Administrative Review Areas

Critical Areas of Review

Performance Standard One (PS-1) -- areas that are reviewed to determine that each child was provided the proper meal benefits and that meals are properly counted and claimed for reimbursement.

Certification and Benefit Issuance, Verification:
- Applications
- Rosters
- Categorical Eligibility (Direct Certification, Homeless, Migrant, Foster, Head Start, Even Start, Runaway)

Meal Counting and Claiming:
- Point of Service System, Daily Record, Reimbursement Claims
- Meals claimed for reimbursement are served only to children eligible for free, reduced price, and paid lunches
- Meals are counted, recorded, consolidated, and reported through a system which consistently yields correct claims

Performance Standard Two (PS-2) -- areas that are reviewed to determine that meals served to students are prepared, offered, and served according to the daily and weekly meal pattern requirements for the appropriate age/grade groups.

Meal Components and Quantities:

- Lunches claimed or reimbursement by the district contain food items/components as required by program regulations
- Completed and accurate Food Production Records, Child Nutrition (CN) Labels/Product Analysis
- Age/grade groups, meeting minimum portions
- Offer versus Serve

Dietary Specifications:
- Meeting minimum requirements for calories, saturated fat, trans fat, and sodium
- Nutrient Analysis

General Areas of Review

- Implementation of Free and Reduced Price Policy Statement
- Public Announcement
- Overt Identification
- Onsite Monitoring Responsibilities

Revised 5/7/2015

- Proper Postings and Non-Discrimination Statements of Program Materials
- Complaint Policy
- Reporting and Record Keeping
- Local School Wellness Policy
- Food Safety/Health Inspections
- Civil Rights
- Equipment Grants
- Competitive Food (Smart Snacks)
- School Meal Environment
- Water
- School Breakfast Program (SBP) and Summer Food Service Program (SFSP)

Resource Management and Procurement

A *Resource Management Tool* assesses potential risks for the Resource Management portion of the Administrative Review. The tool must be completed and submitted at least four (4) weeks prior to the On-site Review. If risk is identified, a Comprehensive Resource Management review will be conducted.

- Maintenance of the Nonprofit School Food Service Account
- Paid Equity Lunch
- Revenue from Nonprogram Foods
- Indirect Costs (IDC)

Procurement processes will be reviewed to determine if the Contracting Entity (CE) is promoting fair and open competition for the food service program in accordance with Federal Procurement Regulations. In addition, documentation of purchases will be reviewed to determine if revenues are used for expenses that are necessary for the operation and improvement of school meal services. Additional information that may be reviewed includes:

- Procurement Policies and Procedures
- Contracts
- Formal Bid Documentation
- Standards of Conduct
- Cooperative Food Purchasing Agreements

Other Federal Programs (Critical and General Areas)

- Fresh Fruit and Vegetable Program (FFVP)
- After School Snack Program (ASSP)
- Seamless Summer Option (SSO)
- Special Milk Program (SMP)
- At Risk Child and Adult Care Food Program (At Risk CACFP)

Please note: Not all areas will apply to all Contracting Entities

Revised 5/7/2015