



United States
Department of
Agriculture

Food and
Nutrition
Service

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SUBJECT: Administrative Review – Revised Manual, Tools, and Forms

TO: Regional Directors
Special Nutrition Programs
All Regions

State Directors
Child Nutrition Programs
All States

This memorandum provides information on the updated School Meal Programs Administrative Review Manual, Tools, Forms and Instructions for School Year (SY) 2014-2015. While the concepts of the review remain the same, the Manual, along with several Tools, Forms, and Instructions, have been edited to incorporate new requirements and provide clarity and understanding. The edits are highlighted in yellow in the Manual and related Tools, Forms, and Instructions and attached Table: SY 2014-2015 Updated Administrative Review Forms and Tools, identifies the Tools and Forms with key changes.

Additionally, a new section to assess compliance with the new regulation, *Smart Snacks in School*, is included. State agencies are required to identify the entities responsible for selling foods/beverages to students, and to ensure that food and beverages sold meet the minimum requirements established in 7 CFR 210.11. No fiscal action will be associated with noncompliance; however, State agencies must provide technical assistance to support schools in providing a healthy school environment.

State agencies should direct any questions concerning this guidance to the appropriate FNS Regional Office.

Melissa A. Rothstein

for
Cynthia Long
Deputy Administrator
Child Nutrition Programs

Attachment

Table: SY2014-2015 Updated Administrative Review Forms and Tools

Administrative Review Forms and Tools	Update
On-site Assessment Tool	Questions edited, combined and deleted
Dietary Specifications Assessment Tool Questions 9 and 23 Question 13 Question 23	<ul style="list-style-type: none"> • Updates/clarifications to questions. • Combined to create one new Question 9. • Deleted. Replaced with two questions for grain-based desserts, specific for each, breakfast and lunch. • Added a new question 23. • Determines if meat/meat alternates and grains maximums within the “recommended” range. • The new Tool emphasizes the need for technical assistance when opportunities for improvement are identified. The response cell “turns” yellow indicating the need for technical assistance and/or corrective action required, if applicable, based on State agency discretion. An additional column is added to record technical assistance provided or corrective action required, if applicable, based on State agency discretion.
Smart Snacks Assessment Tool	<ul style="list-style-type: none"> • New section - General Area of Review. • State agencies will: <ul style="list-style-type: none"> ○ Ensure School Food Authorities (SFAs) comply with the nutrition standards and retain documentation demonstrating compliance per 7 CFR Part 210.11. ○ Assess at all the schools selected for review. • Various school groups (e.g., student clubs, parent/teacher organizations, groups supporting sports/arts/other enrichment activities) generate revenue from competitive food sales (e.g. fundraisers, vending machines, snack bars, and school stores). Therefore, State agencies must coordinate with the appropriate personnel within the school district to ensure compliance as these

	<p>requirements apply to many entities functioning outside the school food service operations. <u>No fiscal action</u> is associated with Smart Snacks.</p>
Resource Management (RM)	<ul style="list-style-type: none"> • Removed USDA Foods questions from Off-site Assessment and RM Risk Indicator Tools. • USDA Foods will be added to the FNS Local Agency Procurement Review Tool to be released in SY 2014-2015. • Streamlined and clarified questions in the Off-site Assessment and RM Risk Indicator Tools • Clarified and added reviewer instructions in the Manual, RM Risk Indicator Tool and RM Comprehensive Review Tool. • Provided new instructions for RM practices for a SFA RM review in a new school. • Added space and questions to the Off-site Assessment Tool to ensure any corrective action and/or technical assistance provided to the SFA outside of a comprehensive RM review is captured.
Eligibility Certification and Benefit Issuance Error Worksheet (now SFA-1)	<ul style="list-style-type: none"> • New section added for the independent review of applications.
Other Eligibility Certification Issuance Errors Worksheet (SFA-3)	<ul style="list-style-type: none"> • Now SFA-2.
School Data and Meal Pattern Error Form (S-1)	<ul style="list-style-type: none"> • Added recalculation of meals data. • Afterschool snack program disallowance and • Fiscal action form references were deleted.
Fiscal Action Workbook S-2 and previous SFA-1 Forms	<ul style="list-style-type: none"> • NSLP and SBP updated as follows: • Incorporates all aspects of Fiscal Action into one workbook. • Deleted all data elements contained in the former S-2 form are now in the new Fiscal Action Workbook. Reviewers will now be able to add every site to one workbook, both reviewed and non-reviewed sites, as well as, all claiming periods. Reviewers will not have to complete a workbook for each

	<p>site/claim period individually.</p> <ul style="list-style-type: none"> • The adjustment factor can be turned “on” and “off”, for sites when the claiming periods are not subject to fiscal action. P-3 tabs, reviewers will now be able to see “starting” and “ending” meal counts by category when taking fiscal action.
<p>Seamless Summer Option School Data and Meal Pattern Error Form (SSO S-1)</p>	<ul style="list-style-type: none"> • Added recalculation of meals data, afterschool snack program disallowance, and deleted references to fiscal action form.