



BEHIND THE CAFETERIA SCENES: MASTERING ADMINISTRATIVE REVIEWS FOR MANAGERS



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Alabama State Department of Education
CNP School Programs
June 26, 2025



BREAK for a PLATE
ALABAMA

WHAT IS AN ADMINISTRATIVE REVIEW?

Administrative reviews means the comprehensive evaluation of all school food authorities participating in the programs specified in [paragraph \(a\)](#) of this section. It includes a review of both critical and general areas in accordance with [paragraphs \(g\)](#) and [\(h\)](#) of this section, as applicable for each reviewed program. With FNS approval, the administrative review may include other areas of program operations determined by the State agency.

INVITATION TO ADMINISTRATIVE REVIEW TRAINING 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

ENTRANCE CONFERENCE — FIRST DAY OF ON-SITE REVIEW

ON-SITE AR — LENGTH DEPENDENT UPON HOW MANY SITES ARE TO BE REVIEWED

EXIT CONFERENCE — LAST DAY OF ON-SITE PORTION OF REVIEW

FINAL AR REPORT — SENT TO SFA WITHIN 30 CALENDAR DAYS OF EXIT CONFERENCE

CORRECTIVE ACTION — DUE NO LATER THAN 30 CALENDAR DAYS AFTER RECEIVING AR REPORT

TERMINOLOGY

- **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”.**
- **WEEK OF REVIEW** is the week during which the on-site review of the individual sites selected for review occurs. This is the week which includes the Day of Review.

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) PARTICIPATE IN(SCHOOL BREAKFAST PROGRAM, NATIONAL SCHOOL LUNCH PROGRAM, AFTERSCHOOL SNACK PROGRAM, AND/OR FRESH FRUIT AND 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
 - STANDARDIZED RECIPES

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.

DAY OF ON-SITE REVIEW

SCHOOL LEVEL



MEAL COUNTING AND CLAIMING

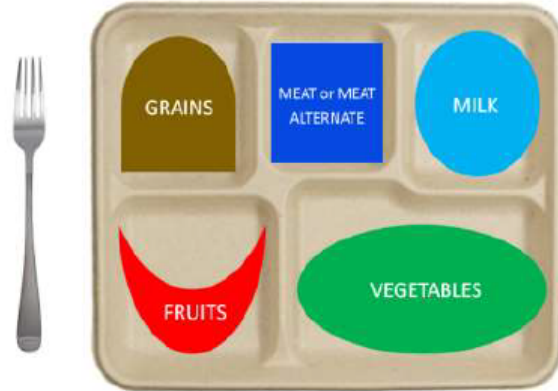
- OVERT IDENTIFICATION
- MEAL COUNT ACCURACY & REASONABLE COUNTS
- EXCESSIVE OVERRIDES
- ADULT MEALS/CNP STAFF MEALS

MEAL COMPONENTS AND QUANTITIES

- ACCURATE MENUS POSTED AND FOLLOWED
- 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)

BREAKFAST

Offer Versus Serve



Milk
Fruit or Vegetable
Grain
Grain or Meat/Meat Alternate

- Choose at least three (3) of the items offered.
- Must choose at least 1/2 cup fruit or vegetable.

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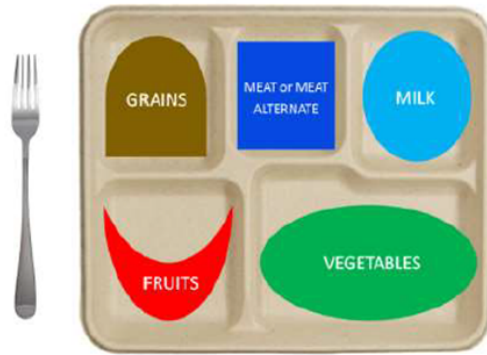
To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested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

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 1/2 CUP FRUIT **OR** VEGETABLE ON OR NEAR THE SERVING LINE.

LUNCH



Must Take All Components for a Healthy Lunch:

Milk
Fruit
Vegetable
Grain
Meat or Meat Alternate

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SERVE SIGNAGE



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



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



ON-SITE MONITORING

NATIONAL SCHOOL LUNCH PROGRAM

SCHOOL BREAKFAST PROGRAM

- ON-SITE REVIEW FOR NSLP/SBP
COMPLETED PRIOR TO FEBRUARY 1ST



[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 _____

Agree _____

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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name of approving official: _____			
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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?		
<p>For pricing program only, list the established price for paid and reduced snacks.</p> <p>PAID: _____ REDUCED: _____</p>					

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 SNACKS



WHERE ARE STUDENTS ABLE TO PURCHASE FOOD?

- ARE THESE ITEMS SMART SNACK COMPLAINT?

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)

WATER

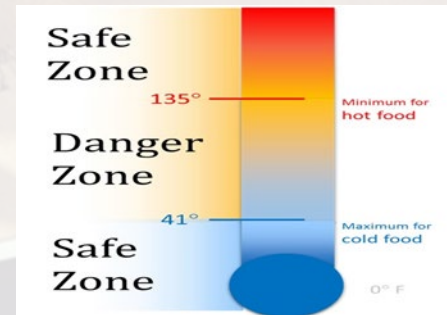
POTABLE WATER MUST BE MADE AVAILABLE TO ALL STUDENTS FOR LUNCH AND BREAKFAST *(IF SERVED IN THE CAFETERIA)*.

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.

HACCP (CONTINUED)

PROPER STORAGE PRACTICES:

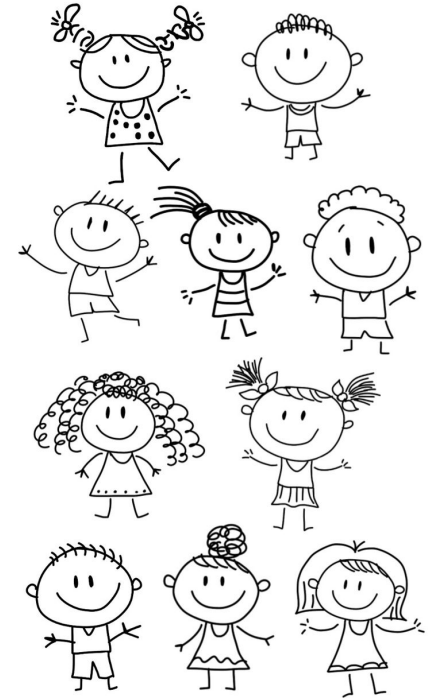
- TEMPERATURE IS APPROPRIATE FOR THE APPLICABLE EQUIPMENT.
- FOOD IS STORED 6" OFF THE FLOOR.
- FOOD STORAGE FACILITY IS CLEAN/NEAT.
- CANNED GOODS ARE FREE FROM BULGES, LEAKS, DENTS.
- CHEMICALS ARE CLEARLY LABELED AND STORED AWAY FROM FOOD/FOOD-RELATED SUPPLIES.
- OPEN BAGS OF FOOD ARE STORED IN CONTAINERS 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.

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

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)



ASK US



BREAK *for a* PLATE

SCHOOLS



Learning Code

Event Name: New Managers Training
Topic: Mastering Administrative Reviews for Managers

Event Date: June 26 – 27, 2025

Hours: 1.0

Professional Learning Code: 3260