



ADMINISTRATIVE REVIEW TRAINING



Chad Langston, Education Specialist II
Alabama State Department of Education
CNP School Programs
September 6, 2023



BREAK for a PLATE
ALABAMA

TIMELINE

1. CONFIRMATION/INTRODUCTORY LETTER

- RECEIVED APPROXIMATELY 6 WEEKS PRIOR TO ADMINISTRATIVE REVIEW(AR)
- USED TO NOTIFY SFA OF UPCOMING ADMINISTRATIVE REVIEW
- ALSO USED AS CHECKLIST OF DOCUMENTATION THAT SFA SHOULD PREPARE PRIOR TO ON-SITE VISIT

2. ENTRANCE CONFERENCE – FIRST DAY OF ON-SITE REVIEW

3. ON-SITE AR – LENGTH DEPENDENT UPON HOW MANY SITES ARE TO BE REVIEWED

4. EXIT CONFERENCE – LAST DAY OF ON-SITE PORTION OF REVIEW

5. FINAL AR REPORT – SENT TO SFA WITHIN 30 CALENDAR DAYS OF EXIT CONFERENCE

6. CORRECTIVE ACTION – DUE NO LATER THAN 30 CALENDAR DAYS AFTER RECEIVING AR REPORT

7. CLOSING OF AR – SHOULD OCCUR WITHIN 30 CALENDAR DAYS OF RECEIVING AN ADEQUATE CORRECTIVE ACTION TO ANY CITATIONS.

PRIOR TO THE ON-SITE REVIEW



NOTIFICATION LETTER

- COPY OF EDIT CHECKS FOR EACH SCHOOL REPORTED ON THE MOST RECENTLY SUBMITTED CLAIM FOR REIMBURSEMENT
- COMPLETED OFF-SITE ASSESSMENT TOOL
- COMPLETED SFA PROCUREMENT TOOL
- SCHOOL/SITE LISTING BY AGE/GRADE GROUP

MEAL COMPLIANCE RISK ASSESSMENT QUESTIONNAIRE

A list of school(s) will be provided to CNP Director.

- CNP Director will complete questionnaire for each school provided.
- Email completed form to School Programs staff asap.

This questionnaire is to be completed at a minimum for each site that is selected for Administrative Review.

School Name
Insert School Name Here

1. In addition to the National School Lunch Program, which of the following Child Nutrition Programs operate at this site? (place an "X" in the appropriate boxes)

• School Breakfast Program	<input type="checkbox"/>
• Seamless Summer Option	<input type="checkbox"/>
• Afterschool Snack Program	<input type="checkbox"/>
• Fresh Fruit and Vegetable Program	<input type="checkbox"/>
• Special Milk Program	<input type="checkbox"/>

2. What are the age/grade groups served in the school? (place an "X" in the appropriate box)

• Pre-K	<input type="checkbox"/>
• K-5 only (or K-1, K-2, K-3, K-4)	<input type="checkbox"/>
• 6-8 only (or 6-7, 7-8)	<input type="checkbox"/>
• 9-12 only (or 10-12)	<input type="checkbox"/>
• K-8 overlap	<input type="checkbox"/>
• 6-12 overlap	<input type="checkbox"/>

Meal Compliance Questionnaire

This questionnaire is to be completed at a minimum for each site that is selected for Administrative Review.

School Name
Insert School Name Here

1. In addition to the National School Lunch Program, which of the following Child Nutrition Programs operate at this site? (place an "X" in the appropriate boxes)

• School Breakfast Program	<input type="checkbox"/>
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Yes No



8. Does the site have a kitchen manager, cook, or site manager that has been in their current position for less than one year?

Yes No

DIETARY SPECIFICATIONS QUESTIONNAIRE

A "target" school will be provided to CNP Director from School Programs staff.

- CNP Director will complete questionnaire for the school provided.
- Email completed form to School Programs staff prior to onsite review.

 Alabama Child Nutrition Program 		For each question below, select the number that corresponds to the best description: 1- Always 2- Most items or most of the time 3- Some items or some of the time 4- Never	
School Name: <u>[ENTER SCHOOL NAME HERE]</u>		Lunch	Breakfast
1	Are specifications considered when purchasing menu items and condiments to limit the following?		
a.	Saturated fat		
8	Fresh, frozen, and/or low sodium or no sodium canned vegetables are offered, rather than reduced sodium or regular canned vegetables		
9	How often are bacon, bacon bits, pepperoni, chow mein noodles, pickles, olives, packaged crackers and/or croutons available to students?		N/A
10	How often are meats such as hot dogs, luncheon meats (e.g. ham, turkey) and/or sausage offered on the service line and/or salad bar? (All varieties - including reduced and/or low sodium).		
11	Canned fruits are packed in water, fruit juice, or light syrup. If only fresh fruit is offered, then type "N/A".		
12	Grain-based desserts such as doughnuts, pastries, cakes, and cookies are limited to 2 oz. eq. per week or less for LUNCH. If grain-based desserts are not offered, then type "N/A".		N/A
13	How often are "grain-based dessert" type items such as doughnuts, toaster pastries, cake, muffins, and cookies offered at BREAKFAST?	N/A	

WHAT IS A REVIEW PERIOD?

- THE MOST RECENT MONTH FOR WHICH A CLAIM FOR REIMBURSEMENT WAS SUBMITTED, IF IT COVERS AT LEAST TEN(10) OPERATING DAYS. **MAY ALSO BE REFERRED TO AS THE "MONTH OF REVIEW"**.
- ONCE A REVIEW PERIOD IS DETERMINED, THE CNP DIRECTOR WILL CHOOSE A COMPLETE WEEK WITH 5 OPERATING DAYS(7 OPERATING DAYS IF YOU SERVE WEEKENDS) WITHIN THAT MONTH.

REVIEW PERIOD

PROVIDE FROM THE WEEK WITHIN THE REVIEW PERIOD FOR ALL REVIEWED SCHOOL(S):

- MENU FOR ALL AGE/GRADE GROUPS
 - THESE MENUS SHOULD BE PROVIDED FOR ANY NSLP PROGRAMS THE SCHOOL(S) (VEGETABLE PROGRAM)
 - CACFP MENU FOR PRE-K STUDENTS WHO ARE NOT CO-MINGLED
- MENU WORKSHEET PORTION OF A USDA-APPROVED MENU PLANNING TOOL FOR CERTIFICATION FOR EIGHT CENT REIMBURSEMENT
- PRODUCTION RECORDS

REVIEW PERIOD (CONTINUED)

HAVE AVAILABLE IF NEEDED:

- CN LABELS, MANUFACTURER'S PRODUCT FORMULATION STATEMENT, FOOD LABELS, USDA FOODS INFORMATION SHEETS, STANDARDIZED RECIPES, BID DOCUMENTATION, AND/OR FOOD BUYING GUIDE
INFORMATION USED TO DETERMINE CREDITING

USDA Approved Certification of Compliance Tools and Software

HOME

Resource Type

Technical Assistance & Guidance

Related Content

Child Nutrition Database

Nutrient Analysis Protocols: How to Analyze Menus for USDA's School Meals Programs

The following tools are approved by USDA for use in certification of compliance with the [National School Lunch Program](#) meal pattern requirements. This site is the official list of the only tools authorized to certify schools as eligible for the additional performance-based reimbursement.

This list includes the USDA-developed Certification Worksheets and Prototype Attestation Statement, which school districts may use for both breakfast and lunch. Commercially available certification tools (software) will be listed here as they are approved by USDA for school lunch certification purposes.

Commercially available certification tools (software) will not be evaluated or approved for the breakfast meal pattern. State agencies may authorize the use of the breakfast functionality of software currently approved for certification of compliance with the National School Lunch Program meal pattern requirements.

Use the [USDA-approved nutrient analysis software](#) for the nutrient analysis.

- certification for the additional performance-based reimbursement
- certification for the additional performance-based reimbursement

Many of the software approved for use with certification of compliance with the National School Lunch Program meal pattern requirements.

USDA Developed Tools

[Authorized USDA Certification Worksheets and Prototype Attestation Statement](#)

Alternatives to the USDA Certification Worksheets and Prototype Attestation Statement

<p>CNCentral </p> <p>(former name: <i>inTEAM Menu Compliance Tool+</i>)</p> <p>inTEAM Associates, LLC</p> <p>Phone: 866-457-4705</p>	<p>eTrition </p> <p>Harris School Solutions</p> <p>Phone: 1-716-402-2492</p>	
<p>Health-e Pro Menu Planning </p> <p>Water Walkers, Inc. dba Health-e Pro</p> <p>Phone: 800-838-4856 x5</p>	<p>MCS Edison Menus & Inventory </p> <p>Heartland School Solutions</p> <p>Phone: 888-287-6416</p>	<p>Meals Plus, a LINQ Solution (desktop version)</p> <p>LINQ, Inc.</p> <p>Phone: 800-541-8999</p>



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USDA CERTIFICATION OF COMPLIANCE WORKSHEET

Meal Pattern Reimbursable Breakfast Grades K-12								
SFA Name: John Doe Private School K-12 Menu #: May 9-13 2016								
Enter each reimbursable breakfast offered during the reference week and select or enter the quantity of each component. Each reimbursable meal consists of all required food components: any grain/meat/meat alternates in a main dish and/or side dish, total amount of fruit offered with this meal, total amount of vegetables in a main dish and/or side dish, and amount of milk. The vegetable subgroups and types of milk will be recorded on a different tab.								
Click here to go the Food Buying Guide Calculator Click here to go the Instructions Click here to the Weekly Report								
1	2a 2b	3	3a	3b	3c	5		
Meal Name <i>Enter the name of each reimbursable meal as found on the weekly menu. Select the first blank if the component was not offered with the meal. ** DO NOT DELETE ROWS**</i>	Grains **NOTE: Grains must be offered as ounce equivalents. Meats/Meat Alternates may credit toward Grains requirement. 1 oz eq Meat/Meat Alternate = 1 oz eq Grains			Fruit (cups) **NOTE: Enter the CREDITABLE amount of dried fruit				Fluid Milk (cups) Enter the number of cups of fluid milk offered with this meal
	Enter the TOTAL number of oz eq of GRAINS + Meat/Meat Alternate counting toward Grains	Enter the number of oz eq/servings of Whole Grain-Rich Grains	Enter the number of oz eq of Meats/Meat Alternates counting toward Grains requirement	Select the number of cups of fruit including fruit/vegetables/juice offered with this meal	ONLY select the cups of fruit/vegetable juice	ONLY select the number of cups of non-starchy vegetables offered with this meal	ONLY select the number of cups of starchy vegetables offered with this meal	
<i>Example: Bagel and cream cheese /apples</i>	2.00	2.00	0.00	1				1
1 WG pancakes, sausage link, banana, assorted fruit juice, assorted milk	2.50	2.00	0.50	1	1/2			1
2 WG chicken biscuit, peach cup, assorted fruit juice, assorted milk	3.00	2.00	1.00	1	1/2			1
3 WG cinnamon roll, sausage patty, orange slices, assorted fruit juice, assorted milk	3.00	2.00	1.00	1	1/2			1
4 Breakfast pizza, pineapple chunks, assorted fruit juice, assorted milk	2.50	1.50	1.00	1	1/2			1
5 WG French toast sticks, sausage link, apple slices, assorted fruit juice, assorted milk	2.00	1.50	0.50	1	1/2			1
6								
7 Cereal, fruit, assorted fruit juice, assorted milk	2.00	2.00	0.00	1	1/2			1
8								
9								



NUTRI KIDS MEAL GROUP CONTRIBUTION REPORT

Page 1

Spartanburg City Schools
Meal Group Contribution Report
 H - Breakfast 9-12

Feb 4, 2016

Monday 2/22/2016

Monnette

No.	Name	Portion Size	M/MA as Add'l OZ Equiv	M/MA as Grain OZ Equiv	Grains OZ Equiv	Fruit Cup	Milk Cup	Whole Grain OZ Equiv
001587	CEREAL BAR, COCOA PUFFS	1 EACH			1.000			1.000
001581	YOGURT-GO GURT	1 EACH						
001256	TEDDY GRAHAMS, HONEY	PKG			1.000			1.000
000998	RAISINS, BOX	BOX				0.500		
000978	JUICE ASSORTMENT	SERVING				0.500		
001428	MILK, FF SKIM	HALF PINT					1.000	
001427	MILK, FF CHOCOLATE	HALF PINT					1.000	
Total					2.000	1.000	2.000	2.000

pancake breakfast

No.	Name	Portion Size	M/MA as Add'l OZ Equiv	M/MA as Grain OZ Equiv	Grains OZ Equiv	Fruit Cup	Milk Cup	Whole Grain OZ Equiv
001471	PANCAKE: 2=2WG	2 PANCAKES			2.000			2.000
001470	SAUSAGE LINK: 1 link	1 link		0.500				
000978	JUICE ASSORTMENT	SERVING				0.500		
001085	BANANAS	1/2 cup				0.500		
001426	MILK, 1% FAT	HALF PINT					1.000	
001428	MILK, FF SKIM	HALF PINT					1.000	
001427	MILK, FF CHOCOLATE	HALF PINT					1.000	
Total				0.500	2.000	1.000	3.000	2.000

Tuesday 2/23/2016

breakfast pizza

No.	Name	Portion Size	M/MA as Add'l OZ Equiv	M/MA as Grain OZ Equiv	Grains OZ Equiv	Fruit Cup	Milk Cup	Whole Grain OZ Equiv
900055	Pizza, Breakfast with Sausage	slice	1.000		1.500			1.500
000978	JUICE ASSORTMENT	SERVING				0.500		
000086	ORANGES	1/2 CUP				0.500		
001426	MILK, 1% FAT	HALF PINT					1.000	
001428	MILK, FF SKIM	HALF PINT					1.000	
001427	MILK, FF CHOCOLATE	HALF PINT					1.000	
Total			1.000		1.500	1.000	3.000	1.500

Monnette

No.	Name	Portion Size	M/MA as Add'l OZ Equiv	M/MA as Grain OZ Equiv	Grains OZ Equiv	Fruit Cup	Milk Cup	Whole Grain OZ Equiv
001531	CEREAL, CINNAMON TOAST CRUNCH	PACKAGE			1.000			1.000
001581	YOGURT-GO GURT	1 EACH						

USDA CERTIFICATION OF COMPLIANCE WORKSHEET

WEEKLY REPORT

Daily Requirement Summary Breakfast, Grades K-12

Go to instructions	Monday	Tuesday	Wednesday	Thursday	Friday	Weekly Total	Weekly Requirement (cups)	Weekly Requirement Check	Weekly Fruit Juice Limit (no more than half of total fruit)	Total Weekly Fruit	Total Weekly Juice	Percent of totally weekly fruit that is juice	Weekly Requirement check
Fruit, Vegetable, Fruit Juice or Vegetable Juice Servings	1	1	1	1	1	5	5	Yes		5	2 1/2	50.00%	Yes

	Monday	Tuesday	Wednesday	Thursday	Friday	Weekly Total	Weekly Requirement (oz equivalents)	Weekly Requirement Check	Starchy vegetable fruit crediting	Monday	Tuesday	Wednesday	Thursday	Friday	Weekly Total	
Minimum Grain	2.00	3.00	3.00	2.50	2.00	12.50	9	Yes	Must serve at least 2 cups of non-starchy prior to crediting starchy vegetables as fruit	Non-starchy	0	0	0	0	0	0
Maximum Grain	2.50	3.00	3.00	2.50	2.00	13.00	10	No		Starchy	0	0	0	0	0	0
Whole Grain Rich Weekly Amount (oz eq)	Weekly Grains Total	11.00	Weekly Whole Grain-Rich Total	11	Percent of Whole Grain-Rich	100%	100%	Yes	Starchy vegetable crediting check							

	Monday	Tuesday	Wednesday	Thursday	Friday	Weekly Total	Weekly Requirement (cups)	Weekly Requirement Check
Minimum Fluid Milk (cups)	1	1	1	1	1	5	5	Yes
Variety: Skim/fat-free unflavored, Skim/fat-free flavored, Low-fat (less than 1%), unflavored	Yes	Yes	Yes	Yes	Yes			
Low-fat (1% or less), flavored								
Reduced fat (2% fat) or whole, unflavored and flavored								

NUTRI KIDS WEEKLY CERTIFICATION WORKSHEET

[Redacted] **Schools**
Weekly Certification Worksheet

Page 1

Week of 2/22/2016

H - [Redacted] Breakfast 9-12

5 Day Week	Mon 2/22/16	Tue 2/23/16	Wed 2/24/16	Thu 2/25/16	Fri 2/26/16			Weekly Total	Weekly Rqmt.	Weekly Rqmt. Check	Weekly Fruit Juice Limit Check (\leq half of total fruit)	Total Weekly Fruit	Total Weekly Fruit Juice	% of Total Weekly Fruit that is Juice	Weekly Rqmt. Check
Fruit: Minimum (cups)	1	1	1	1	1			5	5	Yes		5	2.5	50.00%	Yes
Vegetables: Minimum (cups)								0	N/A	N/A	Weekly Vegetable Juice Limit Check (\leq half of total Veg)	Total Weekly Veg.	Total Weekly Veg. Juice	% of Total Weekly Veg. that is Juice	Weekly Rqmt. Check
-Dark Green	0	0	0	0	0		0	N/A	N/A						
-Red/Orange	0	0	0	0	0		0	N/A	N/A						
-Legumes	0	0	0	0	0		0	N/A	N/A						
-Starchy	0	0	0	0	0		0	N/A	N/A						
-Other	0	0	0	0	0		0	N/A	N/A	0	0	0.00%	N/A		
Meat/Meat Alt: Minimum (oz eq)	0	0	0	0	0			0	N/A	N/A					
Meat/Meat Alt: Maximum (oz eq)	0	1	0	0	0			1	N/A	N/A					
Grain: Minimum (oz eq)	2	1.5	2	2	2			9.5	9	Yes					
Grain: Maximum (oz eq)	2.5	2	3	2.5	2			12	10	OVER					
Grain: Based, Dessert Total for all weekly meals								0	No more than 2 oz	Yes					
Whole Grain Rich Weekly Amount	Weekly Grains Total	17	Weekly Whole Grain Rich Total	17	% of Whole Grain Rich	100%		100% whole grain rich	Yes						
	Mon 2/22/16	Tue 2/23/16	Wed 2/24/16	Thu 2/25/16	Fri 2/26/16			Weekly Total	Weekly Rqmt.	Weekly Rqmt. Check					
Milk: Minimum (cups)	2	2	2	2	3			11	5	Yes					
Variety: Skim/Fat-free unflavored, Skim/fat-free flavored, Low-fat(1% or less) unflavored	Yes	Yes	Yes	Yes	Yes										
Low-fat(1% or less), flavored															
Reduced fat(2%) or whole, unflavored and flavored															

**Cells with this background color signify Requirements not being met!

PRODUCTION RECORDS

CUSTOM PRODUCTION RECORDS NEED STATE APPROVAL

- RECORDS INCLUDE ALL INFORMATION NECESSARY TO SUPPORT THE CLAIMING OF REIMBURSABLE MEALS AND ANY ADDITIONAL SA REQUIREMENTS (I.E., ALL MENU ITEMS ARE LISTED, AND ALL REQUIRED MEAL COMPONENTS ARE OFFERED);
- RECORDS ARE USED FOR PROPER PLANNING (E.G., EVALUATE FOR CONSUMPTION AND LEFTOVERS);
- RECORDS DOCUMENT FOOD PREPARED IS CREDITABLE FOR THE TOTAL NUMBER OF REIMBURSABLE MEALS OFFERED AND SERVED;
- RECORDS DOCUMENT A LA CARTE, ADULT, AND/OR OTHER NON-REIMBURSABLE MEALS, INCLUDING NUMBER OF PORTIONS FOR EACH OF THESE FOOD ITEMS; RECORDS DOCUMENT THAT MILK, WHOLE GRAIN-RICH, AND VEGETABLE SUB-GROUP REQUIREMENTS ARE MET;

PRODUCTION RECORDS (CONTINUED)

- RECORDS DOCUMENT WEEKLY QUANTITY REQUIREMENTS FOR GRAINS, MEAT/MEAT ALTERNATES, VEGETABLES, FRUIT, AND MILK;
- RECORDS ALIGN WITH STANDARDIZED RECIPES (*E.G., IF CHICKEN SALAD SANDWICH IS ON THE MENU BUT MAYONNAISE IS NOT LISTED ON THE PRODUCTION RECORDS, THE SA MAY EXAMINE STANDARDIZED RECIPES FOR ADDITIONAL INFORMATION*); AND
- AS NEEDED, RECORDS TO SUPPORT MEAL MODIFICATIONS OUTSIDE THE PROGRAM MEAL PATTERN FOR STUDENTS WITH DISABILITIES. SUCH MEALS ARE ONLY ELIGIBLE FOR REIMBURSEMENT WHEN SUPPORTED BY A MEDICAL STATEMENT SIGNED BY A STATE LICENSED HEALTHCARE PROFESSIONAL.

WEEK OF REVIEW

WEEK OF REVIEW:

THE WEEK DURING WHICH THE ON-SITE REVIEW OF THE INDIVIDUAL SITES SELECTED FOR REVIEW OCCURS.

PROVIDE FROM THE WEEK OF REVIEW FOR ALL REVIEWED SCHOOL(S):

- MENU FOR ALL AGE/GRADE GROUPS
 - THESE MENUS SHOULD BE PROVIDED FOR ANY PROGRAMS THE SCHOOL(S) PARTICIPATE IN (SCHOOL BREAKFAST PROGRAM, NATIONAL SCHOOL LUNCH PROGRAM, AFTERSCHOOL SNACK PROGRAM, AND/OR FRESH FRUIT AND VEGETABLE PROGRAM)
- MENU WORKSHEET PORTION OF A USDA-APPROVED MENU PLANNING TOOL FOR CERTIFICATION FOR SIX CENT REIMBURSEMENT

LOCAL WELLNESS POLICY

COPY OF THE POLICY OR APPROPRIATE WEB ADDRESS AND MOST RECENT ASSESSMENT

ARE THE MINIMUM REQUIREMENT ELEMENTS WRITTEN IN THE POLICY?

- SPECIFIC GOALS FOR NUTRITION PROMOTION AND EDUCATION, PHYSICAL ACTIVITY, AND OTHER-SCHOOL BASED ACTIVITIES THAT PROMOTE STUDENT WELLNESS
- STANDARDS AND NUTRITION GUIDELINES FOR ALL FOOD/BEVERAGES AVAILABLE ON THE SCHOOL CAMPUS
 - SCHOOL MEAL NUTRITION STANDARDS
 - SMART SNACKS IN SCHOOL NUTRITION STANDARDS



LOCAL WELLNESS POLICY (CONTINUED)

- STANDARDS FOR ALL FOODS/BEVERAGES PROVIDED, BUT NOT SOLD, TO STUDENTS (I.E., IN CLASSROOM PARTIES, CLASSROOM SNACKS BROUGHT BY PARENTS, OR OTHER FOODS GIVEN AS INCENTIVES)
- POLICIES THAT ALLOW MARKETING OR ADVERTISING OF ONLY THOSE FOODS/BEVERAGES THAT MEET THE SMART SNACKS IN SCHOOL NUTRITION STANDARDS
- DESCRIPTION OF PUBLIC INVOLVEMENT, PUBLIC UPDATE, POLICY LEADERSHIP, AND EVALUATION PLAN

LOCAL WELLNESS POLICY (CONTINUED)

- ESTABLISH POLICY LEADERSHIP
- HOW DOES THE PUBLIC KNOW ABOUT THE POLICY?
- WHEN AND HOW DOES THE REVIEW AND UPDATE OF THE LOCAL SCHOOL WELLNESS POLICY OCCUR?



LOCAL WELLNESS POLICY (CONTINUED)

- WHO IS INVOLVED IN REVIEWING AND UPDATING THE POLICY AND WHAT IS THEIR RELATIONSHIP WITH THE SFA?
- HOW ARE POTENTIAL STAKEHOLDERS MADE AWARE OF THEIR ABILITY TO PARTICIPATE IN THE DEVELOPMENT, REVIEW, UPDATE, AND IMPLEMENTATION OF THE POLICY
- HOW DOES THE PUBLIC KNOW ABOUT THE RESULTS OF THE MOST RECENT ASSESSMENT ON THE IMPLEMENTATION OF THE POLICY?
 - FIRST TRIENNIAL ASSESSMENT DUE SUMMER OF 2020 (SY20-21)
 - TRIENNIAL ASSESSMENT WAIVER



CIVIL RIGHTS

APPROPRIATE PROGRAM MATERIALS USE THE NON-DISCRIMINATION STATEMENT

COPY OF THE COMPLETED PUBLIC RELEASE

COPY OF CIVIL RIGHTS COMPLAINT PROCEDURES

PUBLIC NOTIFICATION REGARDING THE COLLECTION OF RACIAL AND ETHNIC DATA

CIVIL RIGHTS TRAINING

WHEN WAS THE MOST RECENT TRAINING?

★ REQUIRED **ANNUALLY** FOR CAFETERIA STAFF, ELIGIBILITY OFFICIALS, CNP SUPERVISORS, ETC.

★ DOCUMENTATION DEMONSTRATING TOPICS COVERED

★ DOCUMENTATION DEMONSTRATING ATTENDANCE OF STAFF

DAY OF ON-SITE REVIEW

SFA LEVEL



ON-SITE MONITORING NATIONAL SCHOOL LUNCH PROGRAM SCHOOL BREAKFAST PROGRAM

- ON-SITE REVIEW FOR NSLP/SBP/FFVP COMPLETED PRIOR TO FEBRUARY 1ST
- SEPARATE FORM FOR FFVP
- MAKE SURE FFVP IS "WIDELY PUBLICIZED" WITHIN THE PARTICIPATING SCHOOL(S)



[On-Site-School-Review-Form.pdf \(alabamaachieves.org\)](http://alabamaachieves.org)



Alabama Department of Education
Child Nutrition Program



NATIONAL SCHOOL BREAKFAST AND LUNCH PROGRAMS On-Site School Review for LEAs

According to 7CFR 210.8(a)(1), every school year, prior to February 1, each School Food Authority (SFA) with more than one school (as defined 7 CFR Part 210.2 to include Residential Child Care Institutions (RCCIs)) must perform no less than one on-site review of the lunch counting and claiming system employed by each school under its jurisdiction.

Each on-site review must ensure the school's claim is based on the counting system, as implemented, and yields the actual number or reimbursable free, reduced price and paid lunches, respectively, served for each day of operation.

If the review discloses problems with a school's meal counting or claiming procedures, the SFA must ensure that the school implements corrective action and within 45 days of the review conduct a follow-up on-site review to determine that the corrective action resolved the problems.

The Alabama Department of Education Child Nutrition Program State Agency encourages schools to begin reviews in a timely manner in order to meet the required deadline of February 1st. The goal is to review SBP and NSLP in the same day.

Program(s) Observed: NSLP SBP

_____ SFA Name

_____ Agreement

_____ School Name

_____ School Enrollment

ADA NSLP: _____

ADA SBP: _____

NSLP Participation %: _____

SBP Participation %: _____

(NOTE: NSLP% and SBP% is the average of the last 3 months percent participation)



	Yes	No	N/A
I. Application Approval			
1. Are applications approved at the central office of Child Nutrition? Name of approving official: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are all applications on file correctly approved or denied?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
II. Direct Certification			
1. Does the school correctly utilize direct certification? If YES, is required documentation maintained at district level?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
III. Master Roster			
1. Is a Point of Sale (POS) roster used in the meal count system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Do names listed on the master roster match approved applications on file and on the direct certification list?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. If more than one roster is used (i.e. master roster/ticket issuance roster/ food service line roster/ paper rosters), are all rosters the same format?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is a current eligibility list kept up-to-date and used by the meal count system to provide an accurate daily count of reimbursable meals by category (free, reduced price, paid)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Does the POS roster reconcile with the school's student enrollment roster and reflect eligibility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ON-SITE MONITORING AFTERSCHOOL SNACK PROGRAM

- Onsite review for ASSP completed within four(4) weeks of program start date
- Is an additional review planned prior to the end of the school year?



Alabama CNP - School Nutrition Programs –
Alabama State Department of Education
(alabamaachieves.org)



Alabama Department of Education
Child Nutrition Program
AFTER SCHOOL SNACK PROGRAM
On-Site School Review for LEAs



Site Name: _____

Reviewer's Name: _____ Date: _____

This review form must be completed twice per school year for each after school snack program site.
The first review must be conducted within the first 4 weeks of program initiation.

First Review Second Review

Area Eligible School Based on your observation, is valid documentation maintained for the following records?			Non-Area Eligible School Based on your observation, is valid documentation maintained for the following records?		
	YES	NO		YES	NO
1. Area Eligibility Data (based on most recent October)			1. Free and Reduced Priced Eligibility of Children		
2. Meal Counts (total by site)			2. Meal Counts (by category – free, reduced, paid)		
3. Attendance Records			3. Attendance Records		
4. Production Records			4. Production Records		
5. Meal Pattern Compliance			5. Meal Pattern Compliance		
6. Is reimbursement claimed for only one snack per student per day?			6. Is reimbursement claimed for only one snack per student per day?		
7. Does the meal count for the Day of Review follow the pattern for the previous 10 days?			7. Does the meal count for the Day of Review follow the pattern for the previous 10 days?		
8. Are educational and/or enrichment activities taking place?			8. Are educational and/or enrichment activities taking place?		
For pricing program only, list the established price for paid and reduced snacks. PAID: _____ REDUCED: _____					

For any "NO" answer above, please describe the corrective action taken to resolve the non-compliance concern.

Manager's Signature

Principal's Signature

Director's Signature

Date

SMART SNACK COMPLIANCE

- ANNUAL ATTESTATION STATEMENT SIGNED/DATED BY THE SUPERINTENDENT
- ALABAMA'S IMPLEMENTATION OF USDA SMART SNACKS IN SCHOOL AND EXEMPT FUNDRAISERS FORM FOR EACH SCHOOL SIGNED/DATED BY PRINCIPAL
- BEST PRACTICE - SIGNED BY JULY 1ST FOR FALL FUNDRAISERS AND/OR JANUARY 1ST FOR SPRING FUNDRAISERS, BUT MUST BE SIGNED PRIOR TO FIRST FUNDRAISER COMMENCING



PROFESSIONAL STANDARDS

- CNP DIRECTOR MEETS HIRING REQUIREMENTS
- CNP DIRECTOR, MANAGERS, AND STAFF (FULL/PART-TIME EMPLOYEES DESIGNATED BY DIRECTOR) MEET OR ARE EXPECTED TO MEET ANNUAL TRAINING REQUIREMENTS.
 - VALIDATED BY TRACKING TOOL (USDA PROFESSIONAL STANDARDS TRAINING TRACKING TOOL 2.0, SOFTWARE PROGRAM OR CUSTOM TOOL)
- SUPPORTING DOCUMENTATION AVAILABLE

PROFESSIONAL STANDARDS TRAINING TRACKER							SCHOOL YEAR 2023-2024										Completed Training Hours (Year to Date)
Employee First Name	Employee Last Name	Hiring Date	Employee Title	Employee Status	Average Work Hours	Required Training Hours	i.e. Key Area	Civil Rights Training	Admin Review Training	Fall Director's Conference	Spring Director's Conference						
							i.e. Key Area	Admin - 3000									
							i.e. Key Topic(s)	3400									
							i.e. Training Subject	3420									
							i.e. Date	8/3	8/27	11/7-11/9	3/7-3/8						
							Training Provider	ALSDE Webinar	ALSDE	ALSDE	ALSDE						
							i.e. Training Title										
John	Doe	6/30/2015	Director	full-time	8	12	i.e. 1	1	7	15	10					33	
			Asst Direct		8	10										0	
			Dietitian		8	6										0	
			Bookkeeper		4	4										0	
			Purchasing		8	6										0	
			Secretary		8	6										0	
																0	



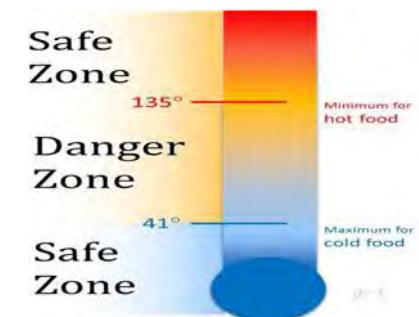
Does the written food safety plan contain the required elements?

- Documented SOPs
- Methods:
 - Documenting menu items in the appropriate HACCP process category
 - Documenting Critical Control Points of food production
 - Monitoring
 - Establishing and documenting corrective actions
 - Recordkeeping
 - Reviewing and revising the overall food safety program periodically

<https://www.fns.usda.gov/food-safety/food-safety-resources>

- **Adopted any applicable changes with Alabama's update to 2013 Food Code**

<http://www.adph.org/foodsafety/assets/2013FoodCodeChangesBrochure.pdf>

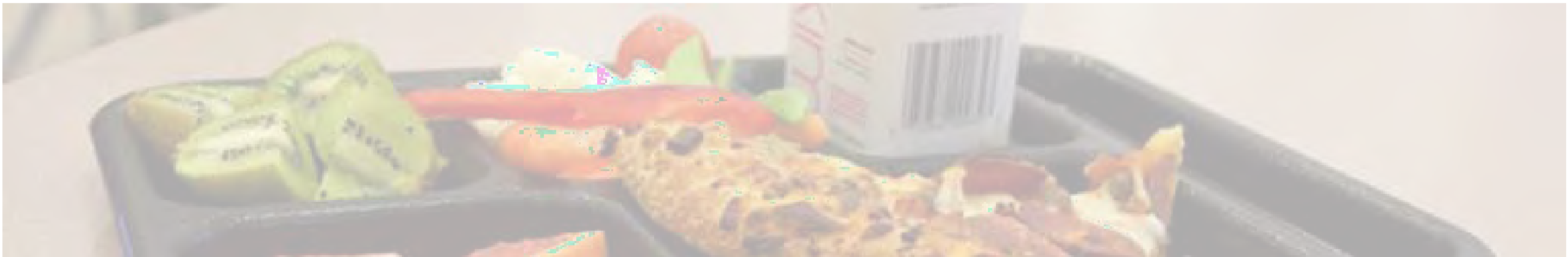


SBP

- Schools participating in the SBP must notify families of the availability of school breakfasts at the beginning of the school year, when free and reduced-price meal applications are sent to households.
 - In addition, schools should send reminders regarding the availability of the SBP multiple times throughout the school year (e.g., at the beginning of each semester or quarter).

SFSP

- Schools are required to conduct SFSP outreach before the end of the academic school year to ensure that eligible families are informed of the availability and location of SFSP meals.



SFSP OUTREACH CLARIFICATION

Seamless Summer Option (SSO)

- Public media notice is not required.
- However, SFAs must state in the application how each site (excluding closed enrolled sites and camps) will promote the availability of meals to children in the community.
 - Maintain documentation of how this occurs.

Summer Food Service Program (SFSP)

Sponsor must send a public media release regarding program and eligibility.

National School Lunch Program (NSLP)

If you are not operating SFSP or SSO, USDA still requires all NSLP sponsors to provide public outreach for SFSP.

DAY OF ON-SITE REVIEW

SCHOOL LEVEL



CIVIL RIGHTS

APPROVED USDA “AND JUSTICE FOR ALL” POSTER DISPLAYED IN CAFETERIA

PROCEDURES IN PLACE FOR ACCOMMODATING STUDENTS WITH SPECIAL DIETARY NEEDS

- NEED TO BE MAINTAINED AND ACCESSIBLE TO CAFETERIA STAFF

MEAL COMPONENTS AND QUANTITIES

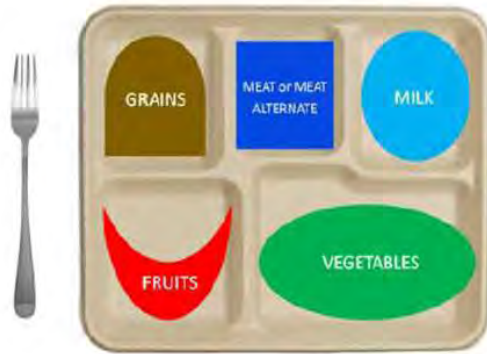
- ALL REQUIRED MEAL COMPONENTS AVAILABLE ON EVERY REIMBURSABLE MEAL SERVICE LINE PRIOR TO AND DURING THE MEAL SERVICE
- MINIMUM DAILY QUANTITY REQUIREMENTS ARE MET FOR THE AGE/GRADE GROUP
- FLUID MILK AVAILABLE IN AT LEAST THE TWO REQUIRED VARIETIES THROUGHOUT THE SERVING PERIOD ON ALL MEAL SERVICE LINES
- SIGNAGE EXPLAINING WHAT CONSTITUTES A REIMBURSABLE BREAKFAST AND LUNCH FOR ALL APPLICABLE GRADE GROUPS NEAR THE BEGINNING OF MEAL SERVICE LINE(S)

OFFER VS. SERVE (OVS)

- IS OVS BEING IMPLEMENTED PROPERLY?
- HAS THE CAFETERIA STAFF BEEN TRAINED ON OVS?
- SIGNAGE EXPLAINING WHAT CONSTITUTES A REIMBURSABLE MEAL **INCLUDES** THE REQUIREMENT TO SELECT AT LEAST $\frac{1}{2}$ CUP FRUIT **OR** VEGETABLE ON OR NEAR THE SERVING LINE.

SERVE SIGNAGE

LUNCH



Must Take All Components for a Healthy Lunch:

Milk
Fruit
Vegetable
Grain
Meat or Meat Alternate

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
(2) fax: (202) 690-7442; or
(3) email: program.intake@usda.gov.
This institution is an equal opportunity provider.



Alabama CNP-School Nutrition Programs—
Alabama State Department of Education
(alabamaachieves.org)



WHERE ARE STUDENTS ABLE TO PURCHASE FOOD?

- ARE THESE ITEMS SMART SNACK COMPLIANT?

WHO IS RESPONSIBLE FOR TRACKING SMART SNACK

COMPLIANCE? DOES THE SCHOOL HOLD FUNDRAISERS DURING THE

SCHOOL DAY?

- ARE THESE ITEMS SMART SNACK COMPLIANT AND IF NOT, DID THE SCHOOL OBSERVE THE STATE-DEFINED LIMIT ON FUNDRAISERS?
- ALABAMA RECOGNIZED 30 EXEMPT FUNDRAISERS PER SCHOOL PER YEAR

SMART SNACKS – COMPETITIVE SALES

STUDENTS DO NOT HAVE ACCESS TO VENDING, SCHOOL STORE, AND/OR FUNDRAISERS DURING MEALTIMES.

- ONE HOUR BEFORE,
- DURING OR
- ONE HOUR AFTER

[HTTPS://WWW.FNS.USDA.GOV/SCHOOL-MEALS/TOOLS-SCHOOLS-FOCUSING-SMART-SNACKS](https://www.fns.usda.gov/school-meals/tools-schools-focusing-smart-snacks)

[ALABAMA CNP - SCHOOL NUTRITION PROGRAMS - ALABAMA STATE DEPARTMENT OF EDUCATION \(ALABAMAACHIEVES.ORG\)](https://www.alabamaachieves.org/)

WATER

POTABLE WATER MUST BE MADE AVAILABLE TO ALL STUDENTS FOR LUNCH AND BREAKFAST (IF SERVED IN THE CAFETERIA).

NOTE: ALSO REQUIRED IF LUNCH IS SERVED IN CLASSROOM.

NO SIGNAGE PROMOTING WATER OR ANY OTHER BEVERAGE AS AN ALTERNATIVE SELECTION TO FLUID MILK THROUGHOUT THE FOOD SERVICE AREA.



- COPY OF WRITTEN FOOD SAFETY PLAN AVAILABLE AT EACH SCHOOL AND BEING IMPLEMENTED
- TWO MOST RECENT FOOD SAFETY INSPECTIONS PROVIDED
- MOST RECENT FOOD SAFETY INSPECTION REPORT POSTED IN PUBLICLY VISIBLE LOCATION
- TEMPERATURE LOGS AVAILABLE FOR FREEZER(S), COOLER(S), MILK COOLER(S), DRY STORAGE

IS THE FOOD SAFETY PLAN BEING IMPLEMENTED?

- PROPER PERSONAL HYGIENE (HAIRNETS, GLOVED HANDS, APPROPRIATE HAND WASHING)
- CROSS CONTAMINATION IS PREVENTED.
- FOOD TEMPERATURES ARE MONITORED.
- FOOD PREPARATION AREAS/SERVICE AREAS ARE CLEAN.
- CLEAN UTENSILS/EQUIPMENT ARE USED FOR FOOD PREPARATION AND MEAL SERVICE.
- NO OBVIOUS EVIDENCE OF PESTS IS PRESENT.

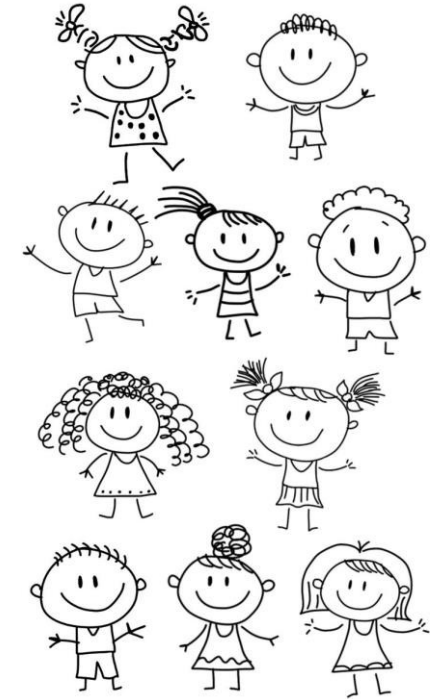
PROPER STORAGE PRACTICES:

- TEMPERATURE IS APPROPRIATE FOR THE APPLICABLE EQUIPMENT.
- FOOD IS STORED 6" OFF THE FLOOR.
- FOOD STORAGE FACILITY IS CLEAN/NEAT.
- CANNED GOODS ARE FREE FROM BULGES, LEAKS, DENTS.
- CHEMICALS ARE CLEARLY LABELED AND STORED AWAY FROM FOOD/FOOD-RELATED SUPPLIES.
- OPEN BAGS OF FOOD ARE STORED IN CONTAINERS WITH TIGHT FITTING LIDS.
- FIRST IN – FIRST OUT (FIFO) METHOD OF INVENTORY MANAGEMENT IS USED.
- NO OBVIOUS EVIDENCE OF PESTS IS PRESENT.
- BUY AMERICAN PROVISION IN EFFECT.

PRE-K MEAL PATTERN

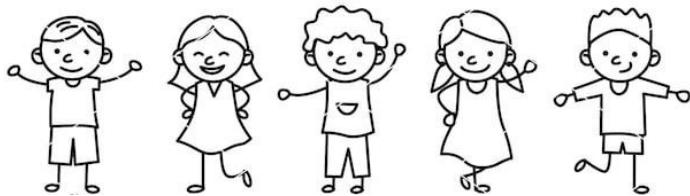
CO-MINGLED:

- PRE-K STUDENTS AND K-5 STUDENTS ARE SERVED IN THE SAME SERVICE/DINING AREA AT THE SAME TIME
- PROVIDE BREAKFAST/LUNCH SCHEDULE (BY GRADE LEVEL)
- K-5 MEAL PATTERN (OPTIONAL)
- OVS (OPTIONAL)



NO CO-MINGLED FLEXIBILITY:

- CACFP MEAL PATTERN FOR 3-5-YEAR-OLD CHILDREN
- MENU
- PRODUCTION RECORD
- SERVE ONLY (OVS NOT AN OPTION FOR PRE-K AGE STUDENTS)



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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: [USDA Program Discrimination Complaint Form](#) from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

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*This language was added pursuant to the May 5, 2022, USDA memorandum. However, the inclusion and applicability of this language is currently under challenge in the matter of *The State of Tennessee, et al. v. USDA, et al.*, Case No. 3:22-cv-00257, and may be subject to change.

ASK US



BREAK *for a* PLATE SCHOOLS

Learning Code

Event Name: Administrative Review Training

Event Date: September 6, 2023

Hours:

Professional Learning Code:

