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TO: SFA's Selected for an Administrative Review in SY 2018-19

DATE: May 4, 2017

FROM: Beth Henrichsen, CANS SNP Assistant Program Director

RE: Recommended Review Preparation: Summary and Self Evaluation Checklist

This letter is notification that your School Food Authority is scheduled to receive a School Nutrition Program Administrative Review (AR) in school year 2018-2019.

The AR looks at your school nutrition program compliance with federal rules. With so many rule changes over the past few years many sponsor agencies are finding it difficult to keep up. One of our many roles in administering the Federal Child Nutrition Programs is to provide assistance to South Dakota School Food Authorities (SFA's) on how program rules apply to them and how those rules must be implemented. The stress associated with an AR is greatly reduced when the SFA is running a program that follows the rules.

Included in this packet is the *Summary and Self Evaluation Checklist*. **This checklist should be used at least a few months before your review is scheduled as a mini internal review that will help you check on your program.** Your review begins as soon as you receive the "Off-Site Assessment" document in the fall. The schools that run the best School Nutrition Programs will have this self evaluation checklist completed over the summer and all issues identified resolved just after school starts in August.

Over the past several years, the School Nutrition Program review team has noticed there are several program requirement areas that can cause serious problems during the review. The following is a list of those areas and suggestions to ensure program compliance. We suggest reviewing these areas first and then moving onto the Summary and Self Evaluation Checklist.

<b>Meal Counts</b>
Establish an accurate meal count at the Point of Sale (or an APPROVED alternate POS) for ALL places meals are served (cafeteria, in-school suspension, breakfast in the classroom, etc.).
Ensure that manual meal counts are clear and legible.
Ensure that all paper and electronic meal count sheets at the point of sale and throughout the claim consolidation process are retained on file and not thrown away.
<b>Menu Review</b>
Ensure that planned menus meet both <u>daily</u> and <u>weekly component</u> and <u>vegetable subgroup</u> requirements.
Review labels to ensure that all grain products served meet the whole grain rich requirement.
Ensure that <u>daily</u> Production Records for all reimbursable meals and snacks claimed are completed properly each day. Watch the 4 production record webinars posted on the CANS NSLP website ( <a href="http://doe.sd.gov/cans/nslp.aspx">http://doe.sd.gov/cans/nslp.aspx</a> ) under the Trainings and Webinars heading for assistance.
<b>Resource Management</b>
Track non-program food <u>revenue</u> . Non-program foods are: adult meals, extra milk, food sales like a la carte, etc.
Track non-program food <u>cost</u> . Non-program foods are: adult meals, extra milk, food sales like a la carte, etc.
Ensure revenue from non-program foods goes into the food service account.
Ensure that non-program food <u>revenue</u> is greater or <u>at least equal to</u> total non-program food <u>cost</u> .
<b>SFA-Wide Compliance</b>
Ensure that all sites within the SFA are in compliance with all areas identified in the Self-Evaluation Checklist including:
All sites listed in your iCAN School Nutrition Program agreement.
Any <u>colony schools</u> operating the School Nutrition Program within your SFA.
Any other sites that receive vended meals that the SFA claims for reimbursement.
<b>Special Areas</b>
Ensure that ALL students participating in the Special Milk Program do not have access to breakfast or lunch program meals.
Ensure proper contract management and oversight of the Food Service Management Contract if used ( <i>see attached FSMC Monitoring form for additional checklist items</i> ).

The AR will include all program requirements. Below is a list of suggestions to make sure your SFA is following the rules. The full checklist contains a more thorough review of these areas.

<b>Professional Standards</b>
Retain documentation for all staff members that fall under Professional Standards requirements: all kitchen staff, POS meal count person, person that determines free/reduced eligibility, etc.
Ensure the hiring standards are met.
<b>Smart Snacks</b>
Retain documentation of all smart snack compliant foods sold in the school, including foods sold as a la carte.
Ensure that vending and drink machines that are on during the school day are stocked with Smart Snack approved items. Retain documentation on file.
<b>Procurement</b>
Establish a procurement method that follows the most restrictive of state and local requirements.
SFA must establish a Code of Conduct.
SFA must comply with Buy American clause.
Procurement methods must promote fair and open competition.
Documentation of all procurement must be retained on file as required.

Please review the attached *Summary and Self Evaluation Checklist* for a closer look at all program areas to determine whether your SFA is following the requirements. The School Nutrition Programs are big and have a lot of rules. A proper self evaluation will take time. There is great value in doing your own evaluation before the official review begins - it will likely save you some corrective action and possible fiscal action. Once you receive the review forms at the beginning of SY2018-19 by email, your review officially starts. After you have those documents, any assistance provided by CANS staff becomes a part of your review.

Please keep in mind that this review covers many areas of your program and should involve all parties including Administration, Business Office, and Food Service. We strongly encourage you to work together throughout the process to ensure all facets of the review are covered.

*As Benjamin Franklin wisely said "An ounce of prevention is worth a pound of cure."*

If you have questions about this letter, the self evaluation checklist, or the Admin Review please email [DOE.SchoolLunch@state.sd.us](mailto:DOE.SchoolLunch@state.sd.us) or call the CANS office at (605)773-3413 and ask to speak to a School Nutrition Program Specialist.