



Food and
Nutrition
Service

Park Office
Center

3101 Park
Center Drive
Alexandria
VA 22302

DATE: March 16, 2016

MEMO CODE: SP 31-2016

SUBJECT: Reporting Guidance for Results of the Administrative Reviews
Conducted in School Year 2014-2015

TO: Regional Directors
Special Nutrition Programs
All Regions

State Directors
Child Nutrition Programs
All States

This memorandum provides reporting guidance for the State agencies that conducted reviews utilizing the Administrative Review process for School Year (SY) 2014-2015. State agencies that used the Coordinated Review Effort in SY 2014-2015 must follow standard reporting procedures on the current Coordinated Review Effort (CRE) Data Report (form FNS-640).

For the State agencies that did utilize the Administrative Review process, the Food and Nutrition Service (FNS) is requesting two complete sets of SY 2014-2015 Administrative Review forms, tools, and workbooks (see attached list) from each State agency. This is similar to the process used in 2015. To the extent possible, the two school food authority (SFA) reviews selected for submission should include at least two of the following characteristics:

- An SFA implementing a Special Provision (e.g., Provision 2/3 or Community Eligibility Provision)
- A comprehensive resource management review
- A weighted nutrient analysis based on high-risk determination
- A review of the Professional Standards module; and
- A review where fiscal action was calculated and/or taken.

In addition, FNS requests that the two submissions represent SFAs of different sizes, and, if possible, where different reviewers conducted the review.

All forms, tools, and workbooks must be arranged and submitted in the same order as listed on the accompanying attachment. If not submitting the USDA form, the form name and/or number and both the SFA and site names must be clearly labeled on each form.

Regional Directors

State Directors

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Please include a brief reason for any form which was not used. This will assist in distinguishing between incomplete/missing forms and forms which were not used because they were not applicable.

Email submissions are strongly preferred. If electronic submission is not feasible, FNS will accept hard copies mailed to the regional offices. This information must be submitted to the appropriate FNS regional office no later than May 6, 2015.

State agencies may direct any questions concerning this guidance to the appropriate FNS regional office.

A handwritten signature in blue ink, appearing to read "Sarah E. Smith-Holmes". The signature is fluid and cursive, with a large initial "S" and "H".

Sarah E. Smith-Holmes

Director, Program Monitoring and Operational Support Division

Child Nutrition Programs

Attachment

Attachment

Administrative Review Manual – Forms, Tools, Worksheets (SY 2014-2015) – Checklist

Instructions: Please submit all forms, tools, and workbooks in the order listed below, with the form name and/or number (if not using USDA forms). To ensure completeness, check the appropriate box. In the effort to distinguish between missing forms and forms that are not applicable, select “NA” for “not applicable” forms and include a brief reason why.

Please complete this form for each SFA.

| SFA | Site Name(s) |
|--------------------------------------|---|
| <i>Delete this and type SFA here</i> | <i>Delete this and type site name(s) here</i> |

| Form | Included | If NA, explain |
|---|---|----------------|
| 1. Community Eligibility Provision ISP Validation Form (SFA-2A) | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA | |
| 2. Dietary Specifications Assessment Tool | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA | |
| 3. Eligibility Certification and Benefit Issuance Error Worksheet (SFA-1) | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA | |
| 4. Fiscal Action Workbook | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA | |
| 5. Meal Compliance Risk Assessment Tool | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA | |
| 6. Non-reimbursable Meal Allocation Form | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA | |
| 7. Nutrient Analysis and Validation Checklist | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA | |
| 8. Nutrient Analysis Protocols | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA | |
| 9. Off-site Assessment Tool | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA | |

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| 10. On-site Assessment Tool | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA | |
| 11. Other Eligibility Certification and Benefit Issuance Errors Worksheet (SFA-2) | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA | |
| 12. Resource Management Comprehensive Review Form | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA | |
| 13. Resource Management Risk Indicator Tool | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA | |
| 14. School Data and Meal Pattern Error Form (S-1) | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA | |
| 15. Seamless Summer Option Eligibility Certification Form (SSO S-2) | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA | |
| 16. Seamless Summer Option School Data and Meal Pattern Error Form (SSO S-1) | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA | |
| 17. Site Selection Worksheet | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA | |
| 18. Special Provisions Non-Base Year and CEP Claiming Percentage/Funding Level Summary Form (SFA-1A) | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA | |
| 19. Statistical Sample Generator | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA | |
| 20. Supplemental Afterschool Snack Program Administrative Review Form | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA | |
| 21. Supplemental Seamless Summer Option Administrative Review Form | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA | |
| 22. Supplemental SFAs Contracting with Food Service Management Companies Review Form | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA | |
| 23. Supplemental Special Milk Program Administrative Review | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA | |

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| Form | | |
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