

Administrative and Procurement Reviews

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<https://alsde.webex.com/alsde/lsr.php?RCID=07bc9b888b904a958d07ebee9e2937bf>

Administrative Review

- ▶ What is an Administrative Review?

Administrative Review is a standardized review process developed by the United States Department of Agriculture (USDA) that includes a comprehensive off-site and on-site evaluation of school food authorities (SFAs). The review includes both critical and general areas of review, as well as areas the Alabama State Department of Education (ALSDE) deems important.

Administrative Review

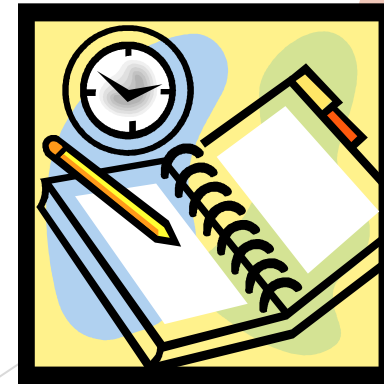
- ▶ What will be reviewed?
 - ▶ Review all aspects of programs for compliance
 - ▶ National School Lunch Program
 - ▶ Breakfast Program
 - ▶ Afterschool Snack Program
 - ▶ Fresh Fruits and Vegetables Program (FFVP)
 - ▶ Child and Adult Care Food Program (CACFP)
- ▶ How often are SFAs reviewed?
 - ▶ Every three years
 - ▶ Currently, every five years

Administrative Review

- ▶ What should be done to be prepared?
 - ▶ Monitor sites
 - ▶ Correct deficiencies detected during site reviews
 - ▶ Organize records
 - ▶ Complete
 - ▶ Accurate
 - ▶ Complete Off-site Assessment form
 - ▶ Complete Procurement Tool
 - ▶ Review nutritional information

Administrative Review

- ▶ Receive letter of confirmation
 - ▶ Preparation for Administrative Review packet
 - ▶ Request
 - ▶ Edit checks - daily meal counts information
 - ▶ Electronic roster of free and reduced eligibles
 - ▶ Off-site Assessment form
 - ▶ Menu information for the week of review



Administrative Review Preparation

- ▶ Submit Edit checks for review month
 - ▶ Send to the Auditor as soon as possible
 - ▶ Edit checks will be used to select schools to be reviewed
- ▶ Submit student roster of free and reduced students for non-CEP schools (Excel format, if possible)
 - ▶ Roster will be used to select applications for review

Administrative Review Preparation

- ▶ Submit completed Off-site Assessment form
 - ▶ Compare answers to online application
 - ▶ Form will assist in preparing the review
- ▶ Submit menu information for the week of review
 - ▶ Reviewed to ensure compliance during the week of review
 - ▶ Targeted school

Administrative Review Preparation

- ▶ Receive call to schedule Entrance Conference
 - ▶ Month of Review
 - ▶ Day of Review
 - ▶ School(s) selected to review
 - ▶ Applications selected for review

Administrative Review Preparation

- ▶ Print rosters from INOW (STI) and lunchroom software
- ▶ Pull students' application selected for review in the order of the rosters
 - ▶ Direct Certification register
 - ▶ Foster children documentation
 - ▶ Verification information
 - ▶ Independent Review
- ▶ Compile information used to complete the Off-site Assessment form
- ▶ **Compile bid packets, contracts and invoices**
- ▶ Make sure your financial reports are correct

Administrative Review Preparation

- ▶ Financial reports should be available
 - ▶ Review month and prior year
- ▶ Meal Counts by eligibility category, including adult meals
 - ▶ Review month and prior year
- ▶ Policies should be identified and available for review
 - ▶ If the policies are in a book, label them
 - ▶ All policies must be Board approved
 - ▶ All policies must have the proper content

Administrative Review Preparation

- ▶ Print Balance Sheet and Operation Reports for Review Month
- ▶ Pass-thru and Indirect Costs calculations should be available
 - ▶ Copies should be made for auditor's file
 - ▶ Pass-thru spreadsheet should be available in electronic format

Administrative Review Preparation

- ▶ FFVP file should be available for review, if applicable
- ▶ Afterschool Snack documentation should be available
- ▶ CACFP documentation should be available
- ▶ Equipment purchases and inventory

Administrative Review Process

- ▶ What will the Auditors do?
 - ▶ Review requested information for compliance with state and federal regulations
 - ▶ Meal Accountability
 - ▶ Perform a school review
 - ▶ Conduct exit conferences
 - ▶ Review corrective action (CA) plan

Meal Accountability System

- ▶ System must accurately record and report the number of meals prepared and served.
- ▶ System must provide information that proves meals were accurately claimed by category and type.
- ▶ System must provide evidence that nutritional guidelines are met for all meals claimed for reimbursement.

Meal Accountability System

- ▶ System must provide for a comparison of the number of meals recorded at the time of service to the number of meals eligible to be recorded and reported.
- ▶ System should ensure that the number of free and reduced-price meals recorded does not exceed number of approved recipients.
- ▶ System must have Eligibility Documentation or application for each student and a Master Roster.

School Review

- ▶ Verify all daily meal counts and cash reconciliations to school totals and to totals for school on the BOE consolidated claim for the review month
- ▶ Compare counts to edit checks
- ▶ Review production records, menus and nutrient analysis for completeness and accuracy
- ▶ Determine the reliability of the Systems

School Review

- ▶ Start with Breakfast Review
 - ▶ Observe meal preparation
 - ▶ Compare menu, production records and nutrient analysis to items on serving line
 - ▶ Observe meal service
 - ▶ Observe meal counting and claiming procedures
 - ▶ Identify any problems before reviewing lunch

School Review

- ▶ Lunch Review
 - ▶ Observe serving line preparation procedures
 - ▶ Observe meal service
 - ▶ Observe cashier/staff determination of reimbursable meals
 - ▶ Observe meal counting and claiming procedures
 - ▶ Observe all activities in the school during lunch service time
 - ▶ Take a separate count of lunches served
 - ▶ Observe and examine daily close-out procedures and documentation

School Review

- ▶ Perform a physical inventory count of commodities
- ▶ Examine and test commodity inventory records - to include review of inventory, perpetual records, and production records
- ▶ Examine physical facilities, temperatures, health inspections, permit, etc.
- ▶ Review equipment
- ▶ Determine overall efficiency

School Review

- ▶ Critical Areas of Review

- ▶ Meal Counting and Claiming - point of service meal count records
- ▶ Reimbursable Meals - menus, production records, and recognition of reimbursable meal at point of service

School Review

- ▶ Determine if all policies and procedures are followed
- ▶ Exit with Principal, Director, and Manager

Administrative Review Process.....cont'd

- ▶ Other Compliance Issues
 - ▶ Verification
 - ▶ Direct Certification
 - ▶ Pass-thru
 - ▶ Indirect Cost
 - ▶ Monitoring
 - ▶ Training
 - ▶ Charge Meal Policy
 - ▶ Worthless Check Policy
 - ▶ Hazard Analysis and Critical Control Point (HACCP) Plan
 - ▶ Wellness Policy

Other Compliance Issues

- ▶ Allowable Costs - Funds are Restricted
 - ▶ Food
 - ▶ Food Processing Supplies
 - ▶ Food Service Supplies
 - ▶ Labor
 - ▶ Food Service Equipment
 - ▶ Program Adult Meals only
- ▶ Non-program Revenue Tool
- ▶ SFSP and Breakfast Outreach

Other Compliance Issues

- ▶ Students Meal Price

- ▶ Must be priced according to USDA “Equity in School Lunch Pricing” Provision

- ▶ Adult Meal Price

- ▶ Price of a paid meal for a student (2.75)
 - ▶ plus commodity rate (0.23)
 - ▶ plus reimbursement for paid meal (0.43)
- \$ 3.41

Other Compliance Issues

- ▶ Documentation of Equipment Purchases
- ▶ Information for Professional Standards
- ▶ Procurement

Required Procurement Documentation

The State agency will request copies of the following documentation:

Vendor paid list/summary report of expenditures by vendor

Supporting procurement documentation (solicitations, evaluation, and contracts) for each vendor selected for review (2 CFR 200.318(i))

Amendments to contracts

Procurement procedures/SFA Procurement Plan (2 CFR 200.318(a) and 7 CFR 210.21(c))

Contractor oversight (2 CFR 200.318(b))

Code of conduct (2 CFR 200.318(c) and 7 CFR 210.21(c))

Intergovernmental or inter-entity agreements, if applicable (2 CFR 200.318(e))

Settlement and satisfaction of contractual and administrative issues arising out of procurements (protests, disputes, etc.)

Administrative Review Report

- ▶ Exit Conference
 - ▶ Discuss findings
 - ▶ Preliminary report
- ▶ Formal Report
- ▶ Must correct any deficiencies
 - ▶ RESPONSE REQUIRED
 - ▶ Thirty (30) days to respond



Administrative Review Response

- ▶ Response is reviewed by the audit team
 - ▶ Accepted and review is closed
 - ▶ Deemed incomplete
 - ▶ Additional information is requested
- ▶ Failure to respond to report could result in withholding funds up to termination and disqualification from the Child Nutrition Programs

Questions

