**SCHOOL NUTRITION PROGRAM ADMINISTRATIVE REVIEW CHECKLIST**

This checklist provides guidance to school food authorities (SFA) to identify and organize documents required for the Ohio Department of Education (ODE) School Nutrition Programs (SNP) Administrative Review (AR). Please locate all required items and upload into the Claims Reimbursement and Reporting System (CRRS) and contact the education program specialist assigned to AR with questions.

**Program Specialist assigned to AR:**

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<tr>
<th>Name:</th>
<th>Email:</th>
<th>Phone:</th>
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**NOTE:** Please answer questions without a “N/A” option as “Yes” and include a comment.

**Required Resource Management Documents (700-level items)**

*Note: All Resource Management documents must be from the previous school year, except Paid Lunch Equity and Revenue from Non-Program Food and uploaded at least four weeks before the on-site review.*

### Maintenance of the Nonprofit School Food Service Account

- General Ledger details for the non-profit school food service account (#700)
- Year-end statement of revenues and expenses (#701)

### Paid Lunch Equity

- Food and Nutrition Service (FNS) Paid Lunch Equity (PLE) Tool or the equivalent used to calculate paid lunch prices for the current school year (#706)

**If you did not complete the tool, please attach the following items (#706):**

- Previous school year weighted average price for paid lunches
- All paid lunch prices for October of the previous school year
- Number of paid lunches served for each paid lunch price in October of the previous school year

*Note: If there is a positive or zero balance as of 12/31/18, PLE requirements are exempt.*

### Revenue from Non-Program Foods

- Price charged for adult meals and how payment to recover the cost is obtained
- If nonprogram foods and/or beverages are sold, the SFA must demonstrate compliance in the comprehensive review. (USDA Non-Program Food Revenue Tool or other process)

### Indirect Costs (Not applicable if the local education agency does not charge the school food service account an indirect cost rate).

- Indirect Cost Rate Agreement approved by the Ohio Department of Education (#712)
### Required Off-Site Assessment Documents

The following documentation must be uploaded into the CRRS item number indicated in parentheses by the date of the conference call.

**Certification and Benefit Issuance (100-level items)**

- Benefit Issuance List – **District-wide** Free and reduced-price student roster from the review month in alphabetical order by last name (including each student’s first and last name, school, eligibility determination, date of eligibility determinations, reason for eligibility determination, and any updates made to their eligibility). Do **not** include paid or denied students. (#100)
- Sample packet of the free and reduced-price application mailing to households (#107)
- Copy of the income eligibility guidelines, including conversion factors, used to approve applications (#107)
- Copy of direct certification notification letter (#110)
- Copy of household notification letter for approval of benefits (#107)
- Copy of household notification letter for denial of benefits (#107)

**Verification (200-level items)**

- Copy of verification announcement letter (#203)
- Prototype letter of verification results and adverse action (#203)
- ODE confirming official waiver (if applicable) (#202)

**Meal Counting and Claiming (300-level items)**

- Charge policy (305)

**Civil Rights (800-level items)**

- Sample document which includes the non-discrimination statement (#800)
- Public release (#801)
- Documentation illustrating the SFA’s complaint procedure including copies of the complaint form and log (#803)
- Documentation of most recent annual civil rights training (agenda, sign-in sheet, attendance roster, etc.) (#806)
- Documentation to show how racial and ethnic data collected (#807)

**SFA On-Site Monitoring (900-level items)**

- Most recent on-site monitoring tool(s) breakfast and lunch (#900)

**Local Wellness Policy (LWP) (1000-level items)**

- Copy of the most recent LWP (#1000)
- Documentation of when and how reviews/updates of LWP occur (#1002)
- Documentation of how potential stakeholders are notified of their ability to participate in LWP activities (#1004)
- Documentation detailing the most recent assessment on LWP implementation and public notification (#1005)
<table>
<thead>
<tr>
<th><strong>Smart Snacks (1100-level items)</strong></th>
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<tbody>
<tr>
<td>Copy of Smart Snacks SFA food sale policy (#1100)</td>
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<tr>
<td>Documentation of a non-packaged or recipe food item determined to be Smart Snacks compliant and the tool used to determine compliance (#1101)</td>
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<tr>
<th><strong>Professional Standards (1200-level items)</strong></th>
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<tr>
<td>Documentation of director, manager, and staff annual training (#1208)</td>
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<tr>
<td>Documentation that new director has met hiring requirements, including food safety certification (if applicable) (#1203)</td>
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<tr>
<th><strong>School Breakfast and Summer Food Service Program (SFSP) Outreach (1600-level items)</strong></th>
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<tbody>
<tr>
<td>Documentation of school breakfast outreach (#1600)</td>
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<tr>
<td>Documentation of SFSP outreach (#1601)</td>
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<tr>
<th><strong>Required Site-Specific Off-site Information</strong></th>
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**Meal Component and Quantities (Breakfast and/or Lunch)**

To ensure that your menus are compliant with the meal pattern, upload copies of the following documents for the site(s) selected for review for a full week from the review month.

Upload the following documents under the **Site Detail** section called **Meal Component and Quantities**.

<table>
<thead>
<tr>
<th>Document</th>
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<tbody>
<tr>
<td>Breakfast and lunch menus</td>
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<tr>
<td>Breakfast and lunch production records</td>
</tr>
<tr>
<td>Note: Fruits and vegetables are measured in cups and grains and meat/meat alternate in ounces</td>
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<tr>
<td>Corresponding grade-level menu certification of compliance worksheets (formerly, 6 Cent Certification) for breakfast and/or lunch. These forms are available at <a href="http://www.fns.usda.gov/school-meals/certification-compliance">http://www.fns.usda.gov/school-meals/certification-compliance</a></td>
</tr>
<tr>
<td>Child Nutrition (CN) labels for processed products only (copies or digital photos are acceptable if printed on actual carton of products used)</td>
</tr>
<tr>
<td>Nutrition Facts Labels</td>
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<tr>
<td>Product formulation statements for processed products. Per USDA Memo TA-07-2010, in absence of a CN label, this is a signed statement on manufacturer’s letterhead that demonstrates how the processed product contributes to the meal pattern requirements.</td>
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**Note:** Labels or nutrition information are not required for milk, fruits or vegetables unless it involves a recipe or the SA requests it. However, all these items should be clearly documented on production records.
**Required On-Site Assessment/Visit Documents**

The following documentation must be available for the on-site review day(s), in addition to the documentation submitted with the off-site tool.

### Certification and Benefit Issuance (100-level items)

- Randomly selected Free and Reduced-Price School Meals Family Applications as instructed by your program specialist. Please sort these in alphabetical order to match the Benefit Issuance
- At least 10 denied applications (provide all denied applications if you have 10 or less)
- Documentation of household eligibility notification (approval/denial letter to households)
- All program year district-wide Direct Certification lists (Direct Certification list alphabetized by last name, with match dates-generated from Ohio Department of Job and Family Services through the CRRS DC tool)
- Other categorical eligibility documentation for eligible students (i.e. a letter from the local fostering agency with a list of children in foster care)
- Documentation used to extend categorical eligibility to siblings/other household members

### Verification (200-level items)

- A copy of all applications selected for Verification and proof of eligibility from the household
- Copy of all dated letters that were sent to and received from families (notification of Verification, follow-up activities and letters of adverse action)
- Documentation showing that the confirmation review was completed, or that the SFA obtained a confirmation waiver
- Evidence of the date in which eligibility was changed due to an adverse action

### Meal Counting and Claiming (300-level items)

- All meal count records for the review period (documentation that supports the claim for reimbursement)
- Meal count edit checks for the review period (daily, weekly or monthly)

### Smart Snacks (1100-level items)

- List of all food and non-food sales outside of School Nutrition Programs and Child and Adult Care Food Program during the school day for the site(s) selected for review (12 a.m. until 30 minutes after the end of the official school day). Include locations and times of sale (e.g., cafeteria, vending machines, school stores, fundraisers, etc.).
- Nutrition documentation for at least 10 percent of food and beverage items sold in site(s) selected for review (except for reimbursable meals), including those sold by entities outside of school food service. Must represent all locations where foods and beverages are sold to students. Acceptable documentation includes: Smart Snacks Calculator printouts, recipes with nutrition analysis and product specification sheets
Food Safety (1400-level items)

- Copies of the last two health department inspections or letters requesting the inspections
- Copy of the most recent health department inspection posted in a publicly visible location (assessed during the on-site review)
- Completed Hazard Analysis Critical Control Points (HACCP) food safety plan that includes standard operating procedures, menu items in the appropriate HACCP process category, time and temperature monitoring records, critical control points of food production, verification or review records, monitoring records (manager’s self-inspection checklist or equivalent), thermometer temperature checks/calibration records, training logs and receiving logs.
- Temperature logs

Other Documentation (if applicable)

- Uploaded documents from the week of menu review
  - Menu
  - Production records
  - Food labels, recipes, etc.
- Documentation for each student receiving dietary accommodations
- Afterschool Snack Program information
  - Menus
  - Production records
  - Self-monitoring forms
  - Snack count sheets
- Special Milk Program documentation
  - Milk invoices
  - Free and reduced-price school meals family applications
- Fresh Fruit and Vegetable Program
  - Invoices for the month prior to review
  - Labor documentation for the month prior to review
  - Daily production records for the month prior to review
- Food Service Management Companies (FSMC)
  - Copy of contract
  - Evidence that USDA Foods credits are being provided to SFA
  - Evidence that SFA retains signature authority on all documents

Important Reminders

- All uploaded documents from the off-site portion of the review should be organized for on-site review
- Post the most recent health inspection in a public viewing place
- Post the most current And Justice for All poster (must be 11x17 size)
- Post signage explaining what makes a reimbursable breakfast and lunch (offer vs. serve, if applicable)
- Ensure that potable water is available during both breakfast and lunch

This institution is an equal opportunity provider.                         Revised 10/2019