




Administrative Review (AR) SY 18-19

NDE Nutrition Services
October 19, 2018
2:30PM CST

Objectives

-  To outline and improve the efficiency of the AR process for SFAs
-  To improve the SFAs sense of confidence in the AR process
-  To demonstrate the CNP System's AR module

What is the AR?

- Healthy Hunger-Free Kids Act of 2010
- Assessment of:
 - National School Lunch Program (NSLP)
 - School Breakfast Program (SBP)
 - Ancillary programs

Cycle 1

- SY 2013-14
- SY 2014-15
- SY 2015-16

Cycle 2

- 2016-17
- 2017-18
- **2018-19**


Reasons for the AR

Ensure Program integrity through verifying SFA compliance with regulations

Provide SFAs individualized support

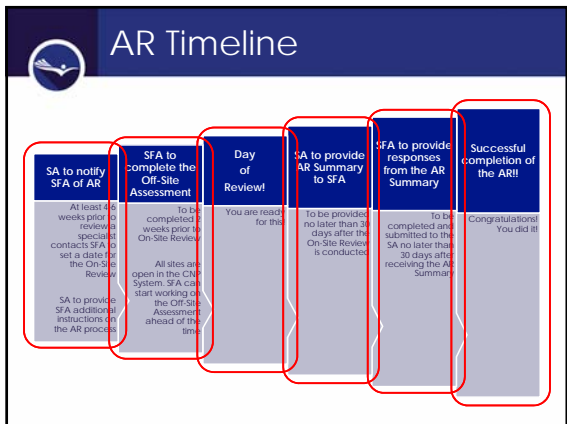
Who Conducts Reviews?

- Nebraska Department of Education (NDE) Nutrition Services (NS)
- TCB Consulting, LLC (Contractor)



Programs Being Reviewed

- National School Lunch Program (NSLP)
- If applicable:
 - School Breakfast Program (SBP)
 - Special Milk Program (SMP)
 - Afterschool Snack Service Program (ASSP)
 - Fresh Fruit & Vegetable Program (FFVP)



Choosing Review Sites

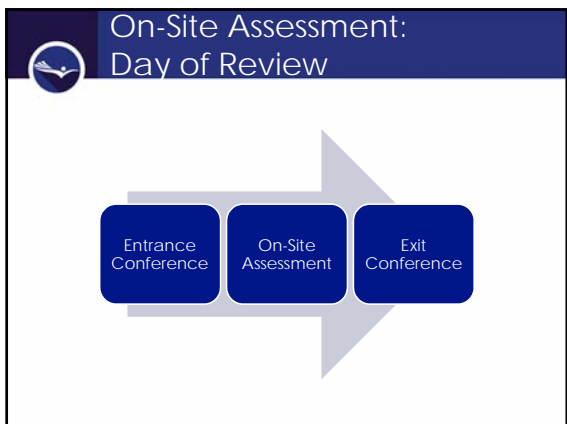
- For SFAs with multiple feeding sites
- Site selection criteria:
 - Ancillary programs – FFVP, ASSP, SMP
 - Provision sites
 - Mixed meal pattern sites
 - Low or high participation schools
 - Site or manager has never been reviewed

Off-Site Assessment

- Completed on the CNP System by the SFA ahead of On-Site Review
- Program specialist will send additional instructions for completing the assessment

Off-Site Assessment

Action	Form	Reviewer	Status
Off-site Assessment (17)			
SFA Forms (16)			
View Modify	100 - Certification and Benefit Issuance	Speiker, Brittany	
View Modify	200 - Verification	Speiker, Brittany	
View Modify	300 - Meal Counting and Claiming	Speiker, Brittany	
View Modify	600 - Dietary Specifications and Nutrition Analysis	Speiker, Brittany	
View Modify	700 - Resource Management	Speiker, Brittany	
View Modify	800 - Civil Rights	Speiker, Brittany	
View Modify	900 - SFA On-Site Monitoring	Speiker, Brittany	
View Modify	1000 - Local School Wellness Policy	Speiker, Brittany	
View Modify	1100 - Smart Snacks	Speiker, Brittany	
View Modify	1200 - Professional Standards	Speiker, Brittany	
View Modify	1600 - School Breakfast and SFSP Outreach	Speiker, Brittany	
View Modify	Other Federal Programs	Speiker, Brittany	
View Modify	RMCR - Nonprofit School Food Serv. Act	Speiker, Brittany	
View Modify	RMCR - Paid Lunch Equity	Speiker, Brittany	
View Modify	RMCR - Revenue From Nonprogram Foods	Speiker, Brittany	
View Modify	RMCR - Indirect Costs	Speiker, Brittany	
Sites (1)			
Detail			



AR Checklist

- Summary of all documents that need to be available for the program specialist to review

On-Site Assessment

- Evaluation of:
 - Meal access and reimbursement
 - Nutritional quality of meals & meal pattern
 - Resource Management
 - General program compliance areas


On-Site Assessment:
Evaluate SFA Meal Access & Reimbursement

- Certification & Benefit Issuance
- Verification
- Meal Counting & Claiming




On-Site Assessment:
Evaluate Nutritional Quality & Meal Pattern

- Meal Components & Quantities
- Offer vs. Serve
- Dietary Specifications & Nutrient Analysis



On-Site Assessment:
Resource Management

- Maintenance of the nonprofit school food service account
- Revenue from non-program foods
- Indirect costs
- Paid lunch equity



On-Site Assessment:
General Program Compliance

- Civil Rights
- Local Wellness Policy - Checklist
- Food Safety
- Smart Snacks
- USDA Foods
- Buy American Provision
- Water
- Reporting & Recordkeeping
- SBP & SFSP Outreach
- School Meal Environment

AR is Complete



Congratulations!!

CNP System Demo

Resources

NDE's AR webpage:
 – <https://www.education.ne.gov/ns/nslp/administrative-review/>

NDE's AR Moodle Training
 – <https://moodle.education.ne.gov/>
 (Nutrition Services > Team Nutrition > Schools > What to Expect During the Administrative Review)

Program Specialists

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Questions?

- NDE Nutrition Services
 - Direct line: (402) 471-2488
 - Toll free (NE only): (800) 731-2233