



Massachusetts Department of Elementary and Secondary Education

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Jeffrey C. Riley
Commissioner

MEMORANDUM

To: School Nutrition Program Directors

From: Robert M. Leshin, Director
Office for Food and Nutrition Programs

Date: September 5, 2019

Subject: National School Lunch Program Administrative Review Process Preparation
for Schools Scheduled for an Administrative Review in SY 2019-2020

The Richard B. Russell National School Lunch Act, as amended by the Healthy Hunger-Free Kids Act of 2010 (HHFKA), requires a unified accountability system designed to ensure that participating school food authorities (SFAs) comply with National School Lunch Program (NSLP) and School Breakfast Program (SBP) requirements. The Act also requires an accountability system that conducts Administrative Reviews (AR) to evaluate program requirements for NSLP and SBP.

In April 2019, the Massachusetts Department of Elementary and Secondary Education (DESE), Office for Food and Nutrition Programs, applied for a single waiver request for a **4-year administrative review cycle extension through June 30, 2023**; this request was approved by the United States Department of Agriculture (USDA), Food and Nutrition Service (FNS).

There are currently scheduled three in person sessions and two online learning modules to review the **Administrative Review Process** for districts **that are scheduled for a review during the 2019-2020 school year.**

The purpose of these sessions are to address the program requirements of the AR process. The online learning modules serve as an extended learning opportunity. **Please refer to the list below to see if your Local Educational Agency (LEA) is scheduled for a NSLP AR during this school year or to see if your LEA is scheduled for a Targeted Administrative Review Follow-Up.** Attendance by the School Nutrition Director and Business Manager are strongly recommended, if you're scheduled for an AR, as this session will review requirements for the Procurement Review and the Resource Management Comprehensive Review.

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Structured **Targeted Administrative Review Follow-Up** visits are scheduled with sponsors to address previous Corrective Action findings and include re-visiting the sponsor to ensure that the corrective actions have been implemented to maintain program integrity. School nutrition directors can request additional items to be evaluated with guidance if desired. If additional findings are noted, a new Corrective Action Plan (CAP) can be generated, with fiscal action. Please review the previous CAP in preparation for the onsite Targeted AR Follow-Up. If your LEA is scheduled for a Targeted Administrative Review Follow-Up, it is recommended to review the Nuts and Bolts of School Nutrition Programs On Demand Modules.

Training opportunities available

1) Preparing for an Administrative review:

Three in-person sessions scheduled from 9:00am to 3:00pm. Registration will begin at 8:30am.

<ul style="list-style-type: none"> • Monday, September 23, 2019 	Department of Elementary and Secondary Education 75 Pleasant Street, Malden, MA 02148
<ul style="list-style-type: none"> • Tuesday, October 1, 2019 	Framingham State University, 100 State Street, Framingham, MA 01701
<ul style="list-style-type: none"> • Thursday, October 17, 2019 	Holiday Inn Taunton 700 Myles Standish Blvd, Taunton, MA 02780
Register for any In-Person Session date here www.doe.mass.edu/conference/?ConferenceID=10086	

These sessions will focus on the steps SFA’s should take to prepare their records for ARs. Meal Access and Reimbursement, Meal Pattern and Nutritional Quality and General Program Compliance areas will be covered first followed by Procurement and Resource Management Comprehensive Review requirements late morning and after lunch. Participants will be given a one-hour lunch break (on your own). However, we are unable to provide food and refreshments (except for water) so feel free to bring your own snack(s), beverage(s) and lunch.

2) Nuts and Bolts of School Nutrition Programs On Demand Modules:

Our online learning modules reviewing the Administrative Review Process and Resource Management are available to be taken at your own pace. These modules are recommended if scheduled for a Targeted AR Follow-Up. We strongly encourage participants of the in-person session to complete this module before you attend to help you prepare questions for DESE staff.

Administrative Review	http://johnstalkerinstitute.org/nb/ondemand/home.htm
Resource Management	

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3) Nuts and Bolts of School Nutrition Programs Continuation Series:

A series of webinars that focus on performance standard 1 & 2 compliance areas are being offered to help SFA's confirm their understanding of specific compliance issues that will be assessed during the administrative review. All webinars run from 2:00pm – 3:30pm on the date scheduled. Note: these webinars are not available for future viewing.

September 17, 2019	Using the Virtual Gateway for Direct Certification
September 26, 2019	Meal Benefit Issuance – Compliance, Refreshers and Common Challenges
October 3, 2019	Deciphering the Verification Process
October 10, 2019	Counting and Claiming Meals – Tips and Tricks for Ensuring Accuracy
December 10, 2019	Solutions for Real Life Challenges to Serving a Reimbursable Lunch or Breakfast
Register for any webinar here: https://www.johnstalkerinstitute.org/nb/cs/	

IMPORTANT REGISTRATION INFORMATION

The registration deadline for all in person sessions is one week prior to the training date. Please register as soon as possible. Directions for each in person session can be found on the registration link. Participants in the distance learning track must register individually for each session that you plan to attend.

Please note that if the session you are looking for is no longer on the dropdown bar of the registration link, the session is full and you will need to choose another date from the list.

Please contact Marisol Montes for questions or assistance with registration at 781-338-6480.

We look forward to seeing you at this training session, as the Massachusetts Department of Elementary and Secondary Education, Office for Food and Nutrition Programs strives to enhance the efficiency and quality of Child Nutrition Programs across the Commonwealth.

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Administrative Review Schedule SY 2019-2020

Agreement #	Sponsor Name
02-004-1	Adams-Cheshire Regional School District
03-201-CS-45	ALMA DEL MAR CHARTER SCHOOL
03-016	Attleboro Public Schools
09-019-1	AYER-SHIRLEY REGIONAL DISTRICT
01-020	Barnstable Public Schools
08-024	Belchertown School Committee
09-049-4	Benjamin Banneker Charter School
02-113-1	Berkshire Hills Regional School District
14-028-1	Berlin-Boylston Reg'l School District
05-030	Beverly Public Schools
11-050-1	Blue Hills Regional School District
13-035-CS-46	BRIDGE BOSTON CHARTER SCHOOL
12-042-1	Bridgewater-Raynham Regional
13-035-CS-26	BROOKE CHARTER SCHOOL
09-048	Burlington Public Schools
11-050	Canton Public Schools
12-052	Carver School Committee
02-070-1	Central Berkshire Regional Sch District
13-035-CS-438	Codman Academy Charter School
05-009-4	Collab. for Reg. Ed. Serv.& Training
08-210-I27R	Cutchins Programs for Children
06-074	Deerfield School Committee
01-351-1	Dennis-Yarmouth Regional School District
13-035-S14	Department of Youth Services
14-054-1	Dudley-Charlton School District
12-082	Duxbury Public Schools
14-124-I55R	Eagle Hill Foundation of MA Inc.
13-035-P420	East Boston Central Catholic
04-089	Edgartown School Committee
05-149-P208	ESPERANZA ACADEMY INC
09-093	Everett Public Schools
14-185-I83R	Evergreen Center Inc.
13-035-CS-28	Excel Academy Charter School
01-096	Falmouth Public Schools
11-099-CS-15	Foxborough Regional Charter School
09-100	Framingham Public Schools
06-074-1	Frontier Regional School District
05-105	Georgetown School Department
03-201-CS-210	Global Learning Charter School
14-110	Grafton Public Schools
03-095-1	Greater Fall River Regional Voc

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09-301-2	Greater Lowell Regional Voc Tech
06-114	Greenfield Public Schools
12-118	Halifax School Committee
07-332-CS-68	Hampden Charter School of Science West
07-339-1	Hampden-Wilbraham Regional Sch District
14-125	Harvard Public Schools
12-131	Hingham Public Schools
11-133	Holbrook Public Schools
07-135	Holland School Committee
12-239-I17R	Home for Little Wanderers
12-142	Hull Public Schools
13-035-I3R	Italian Home for Children Inc.
14-153	Leominster Public Schools
09-157	Lincoln Public Schools
09-288-1	Lincoln-Sudbury Regional School District
09-158	Littleton Public Schools
09-160-CS-22	Lowell Community Charter School
09-165	Malden Public Schools
03-167	Mansfield Public Schools
05-168	Marblehead School Department
05-298-1	Masconomet Regional School District
14-151-I67R	McAuley Nazareth Home for Boys
11-175	Medfield Public Schools
09-178	Melrose Public Schools
09-198	Natick Public Schools
13-035-4	Neighborhood House Charter School
03-201	New Bedford Public Schools
06-206	New Salem-Wendell Regional Sch District
09-207	Newton Public Schools
11-307-3	Norfolk County Agricultural
02-209	North Adams School Committee
05-211	North Andover Public Schools
14-215	North Brookfield
08-210	Northampton Public Schools
14-213	Northborough School Committee
14-213-1	Northborough-Southborough Regional
14-214	Northbridge Public Schools
04-221	Oak Bluffs School Committee
12-044-I47R	Old Colony YMCA
12-173-1	Old Rochester Regional School District
07-227	Palmer Public Schools
12-231	Pembroke School Department
14-234	Petersham School Committee
02-236	Pittsfield Public Schools

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11-243	Quincy Public Schools
13-035-I30R	R.F.K. Action Corps Inc.
11-244	Randolph Public Schools
13-248	Revere Public Schools
02-249	Richmond Consolidated School
01-261	Sandwich School Committee
12-264	Scituate Public Schools
03-265	Seekonk Public Schools
05-164-P500	Seem Collaborative
13-057-4	SHORE EDUCATIONAL COLLABORATIVE
06-272	Shutesbury Public Schools
14-097-CS-11	Sizer School A North Central Essential
03-292-P215	South Coast Educational Collaborative
12-219-CS-11	South Shore Charter Public School
14-276	Southborough School Committee
14-277	Southbridge Public Schools
03-088-1	Southeastern Reg'l School District
02-267-1	Southern Berkshire Regional School Dist.
14-054-2	Southern Worcester County Regional
05-181-I60R	SPECTRUM JUVENILE RECOVERY
07-281	Springfield Public Schools
11-133-P4125	St Joseph School
14-153-P164	St Leo School
09-176-P4177	St Raphael School
09-160-P4155	ST. LOUIS SCHOOL
14-021-I73R	Stetson School Inc.
11-285	Stoughton Public Schools
09-288	Sudbury Public Schools
06-289	Sunderland School Committee
04-296	Tisbury School Committee
01-036-1	Upper Cape Cod Regional Voc School
14-215-I8R	Valley View School
07-306	Wales School Committee
09-308	Waltham Public Schools
09-314	Watertown Public Schools
14-316	Webster School Committee
14-322	West Boylston Public Schools
11-336	Weymouth Public Schools
06-337	Whately School Committee
12-338-1	Whitman-Hanson Regional School District
09-342	Wilmington Public Schools
14-343	Winchendon Public Schools
07-159-P240	Yeshiva Achei Tmimim

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Targeted AR Follow-Up Schedule SY 2019-2020

Agreement #	Sponsor Name
07-005	Agawam Public Schools
05-007	Amesbury Public Schools
14-017	Auburn Public Schools
02-209-CS-4	Berkshire Arts/Tech Charter
09-031	Billerica Public Schools
11-046	Brookline Public Schools
07-281-I66R	Children's Study Home
14-064	Clinton School Department
13-035-CS-20	Conservatory Lab Charter School
06-068	Conway School Committee
13-035-P200	CRISTO REY BOSTON HIGH SCHOOL
03-072	Dartmouth School Committee
14-077	Douglas School Department
07-087	East Longmeadow Public Schools
08-086	Easthampton Public Schools
03-088	Easton Public Schools
12-146-1	Freetown-Lakeville Regional School Dist.
05-128-CS-4	Hill View Montessori Charter School
09-049-P41	James F. Farr Academy
05-166-1	Manchester-Essex Regional Sch District
12-182	Middleborough Public Schools
09-155-2	Minuteman Regional Vocational Tech
06-268-1A	Mohawk Trail Regional School District
05-229	Peabody Public Schools
13-057-CS-2	Phoenix Charter Academy
09-010-P371	Schools for Children
11-189-P286	Shaloh School Oholei Torah
09-160-P4154	St Patrick School
14-287	Sturbridge School Department
14-287-1	Tantasqua Regional School District
09-295	Tewksbury School Committee
04-296-1	Up-Island Regional School
09-326	Westford Public Schools
11-335	Westwood Public Schools
09-344	Winchester Public Schools

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