



United States
Department of
Agriculture

Food and
Nutrition
Service

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SUBJECT: School Year 2013-2014 Coordinated Review Effort (CRE):
Procedures Manual, Forms and Instructions

TO: Regional Directors
Special Nutrition Programs
All Regions

State Directors
Child Nutrition Programs
All States

This memorandum provides guidance to State agencies conducting school year (SY) 2013-2014 administrative reviews using the revised Coordinated Review Effort (CRE) procedures. For guidance on conducting certification for performance-based reimbursement, including certifications which may occur during the administrative review process, please refer to SP-51-2013, *Certification and Administrative Reviews in School Year (SY) 2013-2014*, dated August 7, 2013.

Attached to this memorandum are the *SY 2013-2014 CRE Procedures Manual* and updates to *CRE Forms and Instructions*. This Manual is to be used in conjunction with the *CRE Forms and Instructions* for reviews of the National School Lunch Program (NSLP) and School Breakfast Program (SBP). The reviewer will check [✓] if the type of administrative review being conducted is a first review or follow-up review, NSLP or SBP, as applicable, and use two sets of forms, one for each program.

The *SY 2013-2014 CRE Procedures Manual* highlights the requirement for State agencies to use the *CRE Forms and Instructions* for the Critical Areas of Review as they are prescribed by the Food and Nutrition Service (FNS) to ensure uniformity in the review process. These forms must be used for all administrative and follow-up reviews of the NSLP and SBP conducted under the CRE. Further, the *CRE Forms and Instructions* developed for the General Areas of Review are prototypes. State agencies may use their own administrative review forms for the general areas as long as the forms include the scope of review defined in 7 CFR Part 210.18 and the provisions from the *Healthy, Hunger-Free Kids Act of 2010* (HHFKA).

Review Requirements

For State agencies using the CRE procedures during SY 2013-2014, the review must include the following:

- **Performance Standard 1 (PS1) and General Areas:** State agencies should use the attached CRE Forms and Instructions for PS1 and General Areas as the forms and instructions have been updated to reflect current regulations and policy guidance implemented as a result of the HHFKA.
- **Performance Standard 2 (PS2):** The reviewer must observe the meal service for selected schools for both NSLP and SBP, as applicable, and examine menu records using the:
 - FNS Certification Tool (or an FNS-approved certification tool) in conjunction with the FNS Validation Review Checklist (Table 1, or similar table);
 - Written menu (s);
 - Production records;
 - Weighted nutrient analysis; and
 - Other supporting documentation for one school week to determine compliance with the daily/weekly meal pattern requirements including:
 - Meal components;
 - Milk types;
 - Vegetable subgroups;
 - Food quantities; and
 - Dietary specifications (e.g., calories, saturated fat, and *trans fat*).
- **School Breakfast Program (SBP) Review:** In response to workload concerns of having to review breakfast in all schools selected for a NSLP review which was not present in past CRE requirements, FNS is allowing State agencies to adopt the new administrative review procedures for conducting SBP reviews as follows:
 - State agencies must review the SBP at 50 percent of the schools that are selected for a NSLP review, with a minimum of one (1) school receiving a SBP review.
 - For example, if ten schools are selected for a NSLP review and all ten schools operate SBP, then five schools are required to be reviewed. If SBP is only in operation in five schools, then three would be required (round up).
 - If none of the schools selected for review operates SBP and the review sample was obtained using the required selection criteria exclusively then the State agency must select an additional school (SBP site, a minimum of one) to review. For this school, only the SBP will be reviewed; no reviews of additional programs are required.

- If additional criteria were used to obtain the required review sample size, then the State agency has discretion to select an additional SBP school or replace one of the non-SBP schools with a school that operates SBP.

Please refer to the *CRE Procedures Manual Section 2.1 Pre-Review Procedures, page 2-3*.

- **Weighted Nutrient Analysis:** The weighted nutrient analysis of meals must be conducted for one school week for each age/grade group (kindergarten and above) of one selected school to determine if the meals meet the dietary specifications (calories and saturated fat) in both NSLP and SBP. For *trans* fat, product specifications, labels, etc. must be used to determine compliance with this requirement. Although the sodium requirement does not take effect until July 1, 2014, FNS recommends an assessment of sodium to determine the school's current level and provide technical assistance, as necessary, for future menu planning.
- The following areas must also be reviewed during administrative reviews conducted in SY 2013-2014, if applicable:
 - Fresh Fruit and Vegetable Program (FFVP): State agencies should follow the existing FFVP review requirements detailed in the FFVP Handbook for schools (page 26). If the State agency has adapted the *CRE Forms and Instructions* to include a FFVP review, FNS expects a review of this program to be conducted with the SY 2013-2014 administrative review.
 - Seamless Summer Option (SSO): For SY 2013-2014, State agencies should continue to follow the guidance in SP-32-2013, *the 2013 Edition of Questions and Answers for the National School Lunch Program's Seamless Summer Option*, dated March 29, 2013.

Review Procedures for Schools using Provisions 2, Provision 3, and the Community Eligibility Provision (CEP)

The *CRE Forms and Instructions* for review of schools operating under Provisions 2 and 3 are attached to this memorandum. For schools operating under the CEP, please refer to

SP-24-2012, *Interim Review Guidance for States with Local Educational Agencies Electing the Community Eligibility Option*, dated April 10, 2012, for guidance on reviewing these schools.

Changes to the CRE Systems

FNS is not requiring State agencies to amend existing electronic CRE systems for SY 2013-2014. However, State agencies must ensure that the updated *CRE Forms and Instructions* are included as part of the review of SFAs.

Regional Directors

State Directors

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Please review this manual carefully. All updates within the *CRE Procedures Manual and Forms and Instructions* are highlighted for your review. Also, the Child Nutrition Division (CND) is providing a copy of the documents without highlights. State agencies should direct any questions concerning this memorandum to the appropriate FNS Regional Office. Regional Offices with questions should contact CND.

Original Signed

Cynthia Long

Director

Child Nutrition Division

Attachments