



United States
Department of
Agriculture

Food and
Nutrition
Service

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DATE: November 13, 2013

MEMO CODE: SP 09 - 2014

SUBJECT: Additional Administrative Reviews (AAR) and State Retention of Improperly-Paid Funds in School Year (SY) 2013-2014

TO: Regional Directors
Special Nutrition Programs
All Regions

State Directors
Child Nutrition Programs
All States

This memorandum provides guidance to State agencies (SA) on AARs for SY 2013-2014. SAs must continue to conduct AARs of selected school food authorities (SFA) with a demonstrated level of or at high risk for administrative error.

SAs should use the same procedures for SY 2013-2014 AARs as used in previous years to identify SFAs for review. Please refer to policy memorandum SP 18-2013 for guidance on the AAR requirement. SAs continue to have the option in SY 2013-2014 to use other risk-based criteria to select SFAs with FNS Regional Office (RO) approval consistent with procedures in SP 18-2013.

FNS will issue updated guidance to include potential changes to the AAR process for SY 2014-2015.

SAs with questions regarding this guidance should contact their RO.

Original Signed

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