Administrative Review Checklist

The following checklist will assist in preparing the Sponsor for the Administrative Review of the National School Lunch Program, Afterschool Snack Program, School Breakfast Program, Special Milk Program, and/or Fresh Fruit and Vegetable Program. The checklist is separated into two areas.

I. Off-site

II. Day of Review

During the Administrative Review, the Massachusetts Department of Elementary and Secondary Education (MA DESE) staff will review program records for compliance with State and Federal regulations.

I. Off-site – All items must be completed and submitted in the Security Portal

☐ Complete and submit the *Administrative Review Off-site Assessment Tool*

Certification and Benefit Issuance

Documentation is needed for all sponsor sites participating in the National School Lunch Program and/or School Breakfast Program who have determined students eligible for meal benefits this year. <u>District-wide CEP are exempt.</u> **Benefit Issuance Roster – Students from ALL non-CEP sites are included**

☐ Complete and upload the *Meal Benefit Issuance Roster* based on the review month assigned by the DESE reviewer. Do not group student names by free or reduced-price status. Student names may be listed alphabetically, by building, by ID number.

The roster must:

☐ Be generated from the point of service system used (electronic POS, student roster, spreadsheet, etc.)
☐ Use Excel format (do not provide in PDF format)
☐ List only students eligible free or reduced-price meals at all schools/sites including preschool students.
☐ List each student one time only

The individual student information must contain:

☐ Student's name
☐ Student's date of birth
☐ District Student ID number
☐ School name
☐ Benefit status (free or reduced)
☐ Method of certification (application, direct certification, homeless, migrant, foster)
☐ Date of eligibility determination
☐ Household Application Number, if applicable

Meal Counting and Claiming

☐ Submit *Monthly Edit Check* report (e.g., FP-9) for all sites for month of review

Meal Components and Quantities

For all review sites for week of review:

☐ Submit *Breakfast Menu(s)* for each age/grade group
☐ Submit *Lunch Menu(s)* for each age/grade group
☐ Submit completed *Breakfast Production Records*
☐ Submit completed *Lunch Production Records*

Submit *Meal Component Compliance Documentation Tool* (e.g., USDA-developed certification worksheet) for each age/grade group in each reviewed school, for both breakfast and

Dietary Specifications and Nutrient Analysis

☐ Complete and upload the *Meal Compliance Risk Assessment Tool* for each school selected for review to determine the site that will receive the Targeted Menu Review.
☐ Complete and upload the *Dietary Specifications Assessment Tool* based on the Meal Compliance Risk Assessment Tool results for the school with the highest score.

Resource Management

☐ Complete and upload the *Resource Management Off-site Assessment Tool*. Upload by **October 31, 2023**.
☐ Submit *FY23 Detailed General Ledger* or similar documentation showing revenues and expenses through **6/30/23**

Meal Charging Policy

☐ Submit SFA's written *Unpaid Meal Charge Policy Procedures*

Afterschool Snack Program (ASP)

☐ Snack meal count sheets (month of review) for all claimed sites
☐ Snack menu (month of review), for sites selected for review
☐ Completed production records (month of review), for sites selected for review

II. On-site – All items must be available the day of the review

Certification and Benefit Issuance

Your reviewer will upload a list of selected students from the Meal Benefit Issuance Roster prior the onsite review in the Security Portal. You will need to retrieve this list and provide Eligibility documentation for each student on the list.

Roster will be uploaded to **Meal Benefit Issuance Roster DESE RESULTS.**

☐ Residential Child Care Institutions [RCCI] only: Children's Income Policy Statement and roster on file for residential students. Roster needs to include Name, Date of Birth, Entrance and Exit date.

- ☐ Printed Direct Certification (DC) list using the Meal Benefit Issuance Roster DESE Results as a guide
- ☐ Documentation of the extension of DC benefits to other students in the household
- ☐ Meal Benefit Applications. Please keep applications in the same order as the roster.
- ☐ Documentation for categorically eligible children (homeless, migrant, runaway, Head Start, Foster)
- ☐ Ten (10) denied applications or all denied applications if less than 10
- ☐ Samples of all Eligibility letters to households (approval, denial, change of benefits, etc.)

Verification

If verification has not been completed for FY24, please have FY23 verification documentation ready for review.
- ☐ Roster of approved applications on file as of October 1st
- ☐ Household application(s) selected for verification
- ☐ Documentation used to verify the household eligibility (income information or Direct Verification)
- ☐ Results of Verification (including Direct Verification results)
- ☐ Tracking system used for Verifications, including follow-up contact
- ☐ Verification notification letter(s):
    - ☐ Selected for verification
    - ☐ Results letter

Meal Counting and Claiming

- ☐ Provide **Daily Potential Income Sheets** (cash sheets with deposit slips) for each site selected for review
- ☐ Provide supporting documentation of the claim for reimbursement for **all** sites for review month

Meal Components and Quantities

- ☐ Provide menu documentation for **day of review**:
    - Menu(s) for each school being reviewed, for lunch and breakfast
    - Production Records for each school being reviewed, for lunch and breakfast
    - Child Nutrition (CN) label
    - Product Formulation Statement (PFS)
    - USDA Foods Product Information Sheet
    - Standardized recipes for all menu items that include two or more ingredients
    - Nutrition facts label
- ☐ Provide documentation for **week of review**:
    - Child Nutrition (CN) label
    - Product Formulation Statement (PFS)
    - USDA Foods Product Information Sheet
    - Standardized recipes for all menu items that include two or more ingredients
    - Nutrition facts label
    - Nutrient Analysis (nutrient analysis software or USDA-developed certification worksheet *Simplified Nutrient Analysis*)
- ☐ Provide a list of students with food allergies and/or food intolerance(s) for sites selected for review

Resource Management

- ☐ Completed copy of the *Nonprogram Food Revenue Tool* or equivalent
- ☐ Supporting documentation for indirect cost billing, including Cost Rate Agreement, if applicable
- ☐ Food/non-food and equipment inventory, district-wide
- ☐ List of student/adult unpaid meal charges (negative accounts), district-wide

Civil Rights

- ☐ *Civil Rights Complaint Log*
- ☐ Documentation to support *Civil Rights Training* for staff who interact with program applicants or participants (e.g., topics covered, attendance of staff)

On-Site Monitoring (only applicable to sponsors with more than one site)

If Accuclaim has not been completed for FY24, please have FY23 Accuclaim documentation ready for review.

- ☐ *Accuclaim Monitoring Reports* for all sites for both breakfast and lunch
- ☐ *Accuclaim Monitoring Corrective Action Plan*, if applicable

Local Wellness Policy

- ☐ Provide a list of Wellness Committee members, name/title
- ☐ Provide Wellness Committee meeting minutes

Smart Snacks

- ☐ Documentation of compliance with Massachusetts Smart Snack Standards for all foods sold to students on the school campus during the school day (i.e., Nutrition Facts labels, CN labels, standardized recipes)

Professional Standards

- ☐ List of employees to include name, title/position, number of hours worked per week, date hired
- ☐ Professional Standards Training Tracking Tool
- ☐ Documentation for all trainings, including agendas, sign-in sheets, certificates of completion, etc.
- ☐ Documentation the Director meets hiring standards if hired after July 2015