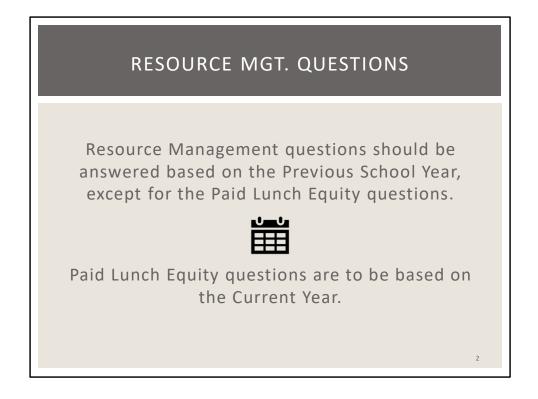


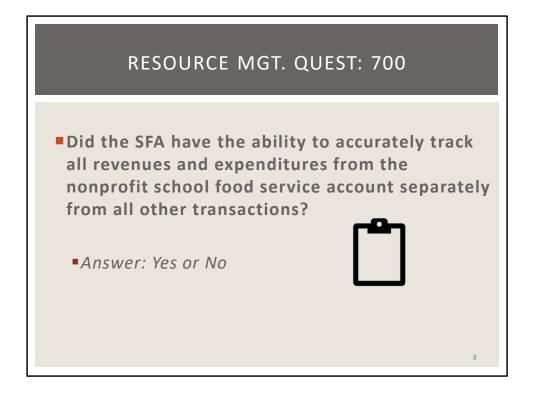
Welcome to the SD Child and Adult Nutrition Services webinar. The following training will provide a brief overview for the 700-series of the

Administrative Review, also known as the Resource Management Module.



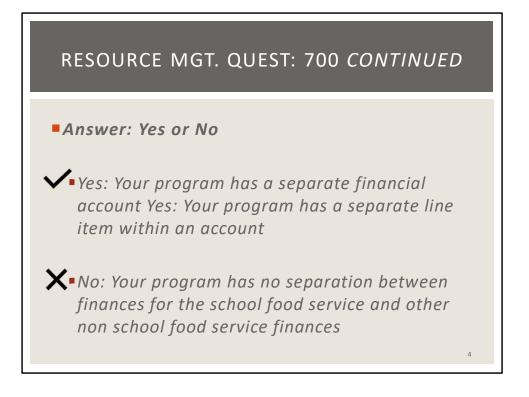
Resource Management questions should be answered based on the Previous School Year, except for the Paid Lunch Equity questions.

Paid Lunch Equity questions are to be based on the Current Year.

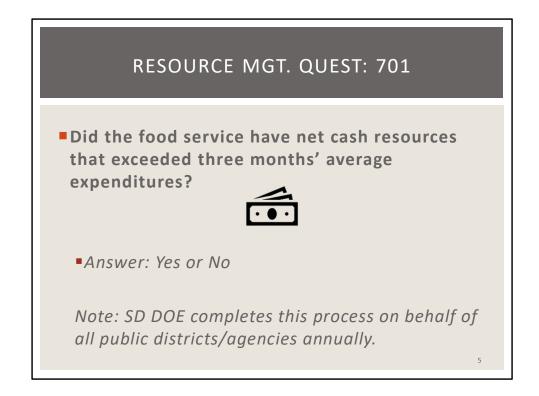


Starting off with Question 700: Did the SFA have the ability to accurately track all revenues and expenditures from the nonprofit school food service account separately from all other transactions?

You are to Answer Yes or No for this question



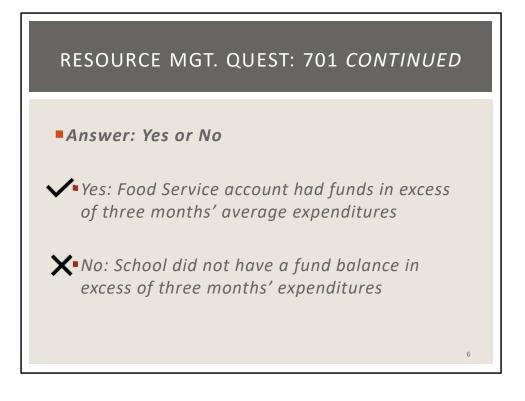
Answer Yes if Your program has a separate financial account Yes: Your program has a separate line item within an account Answer No if Your program **does not** have separation between finances for the school food service and other non school food service finances



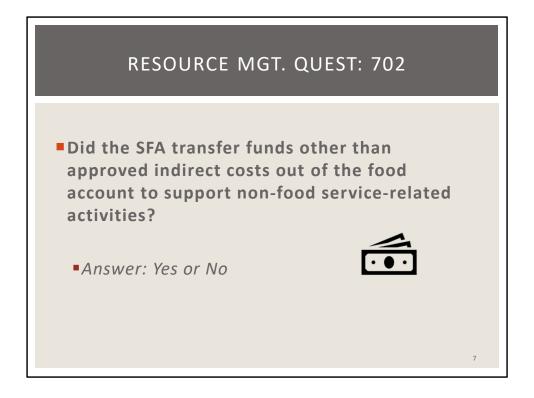
Question 701 says: Did the food service have net cash resources that exceeded three months' average expenditures?

This is a yes or no question

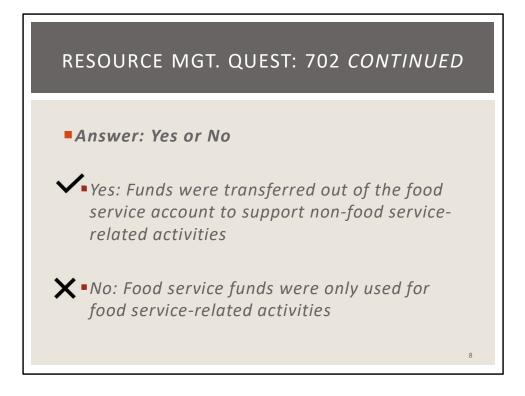
Note: SD DOE completes this process on behalf of all public districts/agencies annually.



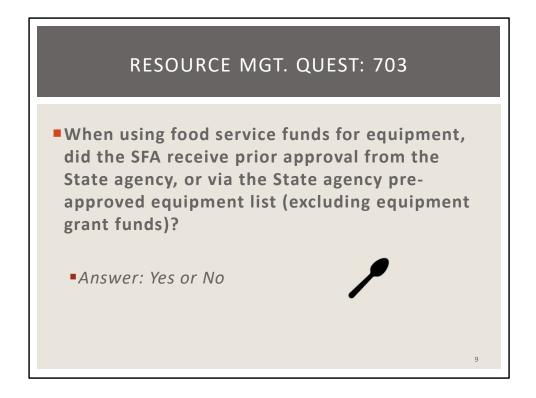
Answer Yes if the Food Service account had funds in excess of three months' average expenditures Answer No if the School did not have a fund balance in excess of three months' expenditures



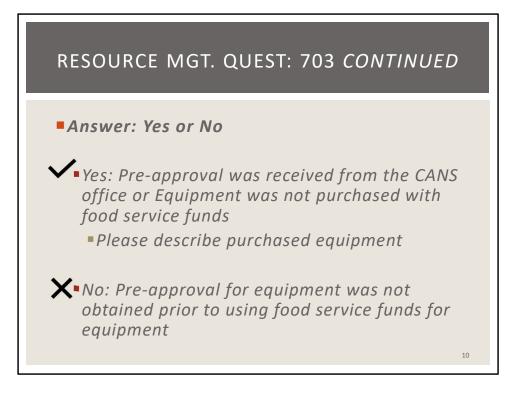
Now we are on Question 702: Did the SFA transfer funds other than approved indirect costs out of the food account to support non-food service-related activities? *Answer: Yes or No for this question*



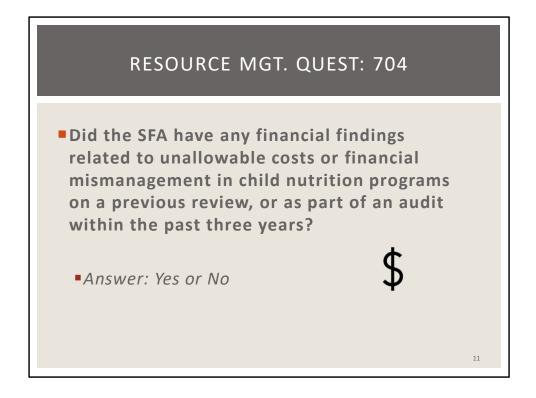
Answer Yes if Funds were transferred out of the food service account to support non-food service-related activities Answer No if Food service funds were only used for food service-related activities



703 asks: When using food service funds for equipment, did the SFA receive prior approval from the State agency, or via the State agency pre-approved equipment list (excluding equipment grant funds)? *Please Answer with a Yes or No*

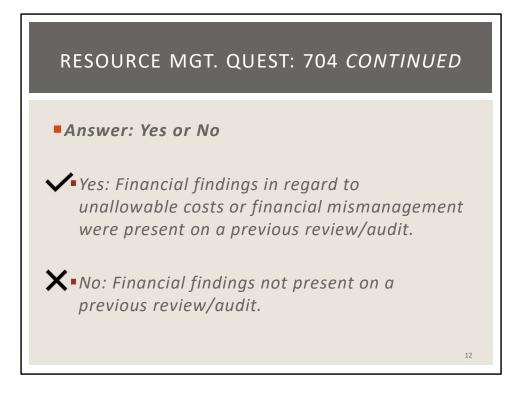


A Yes should be selected if Pre-approval was received from the CANS office or Equipment was not purchased with food service funds Also Please describe purchased equipment Select No if Pre-approval for equipment was not obtained prior to using food service funds for equipment

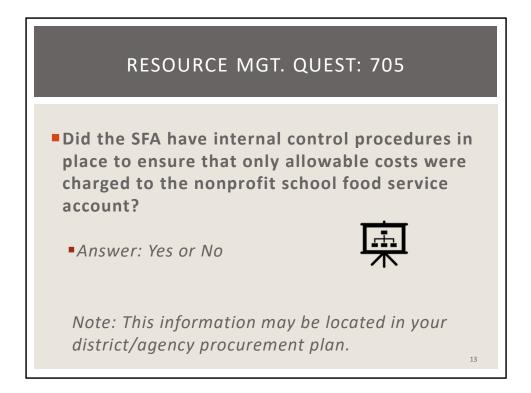


Question 704: Did the SFA have any financial findings related to unallowable costs or financial mismanagement in child nutrition programs on a previous review, or as part of an audit within the past three years?

This is a yes or no question.



Yes indicates that Financial findings in regard to unallowable costs or financial mismanagement were present on a previous review/audit. No indicates that Financial findings were not present on a previous review/audit.



Now we are on Question 705: Did the SFA have internal control procedures in place to ensure that only allowable costs were charged to the nonprofit school food service account?

Note that This information may be located in your district/agency procurement plan.

Please answer yes or no for this question.

RESOURCE MGT. QUEST: 705 CONTINUED

Answer: Yes or No

 Yes: Your district/agency has a process in place to make sure that only allowable costs are charged to or spent out of the school food service account

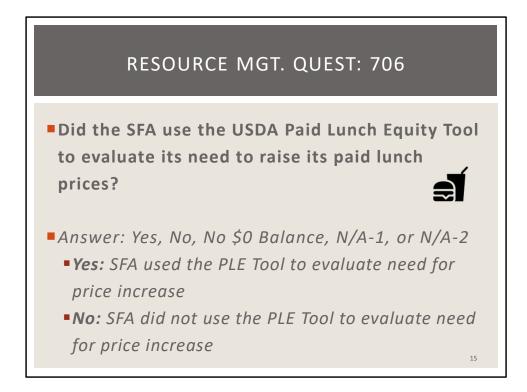
 Describe process to ensure only allowable costs are charged to the food service account

No: Your district/agency does not have a process in place to make sure that only allowable costs are charged to or spent out of the school food service account

Answer Yes if Your district/agency has a process in place to make sure that only allowable costs are charged to or spent out of the school food service account.

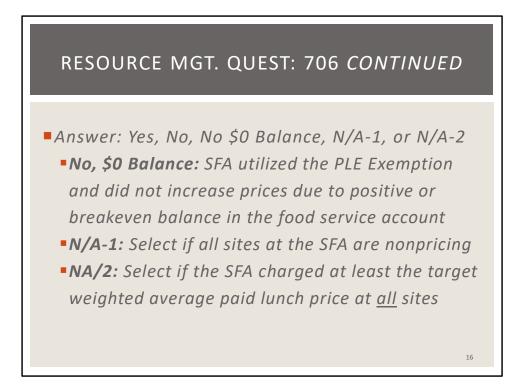
If you answered yes, please describe process to ensure only allowable costs are charged to the food service account

Answer No if Your district/agency does not have a process in place to make sure that only allowable costs are charged to or spent out of the school food service account



706 asks: Did the SFA use the USDA Paid Lunch Equity Tool to evaluate its need to raise its paid lunch prices?

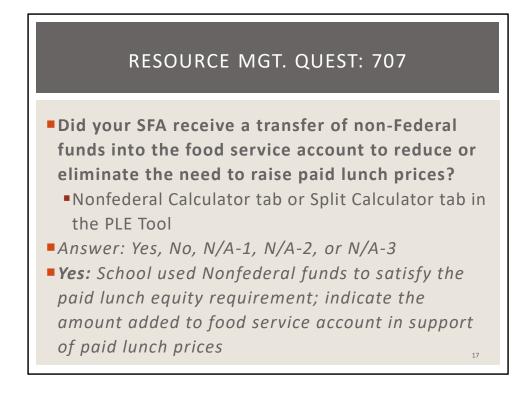
Yes indicates that SFA used the PLE Tool to evaluate need for price increase **Answer No if the** SFA did not use the PLE Tool to evaluate need for price increase



Select "No, \$0 Balance" if the SFA utilized the PLE Exemption and did not increase prices due to positive or breakeven balance in the food service account

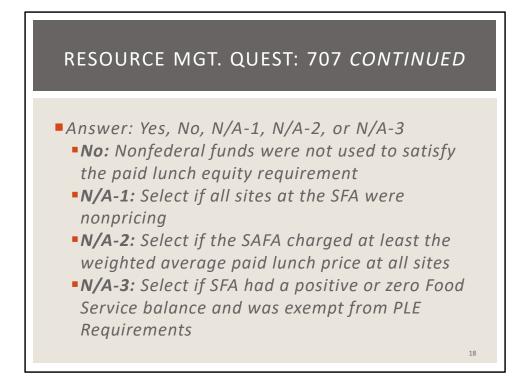
If all sites at the SFA are nonpricing, then select Not Applicable #1

NA/2 should be Selected if the SFA charged at least the target weighted average paid lunch price at <u>all</u> sites



Question 707: Did your SFA receive a transfer of non-Federal funds into the food service account to reduce or eliminate the need to raise paid lunch prices? Refer to the Nonfederal Calculator tab or Split Calculator tab in the PLE Tool

Answer Yes if the School used Nonfederal funds to satisfy the paid lunch equity requirement; Also indicate the amount added to food service account in support of paid lunch prices

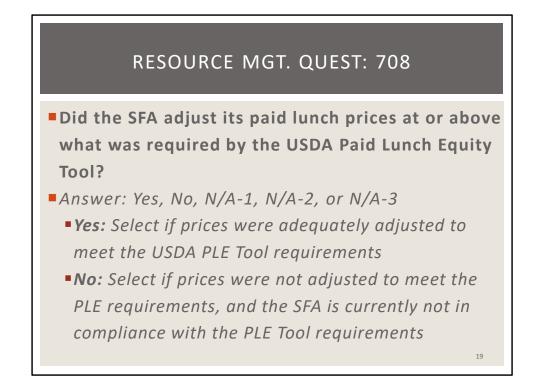


Answer No if the Nonfederal funds were not used to satisfy the paid lunch equity requirement

N/A-1 should be selected if all sites at the SFA were nonpricing

Select N/A-2 if the SAFA charged at least the weighted average paid lunch price at all sites

And Select N/A-3 if SFA had a positive or zero Food Service balance and was exempt from PLE Requirements



We are now on Question 708 which says: Did the SFA adjust its paid lunch prices at or above what was required by the USDA Paid Lunch Equity Tool?

Answer Yes for this question if prices were adequately adjusted to meet the USDA PLE Tool requirements **Answer No** if prices were not adjusted to meet the PLE requirements, and the SFA is currently not in compliance with the PLE Tool requirements

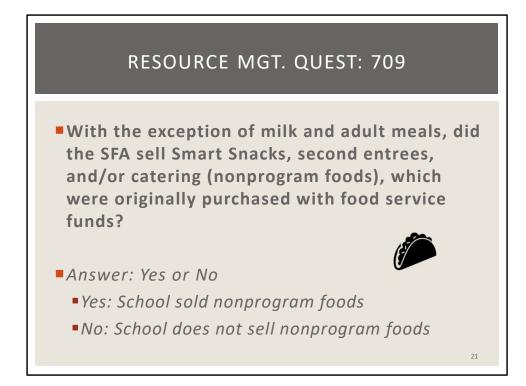
RESOURCE MGT. QUEST: 708 CONTINUED

Answer: Yes, No, N/A-1, N/A-2, or N/A-3

- •N/A-1: Select if all sites were nonpricing OR if the SFA charged at least the targeted weighted average paid lunch price at all sites
- •N/A-2: Select if the SFA charged at least the targeted weighted average paid lunch price at all sites
- N/A-3: Select if the SFA is exempt from a price increase, due to positive or zero balance in the food service account. Please note in comments

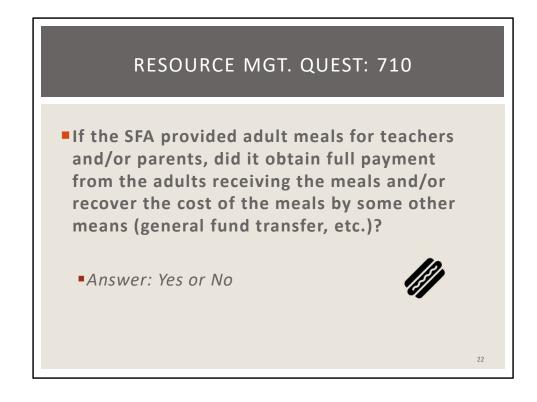
N/A-1 should be selected if all sites were nonpricing **OR** if the SFA charged at least the targeted weighted average paid lunch price at all sites **Select N/A-2** if the SFA charged at least the targeted weighted average paid lunch price at all sites

Select N/A-3 if the SFA is exempt from a price increase, due to positive or zero balance in the food service account. Please note this in the comments as well



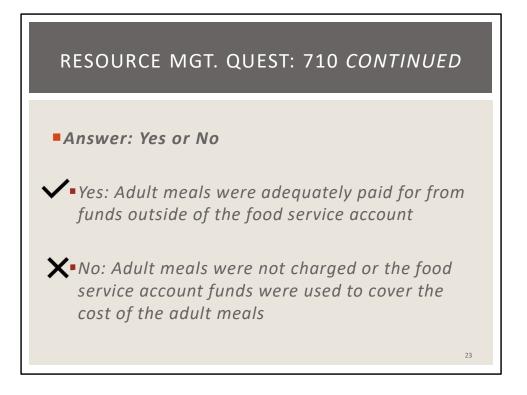
709: With the exception of milk and adult meals, did the SFA sell Smart Snacks, second entrees, and/or catering (nonprogram foods), which were originally purchased with food service funds?

Please answer this question with a yes or no. Yes indicates that the School sold nonprogram foods No indicates that the School does not sell nonprogram foods



Question 710 asks: If the SFA provided adult meals for teachers and/or parents, did it obtain full payment from the adults receiving the meals and/or recover the cost of the meals by some other means (general fund transfer, etc.)?

For this, answer yes or no



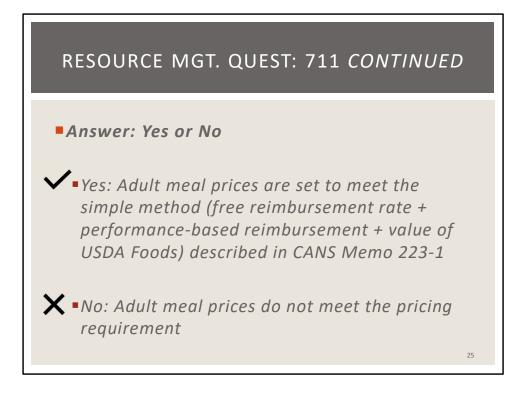
Answer Yes if Adult meals were adequately paid for from funds outside of the food service account

Answer No if Adult meals were not charged or the food service account funds were used to cover the cost of the adult meals

RESOURCE MGT. QUEST: 711	
 If the SFA charged for adult meals, were the meal prices sufficient to cover the overall cost of the meals in compliance with FNS Instruction 782-5, Revision 1? Answer: Yes or No 	
24	1

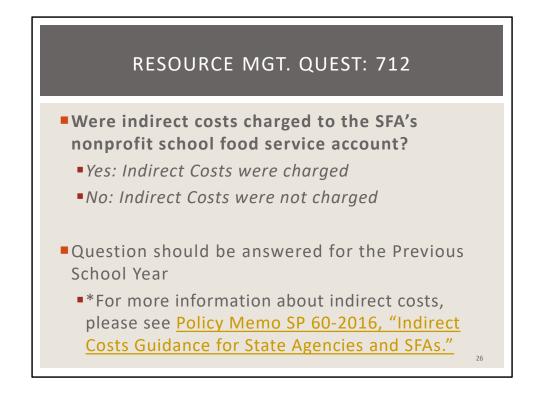
711 asks: If the SFA charged for adult meals, were the meal prices sufficient to cover the overall cost of the meals in compliance with FNS Instruction 782-5, Revision 1?

This is a yes or no question



Answer Yes if Adult meal prices are set to meet the simple method (free reimbursement rate + performance-based reimbursement + value of USDA Foods) described in CANS Memo 223-1

If Adult meal prices do not meet the pricing requirement, then answer No.



Last question, question 712: Were indirect costs charged to the SFA's nonprofit school food service account?

For this answer Yes if Indirect Costs were charged but if Indirect Costs were not charged, then answer No.

This question should be answered for the Previous School Year

*If you would like more information about indirect costs, please see <u>Policy</u> <u>Memo SP 60-2016, "Indirect Costs Guidance for State Agencies and SFAs."</u>

CONTACT US!	
CANS Office	
Email: DOESchoolLunch@state.sd.us	
Phone: 605-773-3413	
Website: doe.sd.gov/cans/index.aspx	
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(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov.

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