

# Administrative Review

## Off-Site and Virtual On-Site Checklist



### Off-Site Questions (must be completed in the CO Child Nutrition Hub)

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- Certification and Benefit Issuance – N/A SY 21-22 if operating SSO
- Verification – N/A SY 21-22 if operating SSO
- Meal Counting & Claiming
- Civil Rights
- On-site Monitoring
- Local School Wellness Policy
- Smart Snacks
- Professional Standards - N/A SY 21-22 if operating SSO
  - \*If Sponsor operating SSO and has a new director (hired on or after July 1, 2015), please answer Q. 1202 & 1203 within the Review module
- School Breakfast and Summer Food Service Program Outreach
- Provision 2 (if applicable) – N/A SY 21-22 if operating SSO
- Community Eligibility Provision (if applicable) – N/A SY 21-22 if operating SSO

### Certification and Benefit Issuance – N/A SY 21-22 if operating SSO

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**\*All certification and benefit issuance documents must be submitted via Syncplicity\***

- Electronic list (must be in Excel format) of all free and reduced-price eligible students that have access to the Child Nutrition Programs
  - List must be obtained from the Point of Service (POS)/Benefit Issuance Software
  - Do not include paid or withdrawn students.
  - List should include student name, school name, benefit status, method of certification (application, direct certification, homeless, etc.), date of certification, and if the student was selected for verification.
- School Nutrition will randomly select students for review from this list. For the **selected students**, the Sponsor must provide:
  - Application
  - Extended eligibility documentation/list
  - Homeless, migrant, runaway, foster and/or Head Start lists

#### **Documentation to provide during virtual on-site:**

- Ten denied applications
- Direct certification lists

### Verification – N/A SY 21-22 if operating SSO

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- Verified applications and supporting documentation (i.e. income and/or assistance program documentation)
  - School Nutrition will select and review a sample of applications
- Verification tracking for each verified application (i.e. when were households notified the first and second times, when was completion letter sent, etc.)

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## Nutritional Quality and Meal Pattern

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- Submit the following for **each menu and age/grade group**, served at each reviewed site during the week of review for breakfast and lunch.
  - Menu
  - Completed and/or planned menu production records
- Once the above is submitted, the reviewer will notify the Sponsor of additional documentation needed:
  - Meal Pattern Contribution Documentation: the amount of creditable meat/meat alternate, grain, fruit, vegetable or milk per serving. This can be recorded on the production record, recipes and/or a separate document.
  - Standardized Recipes
  - Product documentation for M/MA and grains (i.e. Child Nutrition (CN) labels, food labels, product formulation statements, manufacturer's statements, and/or bid documentation)
    - If multiple menus use the same products, you do not have to make multiple copies of the documentation

## Meal Counting & Claiming

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- The review month claim **MUST** be submitted into the online claim system prior to the on-site review
- Meal Charge policy (Q. 305) – **N/A SY 21-22 if operating SSO**
- Provide daily/monthly meal counts for the review month for review sites (aka edit check)

### Documentation to provide during virtual on-site:

- Provide meal counts for day of review for reviewed sites

## Civil Rights

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- Non-discrimination statement currently being used by the Sponsor on program materials (Q. 800)
- Civil Rights Complaint Procedure (Q. 803)
- Procedures for accommodating students with special dietary needs (Q. 804)
- Examples of medical statements
- Documentation of annual staff civil rights training (Q. 806)
  - Include topics covered and attendance record

## Food Safety

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- Dates of two most recent food safety inspections (do not need actual inspection report)
- Documentation indicating the Sponsor requested two food safety inspections for school year 2021-22 (for example, an email, letter, etc.)
- Temperature logs for one day of meal service (i.e. logs for potentially hazardous foods, refrigerators, freezer, and beverage coolers)

### Question to discuss during virtual on-site:

- Is there a written food safety plan at each site that contains the required elements?

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## Local School Wellness Policy

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- Copy or website link to the current local school wellness policy (Q. 1000)
- Documentation of public notification of the local school wellness policy (Q. 1001)
- Documentation of the review and update of the wellness policy (Q. 1002 & 1003)
- Copy of the most recent assessment on the implementation of the wellness policy, if completed (Q. 1005)
- Documentation or website link to how the public is made aware of the results of the assessment (Q. 1006)

## Smart Snacks

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- A list of all food and beverage items for sale during the **review period** at **each reviewed site** from each entity selling food and beverage items on the school campus during the school day.
  - List must include non-exempt food and beverages sold through a la carte during meal service (for the week of review during the review period/review month), fundraisers, school stores, vending machines, etc.
- Once the above is submitted, the reviewer will notify the Sponsor of additional menu documentation needed to include:
  - Standardized recipes, Child Nutrition (CN) labels, nutrition facts labels, product formulation statements, manufacturer's statements, and/or bid documentation.

## Professional Standards – N/A SY 21-22 if operating SSO

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- If operating NSLP, Provide current list of all employees. List must include employee name, date hired, title/position (director, manager, staff), brief list of core duties, employment status (full time, part time, etc.)
- If Sponsor operating SSO has a new director (hired on or after July 1, 2015), **please answer Q. 1202 and 1203 highest level of education received and years of school nutrition experience + documentation of food safety training.**
- Documentation of food safety training for directors
- Training tracking tool/method which must include: employee name and title and training key areas, topics, subjects, completion date and length
- Sample of supporting documentation for completed trainings (agendas, sign-in sheets, certificates of completion, etc.)

### Documentation to provide during virtual on-site:

- Only if sponsor has a new director (hired on or after July 1, 2015), provide hiring documentation to include the highest level of education and/or years of school nutrition program experience. Also provide new director food safety certification documentation.

## On-Site Monitoring

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- On-Site monitoring documentation for review sites (applies only to Sponsors with two or more sites)
  - If on-site monitoring for review sites has not yet been completed and the review is occurring before February 1, Sponsor must provide timeline for completing site monitoring prior to February 1

## Fresh Fruit and Vegetable Program (FFVP)

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- Cost documentation to support the school's most recent FFVP claim for reimbursement
  - Menus, invoices, time & labor sheets, budget, and production records (if available)
- Documentation to show school is on track to spend no more than 10% of total grant on administrative costs
  - Budget, claim, administrative costs
- Copy of FFVP promotion and outreach materials
- Copy of nutrition education materials

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### Afterschool Snack Program (ASP)

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- Daily snack counts and program rosters for the review month
- Snack counts for the previous five days of the day of on-site review
- One week of production records from the review month
- Product documentation for grain and/or meat/meat alternate food items
- Afterschool Snack Program review forms

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### Colorado State Specific Questions – N/A SY 21-22 if operating SSO

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- A sample of student accounts to check that reduced price eligible students are receiving breakfast free of charge and that PK-12 students are receiving lunches free of charge
- A sample of records of students who are covered by the PK-12 Lunch Protection Program to demonstrate they are state funded

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### Breakfast After the Bell Nutrition Program – N/A SY 21-22 if operating SSO

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- A sample of student accounts to check that all students are receiving breakfast free of charge

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### Special Milk Program (SMP)

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- Documentation to reflect milk purchased (invoices)
- Daily milk count form
- Temperature logs for milk and milk storage

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### Provision 2 – N/A SY 21-22 if operating SSO

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- Procedures used to calculate Base Year claiming percentages for each school implementing Provision 2
- Procedures used to apply the Base Year claiming percentages to the Non-base Year's claims for reimbursement

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### Community Eligibility Provision (CEP) – N/A SY 21-22 if operating SSO

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- Procedures used to apply the established Identified Student Percentage (ISP) to the current School Year's claims for reimbursement

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