



United States
Department of
Agriculture

Food and
Nutrition
Service

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Center Drive
Alexandria, VA
22302-1500

DATE: March 13, 2015

MEMO CODE: SP 29-2015

SUBJECT: Reporting Guidance for Results of Administrative Reviews
Conducted in School Year 2013-2014.

TO: Regional Directors
Special Nutrition Programs
All Regions

State Agencies
Child Nutrition Programs
All States

This memorandum provides reporting guidance for the State agencies that elected to conduct the new Administrative Review process in School Year (SY) 2013-2014. State agencies that remained with the Coordinated Review Effort in SY 2013-2014 must follow standard reporting procedures on the current *Coordinated Review Effort (CRE) Data Report* (form FNS-640).

In lieu of collecting the FNS-640 from State agencies that implemented the new Administrative Review process, the Food and Nutrition Service (FNS) is requesting two complete sets of Administrative Review forms, tools, and workbooks (see attached list) from each State agency. To the extent possible, the two school food authority (SFA) reviews selected for submission should include at least two of the following characteristics:

- A 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

In addition, we request that the two submissions represent SFAs of different size, and, if possible, different reviewers.

Regional Directors

State Directors

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Electronic format submissions are strongly preferred but if it 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 1, 2015.

Please distribute this memorandum to program operators immediately. 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

1. Community Eligibility Provision ISP Validation Form (SFA-3A)
2. Dietary Specifications Assessment Tool
3. Eligibility Certification and Benefit Issuance Error Worksheet (SFA-2)
4. Fiscal Action Workbook (FA-1) Std
5. Fiscal Action Workbook (FA-2) Std & Prov
6. Fiscal Action Workbook (FA-3) Recalc Std & Prov
7. Meal Compliance Risk Assessment Tool
8. Non-reimbursable Meal Allocation Form (FA-4)
9. Nutrient Analysis and Validation Checklist
10. Off-site Assessment Tool
11. On-site Assessment Tool
12. Other Eligibility Certification and Benefit Issuance Errors Worksheet (SFA-3)
13. Other Meal Claim Errors (S-2)
14. Resource Management Comprehensive Review Form
15. Resource Management Risk Indicator Tool
16. School Data and Meal Pattern Error Form (S-1)
17. Seamless Summer Option Administrative Review Form
18. Seamless Summer Option Eligibility Certification Form (SSO S-2)
19. Seamless Summer Option School Data and Meal Pattern Error Form (SSO S-1)
20. Seamless Summer Option SFA Data Summary Form (SSO SFA-1)
21. SFA Data Summary (SFA-1)
22. Special Provision Options Non-Base Year SFA Data Summary Form (SFA-1A)
23. Special Provisions Non-Base Year and CEP Claiming Percentage/Funding Level Summary Form (SFA-2A)
24. Statistical Sample Generator
25. Supplemental Afterschool Snack Program Administrative Review Form
26. Supplemental SFAs Contracting with Food Service Management Companies Review Form
27. Supplemental Special Milk Program Administrative Review Form