



**United States
Department of
Agriculture**

Food and
Nutrition
Service

3101 Park
Center Drive
Alexandria, VA
22302-1500

DATE: June 20, 2013

MEMO CODE: SP 47-2013

SUBJECT: Administrative Review Training Webinar Opportunities

TO: Regional Directors
Special Nutrition Programs
All Regions

State Directors
Child Nutrition Programs
All States

This memo announces a series of Administrative Review training webinars designed to complement in-person trainings conducted in spring 2013. These webinars are designed to provide State agency reviewers with additional knowledge and skills needed to conduct Administrative Reviews to assess a School Food Authority's compliance with Child Nutrition Program requirements.

The webinars will provide information, such as:

- Administrative Review topics not covered during in-person trainings (details in attached schedule);
- Answers to questions asked throughout trainings; and
- Supplemental training on complex topics for which State agencies have requested additional technical assistance (e.g., Special Provision Options, Resource Management, Fiscal Action).

The webinar schedule is attached.

Prior to each webinar, the Food and Nutrition Service will send an announcement with details on how to access the webinar. Prior registration is not required. Webinars will be recorded and made available online for later viewing.

Original Signed

Cynthia Long
Director
Child Nutrition Division

Attachment

Attachment: Administrative Review Training Webinar Schedule

Date/Time	Webinar Title	Description
<p align="center">Wednesday June 26, 2013 2:00-3:30 p.m. EST</p>	<p>General Program Requirements and Special Milk Program</p>	<p>Provides training on Administrative Review Topics not covered during in-person trainings:</p> <ul style="list-style-type: none"> • Competitive Foods • Water • Special Milk Program • SFA On-site Monitoring • SBP and SFSP Outreach
<p align="center">Wednesday July 10, 2013 2:00-3:30 p.m. EST</p>	<p>General Questions & Answers</p>	<p>Answers questions related to the general Administrative Review process.</p>
<p align="center">Wednesday July 17, 2013 2:00-3:30 p.m. EST</p>	<p>Module-Specific Questions & Answers</p>	<p>Answers Administrative Review topic-specific questions asked throughout in-person trainings.</p>
<p align="center">Wednesday July 24, 2013 2:00-3:30 p.m. EST</p>	<p>Resource Management I</p>	<p>Delivers additional training on reviewing Resource Management. This first webinar will focus on:</p> <ul style="list-style-type: none"> • Nonprofit School Food Service Account • Allowable Costs • Indirect Costs
<p align="center">Wednesday July 31, 2013 2:00-3:30 p.m. EST</p>	<p>Resource Management II</p>	<p>Delivers additional training on reviewing Resource Management. This second webinar will focus on:</p> <ul style="list-style-type: none"> • Paid Lunch Equity • Revenue from Nonprogram Foods • USDA Foods
<p align="center">Wednesday August 7, 2013 2:00-3:30 p.m. EST</p>	<p>Special Provision Options</p>	<p>Provides training on how to conduct an Administrative Review for SFAs participating in Special Provision Options.</p>
<p align="center">Wednesday September 11, 2013 2:00-3:30 p.m. EST</p>	<p>Fiscal Action</p>	<p>Provides additional training on how to assess fiscal action during an Administrative Review.</p>