SY 2023-2024

Administrative Review Checklist

# How does this checklist work?

The following checklist will assist sponsors in preparing for an Administrative Review of the National School Lunch Program, Afterschool Snack Program, School Breakfast Program, Fresh Fruit and Vegetable, and/or Seamless Summer Option. The Oregon Department of Education Child Nutrition Program (ODE CNP) will conduct on-site reviews for school year 2023 -2024.

The checklist is designed to prepare the sponsor for the Administrative Review and is separated into two sections:

1. **Documents to submit to ODE CNP prior to the on-site review date**
2. **Day of Review preparations for the on-site portion of the review**

During the Administrative Review, ODE CNP staff will review program records for compliance with state and federal regulations.

This document and additional resources can be found on the [ODE Administrative Review Webpage](http://www.oregon.gov/ode/students-and-family/childnutrition/SNP/Pages/AdministrativeReview.aspx).

All requested documentation in section 1 is due to the state agency by Enter Due Date. Please submit your documentation following the [zip and secure file transfer instructions](https://www.oregon.gov/ode/students-and-family/childnutrition/SNP/Documents/Secure%20File%20Transfer-with%20Zip.pdf) to: [ode.schoolnutrition@ode.oregon.gov](mailto:ode.schoolnutrition@ode.oregon.gov).

Tip: *Please organize your documents by sections as outlined below. You will send the documents in a zip file by secure file transfer. Instructions on how to create a zip file and send by secure file transfer are available on the* [*ODE School Nutrition website*](https://www.oregon.gov/ode/students-and-family/childnutrition/SNP/Pages/AdministrativeReview.aspx)*. Please remember to scan both front and back of two-sided documents.*

The ODE CNP staff assigned to your organizations Administrative Review will assess all submitted documentation prior to the on-site portion of the review.

# Section 1. Documents to submit to ODE prior to the on-site portion of the review (Due Date: Enter Due Date)

## Off-site Tool:

Please complete the attached off-site tool. Do not leave any sections blank unless specified. These responses will be used to determine if specific areas of the review need to be expanded.

## 1.1a Local School Wellness Policy (LSWP):

Provide a copy of your current Local School Wellness Policy

Send us a copy of any outreach efforts or efforts to include stakeholders in the development, implementation, or periodic review of the LSWP. This could include board meeting minutes, newsletters, flyers etc.

Provide a copy of the most recent triennial assessment of the LSWP and an explanation of how you have made the assessment public

## 1.2 Meal Service Times:

Send us your serving time(s) for all sites breakfast, lunch, and/or afterschool snack for each announced site.

## 1.3 Certification and Benefit Issuance

National School Lunch Program and/or School Breakfast Program operators who have determined student eligibility for meal benefits must submit Benefit Issuance documents. Residential Child Care Institutions without Day Students (RCCI), Sponsors operating Provision 2 non-base year, or District-wide CEP are exempt from providing benefit issuance documentation **(Skip to Section 1.4**).

Reviewing certification and benefits issuance is a two-step process.

**Step 1.** Sponsor must provide the benefit issuance roster and supporting documentation listed below. ODE CNP will then use the information to create a statistically valid sample.

**Step 2.** ODE CNP will return the newly created sample list to the sponsor, showing results of eligibility validation. Upon return, the sponsor must gather additional supporting eligibility documentation for the students designated in the sample, and make it available for the on-site portion of the review.

## 1.3a Benefit Issuance Roster – Students from ALL Standard Counting and Claiming sites are included. CEP sites and Provision 2 sites for all meals in a non-base year should not be included.

The roster must be in Excel format and meet the following criteria:

Name Excel file, “Sponsor Name Benefit Issuance Roster”

Be generated from the point of service system used (electronic POS, student roster, spreadsheet, etc.)

List only active students eligible for federal free or reduced price meals at all schools/sites (denied/paid students should not be included on this roster)

List each student one time only

The individual student information must contain:

Student’s name

District Student ID number and Secure Student ID (SSID)

School name

Meal benefit status (free or reduced)

Method of certification (e.g., application, direct certification, homeless, migrant, foster, extended students)

Date of eligibility determination

Household Application Number, if applicable

## 1.3b Benefit Issuance Supporting Documentation

Send the following supporting documentation used to establish eligibility:

Migrant lists certified by liaison (certification can be an email directly from the liaison or a list printed and signed by the liaison)

Homeless/Runaway lists from liaison (list can be an email directly from the liaison or a list printed and signed by the liaison)

Foster documentation for students not listed on the Direct Certification (DC) foster list

Head Start/Even Start/Pre-K enrollment lists (if claiming SNP meals)

## 1.3c Meal Charge Policy

Submit the Local Meal Charge Policy

## 1.4 Meal Components and Quantities (for all review sites – for the identified week in the month of review)

Breakfast menu, as posted for participants

Lunch menu, as posted for participants

Completed breakfast and lunch production records for the identified week in the month of review.

*Production Records must contain all components/menu items and show how the daily**and weekly meal pattern requirements are met. Please indicate if items must be taken* ***t****ogether. Example: High School breakfast; toast must be taken with cereal or at lunch; whole grain roll must be taken with turkey mashed potatoes. Additional notes are welcome.*

Completed afterschool snack production records, if participating

Meal Compliance Risk Assessment Tool, if more than one site is being reviewed

Crediting documentation for all meat/meat alternate and grain components

*Acceptable crediting documentation includes:*

* *Child Nutrition (CN) label documentation*
* *Product Formulation Statement (PFS),*
* *USDA Foods product information sheet,*
* *Recipe Analysis Worksheet,*
* *Standardized recipe and/or other crediting documentation,*
* *Nutrition facts label w/ingredients list for grain components*

## 1.5 Dietary Specification Assessment Tool

Complete and submit the attached Dietary Specification Assessment Tool

## 1.6 Fresh Fruit and Vegetable Program, if applicable (\*Note, you will receive a separate communication from the Farm to School team and request for these documents if applicable).

\* Documentation of claim for reimbursement to include labor, materials, food

# Section 2. Day of Review Needed Documentation

The documentation referenced in Section 2 should **not** be submitted to the state agency prior to the on-site review date. The documents must be available for the state agency to review during the on-site portion of the review. Having this information organized and ready for the reviewer(s) may help to expedite the time the state agency will need to be on-site.

## 2.1 Certification and Benefit Issuance

Use the list of sample students provided to you in advance of the on-site review to gather eligibility documentation for each student for the state agency’s review while on-site.

Residential Child Care Institutions [RCCI] only: Children’s Income Policy Statement and roster on file for residential students. Roster needs to include Name, Date of Birth, Entrance and Exit date.

Documentation of the extension of DC benefits to other students in the household

Confidential household applications for free and reduced meals

Documentation for categorically eligible children (SNAP and Medicaid files, homeless, migrant, runaway, Head Start, foster)

Denied confidential household applications for free and reduced meals

Samples of **all** types of eligibility letters to households (approval, denial, change of benefits, etc.)

## 2.2 On-Site Monitoring (only applicable to sponsors with more than one site)

On-site monitoring forms for each site for both breakfast and lunch

## 2.3 Smart Snacks (for review site(s), if applicable)

Documentation of compliance with Oregon Smart Snack Standards for all foods sold to students on the school campus during the school day

Nutrition facts labels

Oregon Smart Snacks product calculator results

## 2.4 Verification (supporting documentation for 2022-2023 report, if applicable) (Note: if the onsite portion of the review is conducted after February 1st 2024, ODE will review 2023-2024 verification information)

Verification letter(s):

Template letter, Notification of Household Selection of verification

Results letter for ALL verified applications

Documentation used to verify the household eligibility (income information, Direct Verification Medicaid data, SNAP/Foster letter, or direct certification)

Tracking system used for verifications, follow-up contacts

Documentation of confirmation review of selected applications OR approved Verification Review of Applications exception form

## 2.5 Professional Standards (Current year)

List of employees to include: name, title/position, employment status (full time, part time), date hired, Professional Standards Employee Category (Nutrition Program Director, Manager, or Staff)

Training tracking tool used – indicating employees’ names, required number of training hours and trainings completed (Key areas, Professional Standards Learning Objectives, Civil Rights).

Supporting documentation for all trainings (agendas, sign-in sheets, certificates of completion, etc.)

Documentation the director meets hiring standards if hired after July 2015 (Resume, diploma, etc.)

## 2.6 Meal Counting and Claiming (for Review sites)

Supporting documentation of claim by site for month of review

Monthly edit check report for month of review

Documentation demonstrating the local meal charge policy was communicated to households at the beginning of the school year

Documentation demonstrating the local meal charge policy was communicated to all SFA staff responsible for policy enforcement

## 2.7 Food Safety, Storage, Buy American, Reporting and Recordkeeping

Written food safety plan at each review site

Two most recent food safety inspections for all sites

Temperature logs for food and equipment

USDA Foods self-storage evaluation

## 2.8 Afterschool Snack Program (if applicable)

Supporting documentation of claim for review month, by site

Menus and production records

On-site monitoring review documentation for each site

Documentation for area eligibility or student eligibility

## 2.9 Local Wellness Policy (if information was not provided with the Off-Site Tool)

Submit most recent adopted wellness **policy** (see Off-site question #1000)

Submit documentation to show how the public knows about the Local Wellness Policy (Q #1001)

Submit documentation to show when and how the review and update of the Local Wellness Policy occurs (Q #1002)

Submit documentation to show how potential stakeholders are made aware of their ability to participate in the development, review, update, and implementation of the Local Wellness Policy (Q #1004)

Submit a copy of the most recent triennial **assessment** on the implementation of the Local Wellness Policy (Q #1005) (N/A if approved for the triennial assessment waiver)

Submit documentation of how the public knows about the results of the most recent assessment on the implementation of the Local Wellness Policy (Q #1006)

## 2.10 Meal Components and Quantities

Medical Statement(s) to Request Special Meals and/or Accommodations

Meal Preference Request Form(s) (used for milk substitute requests)

## 2.11 Fresh Fruit and Vegetable Program

Samples of educational and promotional materials used

## 2.12 Resource Management (RM)

ODE CNP will use the Sponsor’s responses to the Offsite Assessment Tool for the RM Review period. The State Agency will apply specific risk indicators to the SFA and determine whether a Resource Management Comprehensive review of any one, or multiple area(s), is warranted.

### Maintenance of the Nonprofit School Food Service Account

Year-end statement of revenues and expenses. Should include the beginning and ending balance and any carryover funds from the year prior to the Resource Management Review

General Ledgers

Other documentation showing revenues and expenditures to/from nonprofit school food service account (e.g., balance sheets, invoices, and receipts)

### Revenue from Nonprogram Foods

Documentation detailing how the School Food Authority (SFA) accounts for and separates its program food revenues from its nonprogram food revenues;

Documentation detailing how the SFA accounts for and separates its program food costs from its nonprogram food costs;

Documentation detailing how the SFA determined its compliance with the nonprogram foods revenue requirements under 7 CFR 210.14(f)

Copy of the most recent “*USDA Nonprogram Food Revenue Tool*”

Price charged for adult meals

### Paid Lunch Equity

The SFA’s calculations for the RM review period used to determine if the SFA needed to increase its paid lunch price. (e.g., SFA’s completed Paid Lunch Equity Tool or alternative documentation)

All paid lunch prices and the respective number of paid lunches served for October of the School Year prior to the RM Review Period.

Number of paid lunches served associated with each paid lunch claimed in the second preceding school year (needed if using non-federal funds)

### Indirect Costs

The SFA’s Indirect Cost Rate Agreement (ICRA)

The SFA’s Statement of Revenues and Expenses listing revenues and expenditures by category

Documentation of the indirect cost rate used by the SFA

Documentation of the direct cost base dollar amount used

The calculation used to obtain the amount of indirect costs charged to the SFA.