



United States
Department of
Agriculture

Food and
Nutrition
Service

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SUBJECT: School Year 2014-2015 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) 2014-2015 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-54-2014, *Administrative Reviews and Certification for Performance-Based Reimbursement in SY 2014-2015*, dated July 11, 2014.

Attached to this memorandum are the *SY 2014-2015 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). Please note that the reviewer will use two sets of CRE forms, one for each program (e.g., NSLP and SBP).

The *SY 2014-2015 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).

A new section, *Smart Snacks in Schools*, is included in the General Areas of Review, Section G-6, to assess compliance with the interim final rule "*NSLP and SBP: Nutrition Standards for All Foods Sold in School*". State agencies are required to identify the entities responsible for selling foods/beverages to students in school, and to ensure that food and beverages sold meet the minimum requirements established in 7 CFR Part 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.

Review Requirements

For State agencies using the CRE procedures during SY 2014-2015, 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) for conducting certification for performance-based reimbursement;
 - 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 (e.g., all grains must be whole grain-rich products);
 - Milk types;
 - Vegetable subgroups;
 - Food quantities; and
 - Dietary specifications (e.g., calories, sodium, saturated fat, and *trans fat*).
- **School Breakfast Program (SBP) Review:** For SY 2014-2015, FNS will continue to allow 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 2-2*.

- **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. The sodium requirement for meals offered during the week must, on average, meet the sodium targets (varies by grade) as specified in 7 CFR 210.10 (f)(3). Technical assistance should be provided, as necessary, to meet future sodium targets.
- The following areas must also be reviewed during administrative reviews conducted in SY 2014-2015, 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 2014-2015 administrative review.
 - Seamless Summer Option (SSO): For SY 2014-2015, State agencies should follow the guidance in SP 39-2014, *2014 Edition of Questions and Answers for the National School Lunch Program's Seamless Summer Option*, dated April 21, 2014.

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 19-2014, *Community Eligibility Provision: Department of Education Title I Guidance*, dated January 31, 2014. For guidance on reviewing these schools, please refer to SP-24-2012, *Interim Review Guidance for States with Local Educational Agencies Electing the Community Eligibility Option*, dated April 10, 2012.

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Changes to the CRE Systems

FNS is not requiring State agencies to amend existing electronic CRE systems for SY 2014-2015. However, State agencies must ensure that the updated *CRE Forms and Instructions* are included as part of the review of SFAs.

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

Original Signed

Sarah Smith-Holmes
Director
Program Monitoring and Operational Support Division

Attachments