



# PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | June St. Clair Atkinson, Ed.D., *State Superintendent*

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May 19, 2016

TO: School Nutrition Administrators

FROM: Susan Thompson, Senior Consultant, Continuing Education and Resource Development  
Child Nutrition Services

RE: Invitation to *The Administrative Review Process: An approach to collaborative compliance workshop*

North Carolina Department of Public Instruction, School Nutrition Services Section will offer *The Administrative Review Process: An approach to collaborative compliance* workshop on June 13-14, 2016 at the Koury Convention Center in Greensboro, NC. The workshop will provide important information about the United States Department of Agriculture Administrative Review. Feedback from past participants indicates that this session provided valuable opportunities to learn more about collaborative participation in a successful review. Please invite members of your School Nutrition team who perform the duties associated program operations related to the Administrative Review to join you at the workshop. The session will begin with registration at 12:30 pm on June 13 and continues from 8:30 AM to 3:30 PM on Tuesday, June 14. Participants are responsible for all related travel expenses including meals, snacks, and beverages. It will provide 10 hours of continuing education credit for School Nutrition professional development in the learning code 3260 Administrative Review.

Download this attachment and click on the link below to register for the workshop:

<https://onece.ncsu.edu/search/publicCourseSearchDetails.do?method=load&courseId=5798016>

Please register for the workshop by Friday June 3, 2016. Your registration will be confirmed by email from Iyana Porter at North Carolina State University McKimmon Center. If you have questions after you have submitted your registration, please contact Iyana at [importer@ncsu.edu](mailto:importer@ncsu.edu) or (919) 515-8185. If you have general questions about the workshop, please contact Susan Thompson at [susan.thompson@dpi.nc.gov](mailto:susan.thompson@dpi.nc.gov).

We look forward to seeing you in Greensboro for this important professional development opportunity!

## SCHOOL NUTRITION SERVICES

### SAFE AND HEALTHY SCHOOLS SUPPORT DIVISION

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AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

North Carolina Department of Public Instruction  
School Nutrition Services

**Administrative Review: An approach to collaborative compliance**

Koury Convention Center, Greensboro, NC

June 13-14, 2016

Tentative Agenda

**Day 1 - June 13, 2016**

Sign in: noon to 12:30 pm

Workshop: 12:30 to 5:30 pm

Introduction to the Administrative Review (AR)

AR Process

Access and Reimbursement:

Eligibility, Direct Certification, Benefits Issuance, and CEP  
Verification

Meal Counting, Claiming and Reimbursement

Nutritional Quality and Meal Patterns

Meal Components

Offer vs. Serve

Dietary Specifications, Nutrient Analysis and Meal Component and Quantities Worksheets

**DAY 2 – June 14, 2016**

Sign in: 8:30 – 9:00 am

Workshop 9:00 am to 3:30 pm (1 ½ hours for lunch)

General Program Compliance Areas:

Civil Rights

On-Site Reviews

Competitive Foods

Professional Standards

Local Wellness Policy

Water

Food Safety

SBP and SSO Outreach

Resource Management

Financial Management

Procurement

CN Technology System – Off-Site Data Entry

Post Review Procedures and Best Practices for Submitting Corrective Action

Other Federal Programs

After School Snack Program

Seamless Summer Option

Fresh Fruit and Vegetable Program