



DEPARTMENT OF EDUCATION


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April 17, 2018

MEMORANDUM

TO: School Nutrition Supervisors
Single Unit and Special School Administrators

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

RE: SY 2017 – 2018 Operational Memo #30
Administrative Review List for SY 2018 - 2019

The Administrative Review schedule has been set for school year 2018-2019. Individual review announcement letters, including dates of review, will be sent to each School Food Authority (SFAs) at least six weeks prior to the on-site review. Procurement reviews will be conducted in conjunction with the Administrative Review schedule. The list of SFAs scheduled for Administrative Review in SY 2018-2019 are listed below:

| |
|-----------------------------------|
| Brandywine School District |
| Capital School District |
| Colonial School District |
| Seaford School District |
| Smyrna School District |
| Woodbridge School District |
| Academia Antonia Alonso |
| Community Education Building |
| Delaware Academy of Public Safety |
| Early College HS @ DSU |
| First State Montessori |
| Kingswood Academy |
| Odyssey Charter School |
| Sussex Academy |
| DYRS |
| DOC |

A copy of the updated PowerPoint “Administrative Review Training” that was first presented at the October 8, 2013 quarterly meeting is attached for your reference. If you have, any questions please call 302-857-3356.

cc: SNP Team



School Nutrition Programs Administrative Review “A Collaborative Approach”



School Nutrition Programs
June 2016



ADMINISTRATIVE REVIEW

- 3-year review cycle
- Off-site and on-site documents required
- Includes other federal programs (SBP, ASP, FFVP)
- Requires collaboration between SA and SFA
- Allows for more technical assistance
- Uses assessment tools to indicate risk; certain components of review *may* not be required (i.e. nutrient analysis, comprehensive resource management)

Administrative Review Areas

| Meal Access & Reimbursement | Meal Pattern & Nutrition Quality | Resource Management | General Program Compliance | Other Federal Program Reviews |
|---|---|---|---|---|
| <ul style="list-style-type: none"> • Certification & Benefit Issuance • Verification • Meal Counting & Claiming <p>NEW: A new procurement review will be added to the Administrative Review. DDOE will send out additional information once we receive training and guidance from USDA.</p> | <ul style="list-style-type: none"> • Meal Components & Quantities • Offer versus Serve • Dietary Specs & Nutrient Analysis | <ul style="list-style-type: none"> • Risk Assessment • Nonprofit School Food Service Account • Paid Lunch Equity • Revenue from Non-program Foods • Indirect Costs • USDA Foods | <ul style="list-style-type: none"> • Civil Rights • SFA On-site Monitoring • Local Wellness Policy • Competitive Foods • Water • Food Safety • Professional Standards • Smart Snacks • SBP & SFSP Outreach | <ul style="list-style-type: none"> • Afterschool Snacks • Seamless Summer Option • Fresh Fruit & Vegetable Program • Special Milk Program |

Meal Access and Reimbursement Off-Site

- SFA sends list of F & R students for the entire district to SA
- SA selects a statistical sample from the list to validate
- SA highlights any student on the statistical sample that can be validated as DCRT
- SA sends the statistical sample to the SFA for on-site review

Meal Access and Reimbursement On-Site

- SA validates the benefit certification for all students on the statistical sample by checking meal benefit forms, DCRT lists, homeless lists, ECAP, etc.
- SA validates that daily meal counts for the selected schools total the meals claimed
 - Daily meal counts are checked with daily production records



Meal Pattern & Nutrition Quality Off-Site

- SFA completes Dietary Specifications Worksheet in DENARS
- SA completes Meal Compliance Risk Assessment Tool in DENARS
- SA validates one-week breakfast & lunch menu from review month
 - SFA sends production records, recipes, product labels and menu for week selected for review by SA
 - SA completes USDA menu certification worksheets and provides TA if needed

Meal Pattern & Nutrition Quality On-Site

What is reviewed?

- Production records for every day of the review month (breakfast and lunch) for all schools reviewed
 - Validate that reimbursable meals documented on production records support the claim for reimbursement
 - Validate that number of portions of fruit and vegetables total at least the number of reimbursable meals
 - Validate that the minimum weekly requirement for each vegetable subgroup is met
 - Validate that 1 cup fruit is offered at each breakfast

Meal Pattern & Nutrition Quality On-Site Meal Service Observation

Prior to Meal Service:

- Staff training has been conducted;
- Staff understand what constitutes a reimbursable meal;
- Staff demonstrate knowledge of required portion sizes for age/grades they are serving;
- Staff properly distinguish reimbursable meals from a la carte purchases; and,
- Signage has been posted explaining OVS to students.

Meal Pattern & Nutrition Quality On-Site Meal Service Observation

During Meal Service:

- Meals selected by students contain at least the minimum components required for meals to be reimbursable;
- Each reimbursable meal (breakfast & lunch) contains at least $\frac{1}{2}$ cup of fruits or vegetables;
- Food service staff are accurately judging quantities when the school utilizes service stations, theme bars, and/or self-serve bars;
- Signage posted to assist students in identifying meal components available;
- Food service staff/cashiers understand OVS.

Resource Management

Off-Site Assessment Tool

- ✓ General Data
- ✓ Maintenance of Non-Profit School Food Service Account
- ✓ Paid Lunch Equity
- ✓ Profit from Non-Program Foods
- ✓ Indirect Costs



Resource Management

- SFA completes Off-Site Assessment Tool
- SA completes Resource Management Risk Indicator Tool
 - 6 areas where risk is identified
 - If 3 or more areas are identified as risk on the tool, a comprehensive resource management review must be conducted
 - SA has authority to conduct comprehensive review regardless of risk indicators

General Compliance Off-Site & On-Site Reviews

- Wellness Policy
- Assessment of Program Outreach
- Professional Standards
- Smart Snack Standards
- Potable Water
- Food Safety
- Civil Rights



General Compliance

What is checked on-site?

- Student access to potable water
- And Justice for All poster is displayed
- Meals available to students regardless of eligibility
- Food safety procedures are in place
- Temperature logs are up-to-date

Other Program Compliance Reviews

1. Afterschool Snack Program
2. Seamless Summer Option
3. Fresh Fruit & Vegetable Program
4. Special Milk Program
5. CACFP At-Risk Snacks/Suppers
6. Summer Food Service Program

Supplemental program review forms and observation completed by SA.



**QUESTIONS
COMMENTS
CONCERNS???**

