Review Process for Administrative Reviews

Steven Rylant
Senior Accountant
Alabama State Department of Education
Financial Management and Compliance
Child Nutrition Programs
Click on the link below to access the recorded training:
https://alsde.webex.com/alsde/lsr.php?RCID=f0bea9dded8343eb8b67d9defd2bcbf3
<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Presenter</th>
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<tbody>
<tr>
<td>9:00</td>
<td>Log In to Training/Housekeeping</td>
<td>Robbie Scott</td>
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<tr>
<td>9:05</td>
<td>Greetings from ALSDE</td>
<td>Angelice Lowe</td>
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<td>Interim Coordinator ALSDE CNP</td>
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<tr>
<td>9:10</td>
<td>School Programs: Tips for Success</td>
<td>Chad Langston</td>
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<td>Senior Nutritionist</td>
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<td>10:10</td>
<td>Break and Stretch</td>
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<td>10:20</td>
<td>Auditing: Tips for Success</td>
<td>Steven Rylant</td>
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<td>Senior Accountant</td>
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<tr>
<td>11:10</td>
<td>All About the Procurement Review</td>
<td>Debbie Hams</td>
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<td>Senior Accountant</td>
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<tr>
<td>11:45</td>
<td>Questions and Answers/Closing</td>
<td>ALSDE Staff</td>
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Administrative Review

- Letters are sent to School Food Authority (SFA)
  - Dates of Onsite Review
  - Documentation requested
    - Offsite Assessment
    - Edit Checks (Meal Count Reports)
    - Listing of Eligibility
    - Procurement Tool
    - School listing by age/grade group

- Audit Staff
  - Reviews documentation
  - Contacts CNP Director of SFA to discuss arrival or virtual desk review dates
Preparing for Administrative Review

- Check for proper signage
- Make sure all paperwork is current
- Conduct monitoring visits
- Follow up as needed

Try not to stress!
Administrative Review

Entrance Conference

- Audit Staff Personnel
  (including NSLP personnel)
- Superintendent (or designee)
- CNP Director
- Bookkeeper/Chief School Finance Officer

Discuss what will be reviewed

- Documents
- Schools
- Virtual Desk Review
Administrative Review Documents

Eligibility Forms/Verification

- CEP Roster (April 1 data)
- Benefit/Issuance Document
- Income Eligibility Forms (IEFs)
  Free, Reduced, and Paid Applications
- Court Orders (Detention Centers)
- Mental Health Documentation
- Verification Documentation
Administrative Review Documents

- Policies
  - Wellness
  - Hazard Analysis Critical Control Point (HACCP)
  - Charge Meal Policy
  - Returned Check
- Monitoring
- Training (Professional Standards)
Administrative Review Documents

- **Meal Counts** (Daily meal count documentation for RCCI and Private Schools or Edit Checks for Public Schools)
  - **Month of Review**
    - Meal count reports must include the students’ eligibility (Free, Reduced, or Paid), CNP staff meals, faculty/staff adult meals, visitors’ meals, and a la carte sales.
  - **Two (2) Months prior to review month**
- **Fresh Fruit and Vegetable Program**
- **Smart Snack Compliance**
- **Summer Food Service Program Outreach**
Administrative Review
Financial Documents

- Financial Reports
  - Trial Balance (Public Schools McAleer/Nex Gen Reports)
  - CNP Annual Report (RCCI and Private Schools)
  - Bank Statement for September 30, 2020 (Public Schools must include the FY 2020 Reconciliation Report for McAleer/Nex Gen)
- General Fund
- Pass Thru
- Indirect Cost
- Paid Lunch Equity
- Nonprogram Food Revenue Tool
Administrative Review
Financial Documents

- Written Procurement Plan and Purchasing Documentation
  - Micro Purchases
    - Invoices/Receipts
  - Small Purchases
    - Multiple Price Quotes
  - Bid Documents/Contracts
    - Invitation for Bid Letter
    - All bid proposals submitted with price quote documentation
    - Award letter
- Equipment Purchases
Administrative Review
Onsite School Level

- Menus/Production Records
- Nutrition Analysis
- Edit Check
- Daily Deposit Procedures
- Review of HACCP (Kitchen Review)
- Inventory
- Observation of Meal Counting and Claiming Procedures
- Signage
- Offer Versus Serve Knowledge
- Fresh Fruit and Vegetable Program
- Snacks/Smart Snacks
Administrative Review
Exit Conference

**Onsite School Level**
- State Agency (SA) Staff
- CNP Director
- Lunchroom Manager
- Principal (or designee)
- Discuss findings and recommendations

**Main Office**
- SA Staff
- Superintendent (or designee)
- CNP Director
  - Bookkeeper/Chief School Finance Officer
- Discuss Preliminary Findings and Recommendations
  - Main Office
  - School Level
Common Findings

**Main Office**
- Policies
  - Incomplete
  - Not followed
- Inadequate IEFs
  - Incomplete
  - Approved incorrectly

**Onsite School Level**
- Policies
  - Not followed
- Offer Versus Serve
- Signage
- Meal Counting and Claiming
  - Reimbursable Meal/Smart Snacks
- Inventory/Storage/HACCP
- Daily Deposits
  - End of Day Closeout
Waivers in Effect for NSLP, SBP, and CACFP until June 30, 2021

- Non-congregate Feeding in the Child Nutrition Programs (#2, #24 & #33)
- Meal Service Time Flexibility in the Child Nutrition Programs (#1, #17 & #34)
- Allow Parents and Guardians to Pick Up Meals for Children (#5, #25 & #35)
- Meal Pattern Flexibility in the Child Nutrition Programs (#4, #13, #24, #26, #36 & #70)
- Offer Versus Serve Flexibility for Senior High Schools in the NSLP (#37)
- Waiver of Onsite Monitoring Requirements in the School Meals Programs (#9, #29 & #41)
Non-congregate Feeding in the Child Nutrition Programs

- Permits consumption of meals off-site and outside of group settings
- Allows for serving models like grab-n-go, curbside pick-up, mobile/bus routes, and home delivery
Meal Service Time Flexibility in the Child Nutrition Programs

- Provides flexibility for serving times.
- Allows for serving multiple meals for the same day at one time. With further clarification, this includes meals for multiple days at the same time.
  - Operators must still establish meal service times or delivery times.
- Waives meal service time parameters for SSO.
  - Sponsors are still required to establish meal service times for each site.
Allow Parents and Guardians to Pick Up Meals for Children

- Waives the requirement that meals are served directly to the eligible child or participant.
- Allows parents or guardians to pick up meals for their child or participant.
- Operators should develop ways to verify adults have eligible children and ensure that duplicate meals are not served.
Meal Pattern Flexibility in the Child Nutrition Programs

- Allows operators to claim for reimbursement even if a meal does not meet all meal pattern requirements or include all meal components. Waives the requirement for schools operating the NSLP and SBP to offer at least two different varieties of fluid milk.

- Operators must get advance approval from their state agency. State agencies can only grant this waiver on case-by-case basis and must inform their regional office when, where, and for which components the waiver is in effect. (i.e. supply issues for a specific date range)

- Available to operators transitioning from unanticipated school closure to traditional summer operations prior to expiration date.
Offer Versus Serve Flexibility for Senior High Schools in the NSLP

- Eliminates the requirement for senior high schools participating in the NSLP to implement OVS.

- This is intended to make it easier for schools to serve pre-plated meals in the classroom if needed or to offer multi-day meal kits to students engaged in distance learning.
Waiver of Onsite Monitoring Requirements in the School Meals Programs

- Waives the in-person component of the state agency’s and SFA’s required monitoring activities.
- Allows states to postpone required reviews of SFAs that are closed and request an extension on their review cycle.
- Waives the requirement to complete the onsite portion of an administrative review within the same school year that the review was begun.
Questions, Comments or Concerns?

Steven Rylant
Senior Accountant
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Child Nutrition Programs