kitchen Manager	1/31/18	Manager	0.25				0.25	10	9.75
Jorge Smith	School 123	Food Server	4/1/89	Part Time Staff <20 hrs	0.25				0.25	4	3.75
Roz Lowery	School 123	Cashier	7/1/14	Staff >20 hrs	0.25				0.25	6	5.75
(continue next staff members here)									0		0
									0		0



# Strategies for Success

- ★ Repeat findings
- ★ Paper *and* digital copies
- ★ Use checklists
- ★ Nothing extra
- ★ Provide a comfortable workspace





6.

# Miscellaneous



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# Miscellaneous

- Special Provisions
- Comprehensive Resource Management
- After School Snacks
- Seamless Summer Option
- Fresh Fruit & Vegetable Program

7.

# RESOURCES

Helpful Tools We Love!



# AR Resources

- Checklists - **See handouts!**
- USDA AR Manual
- USDA School Meal Policy Memos
- CDE AR Guidance - Check CNIPS
- [www.lunchassist.org](http://www.lunchassist.org)
- [www.myschoolrd.com](http://www.myschoolrd.com)



6.

# DISCUSSION

Questions?

# Question & Answer Session





## Contact Us

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