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January 17, 2017

MEMORANDUM

TO: Child and Adult Care Food Program (CACFP) Sponsors

FROM: Aimee F. Beam, RD, LDN
Education Associate, Child Nutrition Programs

SUBJECT: **2017 OPERATIONAL MEMO #5**
ACCESSING THE CACFP ADMINISTRATIVE REVIEW AND COMPLETING
THE CORRECTIVE ACTION DOCUMENTS IN DENARS

The Child and Adult Care Food Program (CACFP) Administrative Review documents are now completed in the Delaware Nutrition Accountability and Reporting System (DENARS) Compliance Module. To access the Compliance Module, and to complete the Administrative Review required documents, please follow the attached instructions.

If you have questions, please call the Nutrition Programs Office at (302) 857-3356.

Attachment

cc: Linda C. Wolfe, EdD, RN, Director, School Support Services
Nutrition Team

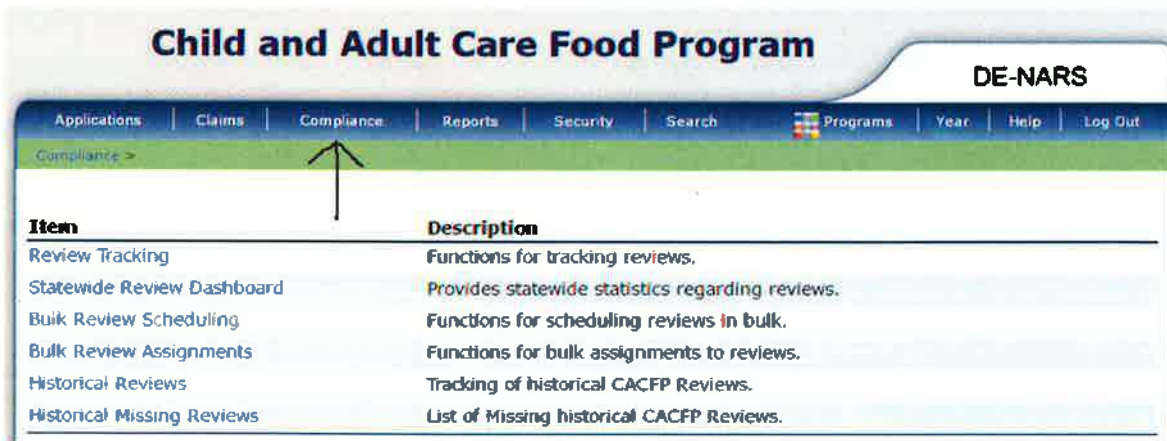
ACCESSING THE CHILD AND ADULT CARE FOOD PROGRAM ADMINISTRATIVE REVIEW AND COMPLETING THE CORRECTIVE ACTION DOCUMENTS IN DENARS

The Child and Adult Care Food Program Administrative Review documents will now be viewed and completed in DENARS through the "Compliance" Module. The Compliance Module will appear as an option in addition to Applications and Claims. DENARS has divided the USDA CACFP Administrative Review into two sections, the sponsor level and Center level sections.

Below are the basic steps for accessing the Compliance Module, and for accessing and responding to a Finding in DENARS.

To access the Compliance Module and view the Review (Sponsor perspective)

1. In DENARS, select **Review Tracking** from the **Compliance** menu:



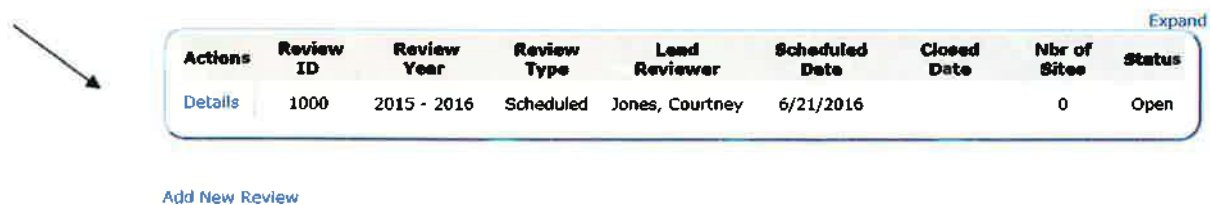
Child and Adult Care Food Program DE-NARS

Applications | Claims | **Compliance** | Reports | Security | Search | Programs | Year | Help | Log Out

Compliance >

Item	Description
Review Tracking	Functions for tracking reviews.
Statewide Review Dashboard	Provides statewide statistics regarding reviews.
Bulk Review Scheduling	Functions for scheduling reviews in bulk.
Bulk Review Assignments	Functions for bulk assignments to reviews.
Historical Reviews	Tracking of historical CACFP Reviews.
Historical Missing Reviews	List of Missing historical CACFP Reviews.

2. Select the **Details** link:



Expand

Actions	Review ID	Review Year	Review Type	Lead Reviewer	Scheduled Date	Closed Date	Nbr of Sites	Status
Details	1000	2015 - 2016	Scheduled	Jones, Courtney	6/21/2016		0	Open

[Add New Review](#)

3. Review the Administrative Review information that has been completed by the State Agency in the Review Dashboard (click on "View")

Review Progress

Scheduled On-site CAD Closed

Review Details

Review Type: Scheduled **Lead Reviewer:** Giery, Karen **Review ID:** 60
Review Form Set: SFSP - 2017 v1 **Status:** Open

Review Tools

Action	Description
View Modify	Review Information
View Modify	Sponsor Contact Information
Detail	Site Dashboard (0)
Detail	Review Forms
View Modify	Corrective Action Documents (0)
View Modify	Commendations (0)
View Modify	Technical Assistance (0)
View Modify	Notes to Sponsor (0)
View Modify	State Agency Notes (0)
Detail	Review Attachments (0)
Detail	Correspondence Tracking (0)

To respond to a Finding (Sponsor perspective)

Select **Review Tracking** from the Compliance menu.

Select the **Details** link for the desired review. The Review Dashboard displays.

Select the **Modify** link next to **Corrective Action Documents**. The Findings summary screen displays.

- To access a Sponsor-level corrective action, select the **Modify** link next to the finding. The Findings screen is displayed with the respective finding.
- To access a Site-level corrective action, select the **Modify** link next to the finding. The Findings screen is displayed with the respective finding and the list of sites with the finding.

The Findings Details screen displays.

Enter the **Corrective Action Response** in the textbox.

If the user would like to add an attachment, select **Add an attachment**. The Findings File Upload Detail screen displays. There is a 15MB size limit to uploaded files.

Upload Details

1. File to Upload:

2. Description:

Figure 1: Finding Details screen – Upload Details

Select **Browse...** and navigate to the file to upload.

Enter a description in the textbox.

Add an attachment to supplement your corrective action response, if applicable.

Note: Multiple attachments may be entered; however, the **Add an Attachment** link must be selected for each individual attachment.

Selecting **Modify** and then **Browse...** for an existing attachment will overwrite the previous file with the new file.

Select **Save**.

Select **Submit for Acceptance**.

Note: The Agency Correction Action Response field is available to Sponsors only. State users do not have Modify access to this field.