

Signing the Administrative Review Final Report and/or Submitting Correction Action(s)

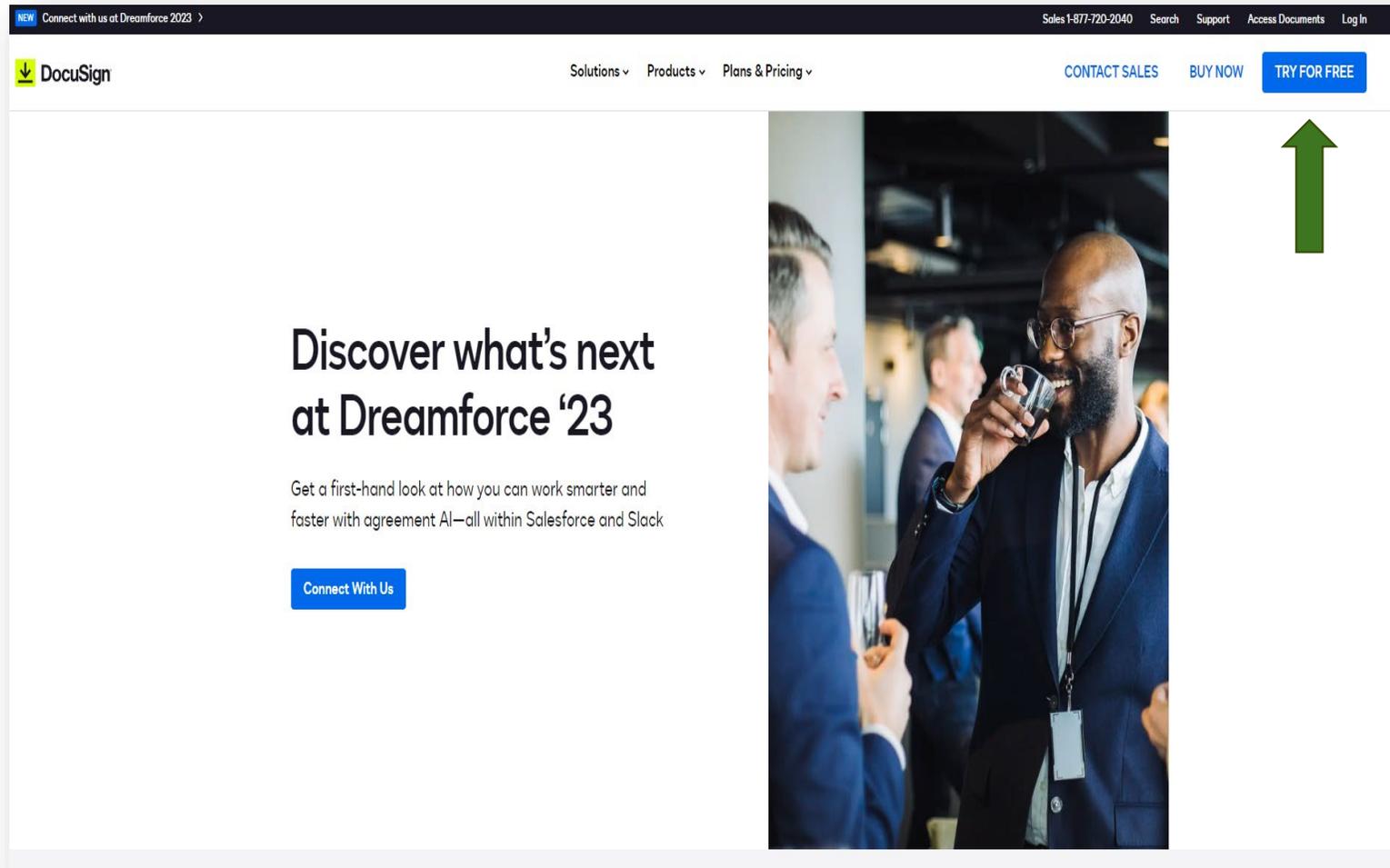


Meagen Anthony-Rush, Education Specialist
Submission of Final Report and Corrective Action(s)
September 6, 2023
ALSDE Human Resources



DocuSign

- A best practice is to create a free DocuSign account.
 - Receiving envelopes is unlimited and allows you to track the status of the envelope once you have completed your task.
 - Sending envelopes is limited with the free version.



The screenshot shows the DocuSign website homepage. At the top, there is a navigation bar with the DocuSign logo on the left and links for 'Solutions', 'Products', and 'Plans & Pricing' in the center. On the right side of the navigation bar, there are links for 'CONTACT SALES', 'BUY NOW', and 'TRY FOR FREE'. A green arrow points upwards from the 'TRY FOR FREE' button. Below the navigation bar, the main content area features a large image of a man in a blue suit and glasses talking to another man. To the left of the image, the text reads: 'Discover what's next at Dreamforce '23'. Below this, a smaller line of text says: 'Get a first-hand look at how you can work smarter and faster with agreement AI—all within Salesforce and Slack'. At the bottom of this section, there is a blue button labeled 'Connect With Us'. In the top right corner of the page, there is a small banner that says 'NEW Connect with us at Dreamforce 2023'.

Accessing DocuSign

- “30 Days Left” this will not affect your ability to receive or view envelopes.
- “Action Required” is a quick link that will take you to all envelopes that need your signature or approval.
- The “Manage” tab will show all envelopes in your inbox and sent box. The Administrative Review Final Report will be in the “inbox”.

The screenshot shows the DocuSign eSignature dashboard. The top navigation bar includes 'Home', 'Manage', 'Templates', 'Reports', and 'Settings'. The 'Manage' tab is highlighted with a green circle. In the top right corner, a '30 Days Left' notification is also highlighted with a green circle. Below the navigation bar, there is a user profile section with a 'Signed by:' field and a 'Create Your Signature' button. To the right of the profile are four counters: 'Action Required' (0), 'Waiting for Others' (0), 'Expiring Soon' (0), and 'Completed' (0). The 'Action Required' counter is highlighted with a green circle. Below these counters is a large dashed box with the text 'Drop documents here to get started' and a 'START NOW' button. At the bottom, there is a 'Want to do more?' section with three cards: 'Ready to save more time?', 'Need help getting started?', and 'Download our mobile app'.

Administrative Review Correspondence

- Administrative Review Notification
- Administrative Review Final Report (30 days after the Exit Conference).
- If complete and adequate response is not received within 30 days from the date of the AR Final Report a 40% withholding letter will be sent.

DocuSign Envelope ID: 33AF395C-3367-46A5-A273-BF277CC88802

 STATE OF ALABAMA
DEPARTMENT OF EDUCATION 
Eric G. Mackey, Ed.D.
State Superintendent of Education

Alabama State Board of Education

March 28, 2023

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President

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District VII

Wayne Reynolds, Ed.D.
District VIII
Vice President

Eric G. Mackey, Ed.D.
Secretary and
Executive Officer

[REDACTED]

RE: [REDACTED]

[REDACTED] has been scheduled by the Alabama State Department of Education's (ALSDE) Child Nutrition Program (CNP) for Administrative and Procurement Reviews during the period of May 8 – 12, 2023. The ALSDE CNP will conduct the review and the staff will be led by Mr. Chad Langston. As required by United States Department of Agriculture (USDA) regulations, the ALSDE CNP staff will review your system's CNP operations. ALSDE CNP staff members will contact your CNP Director to coordinate the specifics of the reviews. Your CNP Director should accompany the ALSDE CNP staff to the school(s) selected for review.

The documents listed below must be forwarded to 5163 Gordon Persons Building, P.O. Box 302101, Montgomery, AL 36130-2101 or emailed within ten business (10) days from receipt of this letter. The Off-site Assessment Tool and Procurement Review Tool will be emailed to the CNP Director upon this letter being sent to the SFA.

- Copy of the edit checks for each school reported on the most recently submitted Claim for Reimbursement
- Completed Off-site Assessment Tool (email in the original Excel file; do not scan or return in Google docs)
- Completed Procurement Review Tool (email in the original Excel file; do not scan or return in Google docs)
- School/site listing by age/grade group (all SFA sites)

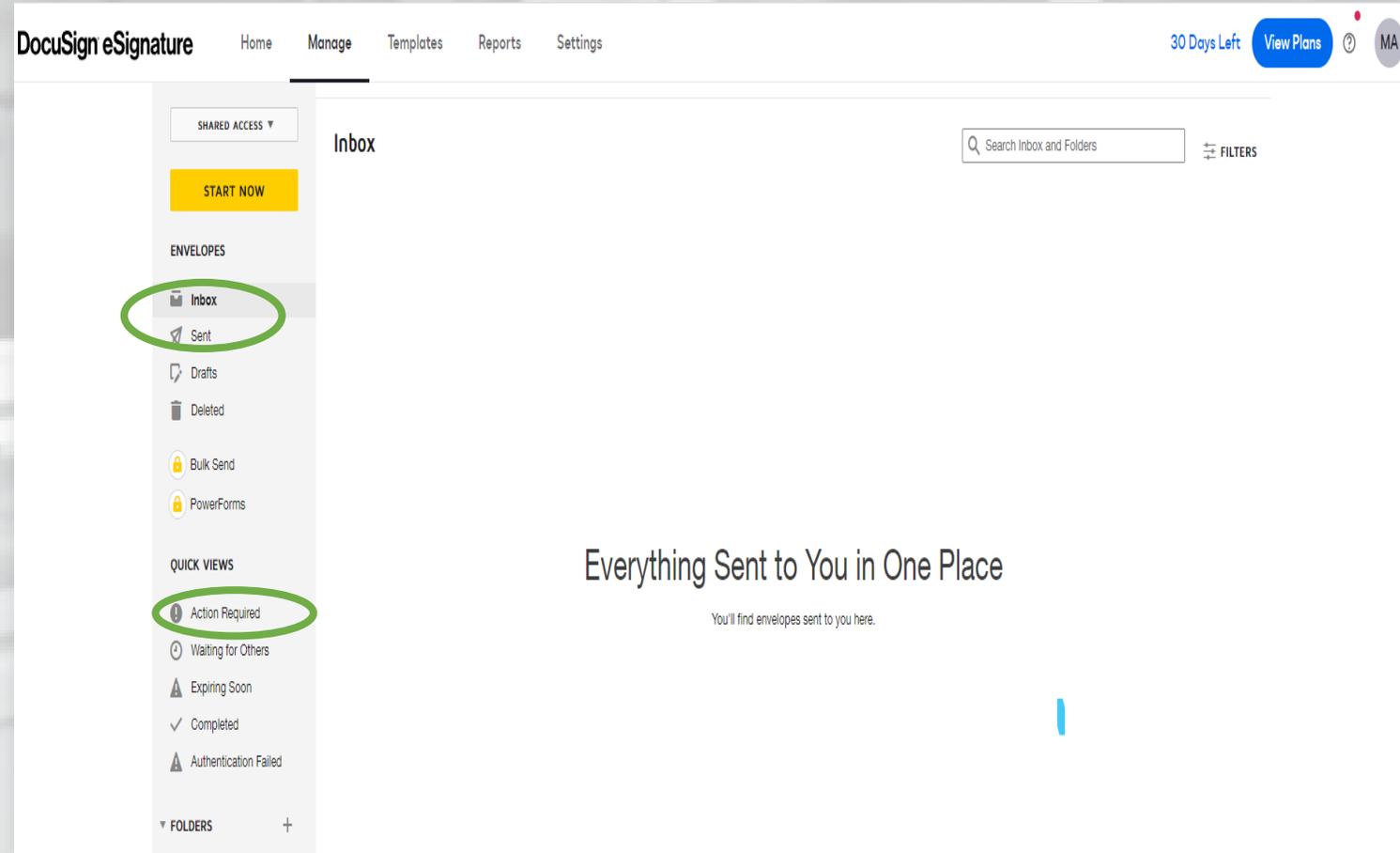
Upon notification from ALSDE CNP staff regarding the school(s) selected for review and the confirmation of the review period, email the documents listed below.

- Electronic master list of all students eligible for free or reduced-price meals enrolled in the SFA during the review period
- For the week of review and one (1) week from the review period (month of review) for each school selected**
 - Copy of all applicable menus for each menu type and age/grade group (i.e., SBP, NSLP, Afterschool Snack Program, FFVP, and/or CACFP Pre-K)
 - Copy of production records for each menu type and age/grade group for the review period only
 - Copy of the Menu Worksheet portion of a USDA-approved *Menu Planning Tool for Certification for Seven Cent Reimbursement* for each breakfast and lunch menu type and age/grade group

GORDON PERSONS BUILDING • P.O. BOX 302101 • MONTGOMERY, ALABAMA 36130-2101 • TELEPHONE (334) 694-4900 • WEBSITE: www.alabamachieves.org

“Manage” Tab

- When accessing the Manage tab you will have access to various folders on the left side of the screen.
- Inbox, Sent, and Action Required folders are all located within the Manage tab.



Receiving the Final Administrative Review Report

- You will receive an email notification when the report is sent.
- You can access the envelope via the DocuSign website or using the link provided in the email.

CNP NSLP via DocuSign
Complete with DocuSign: SY23_AR Repo... 10:38 AM
<<https://NA4.docusign.net/Member/Image.a:>

Complete with DocuSign: SY23_AR Report_DEMO

DocuSign NA4 System <dse_NA4@docusign.net>
To: Meagen Anthony

[If there are problems with how this message is displayed, click here to view it in a web browser.](#)

We Teach Alabama
ALABAMA STATE DEPARTMENT OF EDUCATION

DocuSign has forwarded to you a document to review and/or e-sign.

START

CNP NSLP
cnpslp@alsde.edu

CNP Director,
Please Start <[REDACTED]> SY23 (1).docx, University
DIS_CNP_SP_202301_ReturnAgreement_V1_01.docx

Thank You, CNP NSLP

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Do Not Share This Email
This email contains a secure link to DocuSign. Please do not share this email, link, or access code with others.

Alternate Signing Method
Visit DocuSign.com, click 'Access Documents', and enter the security code:
2F3257DB908F43C3AA6BFDE5877A9127

About DocuSign
Sign documents electronically in just minutes. It's safe, secure, and legally binding. Whether you're

Accessing the Envelope

- When accessing the envelope, you will be prompted to click the “Continue” button.

Please Review & Act on These Documents

 CNP NSLP
Alabama State Department of Education

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Please review the documents below. [CONTINUE](#) [OTHER ACTIONS ▾](#)

January 5, 2023



RE:  [Administrative Review Findings](#)

It was a pleasure working with you and your staff at . Your staff provided a very welcoming atmosphere for us. The teachers were also accommodating in letting us monitor Breakfast and Lunch in the Classroom and obviously make it part of their duties to help in providing meals to the students. Thank you and your staff for working diligently in the Child Nutrition Program and for providing appealing meals to your students.

This letter will confirm the Administrative Review of your Child Nutrition Programs conducted by Sharon Allison of the Child Nutrition Programs on November 14-16, 2022. A discussion of the review was held with your staff at the exit conference. A formal copy of the results of this review is attached.

All findings require corrective action. Written confirmation detailing the corrective action you have taken in all areas cited should be submitted within thirty (30) days from the receipt of this letter via DocuSign.

We appreciate the efforts made in providing nutritious meals to the school children of Alabama.

Alabama State Board of Education
Governor Kay Ivey
President
Jackie Zagier
District I
Tracee West
District II
President Pro Tem
Stephanie Bell
District III
Yvette M. Richardson, Ed.D.
District IV
Tonya S. Chestnut, Ed.D.
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District VI

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 Change Language - English (US) ▾ | [Terms Of Use & Privacy](#) ▾ | Copyright © 2023 DocuSign Inc. | v2R

Accessing the Envelope cont.

- You can scroll through all documents.
- Click the “Start” button to be taken to any required signatures, textboxes, and/or attachments that will need to be uploaded.

The screenshot shows a DocuSign envelope interface. At the top, a dark blue header contains the text "Please review the documents below." on the left, and "FINISH" and "OTHER ACTIONS" buttons on the right. Below the header is a toolbar with icons for search, zoom, download, print, and help. The main content area displays a document from the State of Alabama Department of Education, dated January 5, 2023. The document is addressed to the Alabama State Board of Education, with recipients listed as Governor Kay Ivey (President), Jackie Zagler (District I), Tracee West (District II, President Pro Tem), Stephanie Bell (District III), and Yvette M. Richardson, Ed.D. (District IV). The subject of the letter is "Administrative Review Findings". The letter text states: "It was a pleasure working with you and your staff at [REDACTED]. Your staff provided a very welcoming atmosphere for us. The teachers were also accommodating in letting us monitor Breakfast and Lunch in the Classroom and obviously make it part of their duties to help in providing meals to the students. Thank you and your staff for working diligently in the Child Nutrition Program and for providing appealing meals to your students." The letter concludes by stating: "This letter will confirm the Administrative Review of your Child Nutrition Programs conducted by Sharon Allison of the Child Nutrition Programs on November 14-16, 2022. A discussion of the review was held with your staff at the exit conference. A formal copy of the results of this review is attached." The footer of the interface includes "Powered by DocuSign" on the left, and "Change Language - English (US)", "Terms Of Use & Privacy", and "Copyright © 2023 DocuSign Inc. | V2R" on the right.

Accessing the Envelope cont.

- The last page is where you will sign and/or upload any documentation.
 - The attachment buttons allow for more than one file to be attached.
- Once you sign and attach the requested file, the envelope will automatically be sent to the Lead Education Specialist for review once the “Finish” button is clicked.

Select the attachment field to add a document

FINISH OTHER ACTIONS

Return Agreement to CNP Director for Revisions to Corrective Action:

1. Only the CNP Director may replace the attachment(s) once a revision has been initiated.
2. Corrective Action envelopes are automatically returned to the CNP Director when the Lead Specialist makes a request for revision.
3. Once the CNP Director has replaced the attachment(s) (by using the same attachment button), and checked the Yes box below for confirmation, the DocuSign envelope will be sent again in sequence to all recipients to initial the change(s); the cycle may repeat as many times as needed.
4. Steps as follows:
 - ALSDE staff will send the envelope back to all previous recipients for revised corrective action attachments.

- First Return, if any:
Confirmation the revisions have been made and attached: Yes
- Second Return, if any:
Confirmation the revisions have been made and attached: Yes
- Third Return, if any:
Confirmation the revisions have been made and attached: Yes
- Fourth Return, if any:
Confirmation the revisions have been made and attached: Yes

Please attach the corrective action documentation below.

Optional Optional Optional Optional

Upload Attachment

✓ Title (1).pdf
5 pages - Upload Complete

UPLOAD A FILE

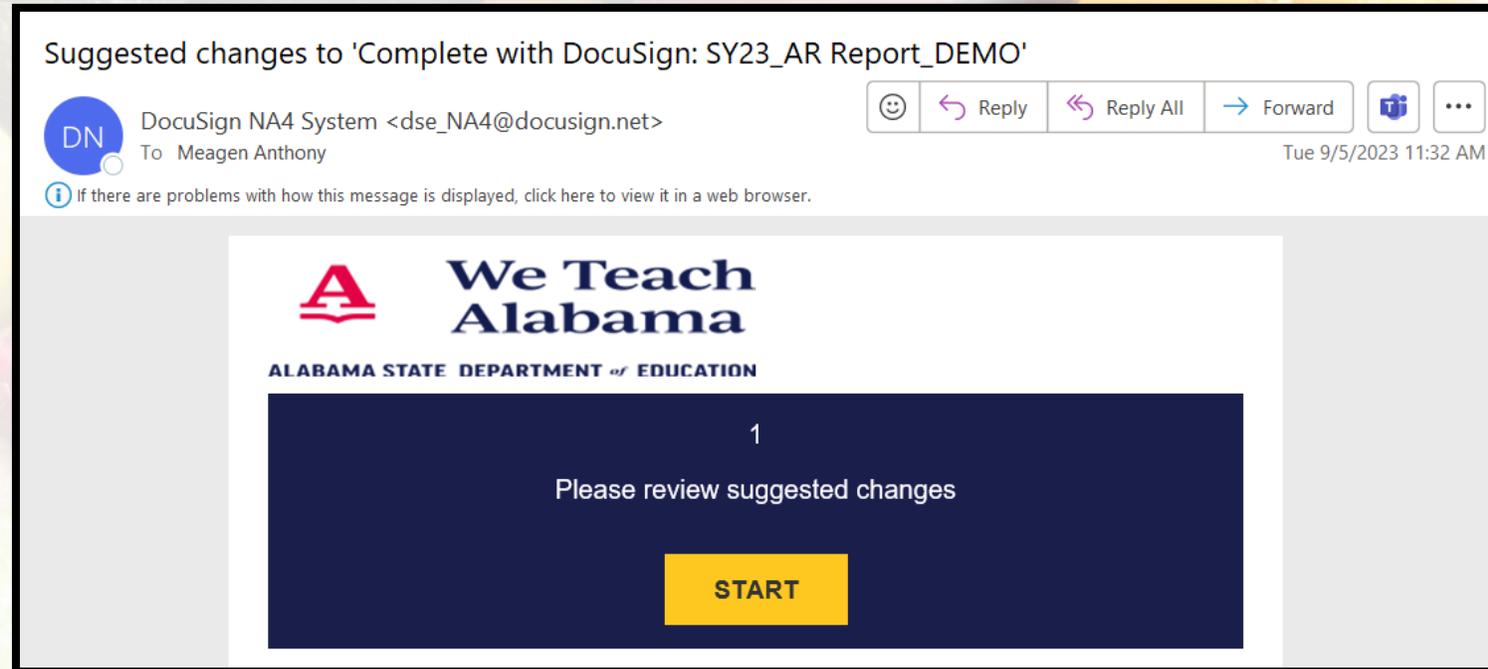
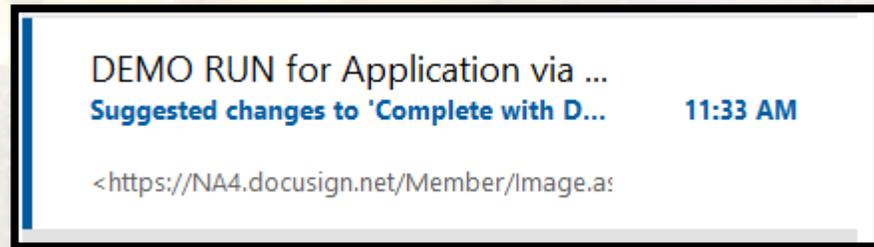
DONE

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CNP Director

Returned for Revisions

- If the envelope is returned for revisions, you will receive an email notification.
- You can access the envelope via the email or by logging in to DocuSign website when you are ready to make the necessary revisions.



Returned for Revisions cont.

- Once you are ready to upload the revised document or add more documents, access the envelope and click “Start”.
- You will be prompted to “Initial” the textbox that has a note typed.
- You will need to click the attachment button and remove the errored files and then attach the new files.
- Click the gray attachment button and remove documents that are no longer needed.

DocuSign Envelope ID: 25C1F2D8-524A-44A1-B678-736936528F1E



Return Agreement to CNP Director for Revisions to Corrective Action:

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Confirmation the revisions have been made and attached: Yes

- Second Return, if any:

Confirmation the revisions have been made and attached: Yes

- Third Return, if any:

Confirmation the revisions have been made and attached: Yes

- Fourth Return, if any:

Confirmation the revisions have been made and attached: Yes

Please attach the corrective action documentation below.



Optional Optional Optional Optional

Upload Attachment

✓ Title (1).pdf
5 pages - Upload Complete

UPLOAD A FILE

DONE

ASK US



USDA Non-Discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation*), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

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.

This institution is an equal opportunity provider.

*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.