

Administrative Review Documents

Module	Module Title	Documents Reviewed
100	Certification and Benefit Issuance	<ul style="list-style-type: none"> • Point of sale rosters from month of review (all schools except CEP) • Free and reduced meal applications (all schools) • Benefit notification letters • Minimum of 10 denied meal applications • Direct certification (DC) downloads • Migrant, homeless, and runaway DC documentation • Head Start direct certification enrollment list(s) • Residential Child Care Institution (RCCI) eligibility documentation sheet
200	Verification	<ul style="list-style-type: none"> • Verification file to include a minimum of three verified applications • Correspondences • Notification letter • Summary of results • Direct verification list (if available)
300	Meal Counting and Claiming	<ul style="list-style-type: none"> • Breakfast and lunch daily meal counts for all schools (review month, and the day and week of the on-site review) • Attendance adjusted edit checks (review month) • Meal counting documentation to support the claim for reimbursement (review month) • Meal waivers (if applicable)
400	Meal Components and Quantities	<ul style="list-style-type: none"> • One week's menu (must be a minimum of three consecutive days [review month]) • Six Cent Worksheet (breakfast and lunch worksheets for the review month for all reviewed schools) • Production records (review month, and the day and week of the on-site review for all reviewed schools) • Nutrition labels • Standardized recipes • Crediting documentation (Child Nutrition labels, USDA Foods Fact Sheets, product formulation statements) • Whole grain-rich labels and/or supporting documentation • Product specifications in the procurement documents • Meal compliance risk assessment tool (MCRAT) (all schools reviewed) • Grain and milk waivers (if applicable)

500	Offer vs. Serve (OVS)	<ul style="list-style-type: none"> • OVS training documentation
600	Dietary Specifications and Nutritional Analysis	<ul style="list-style-type: none"> • Dietary specifications assessment tool (completed on the school with the highest MCRAT score) • Nutritional analysis (must be conducted on high-risk indication on the dietary specifications assessment tool)
700	Resource Management	<ul style="list-style-type: none"> • Off-site assessment must be completed four weeks prior to the on-site assessment • District enrollment reports/data • Audit reports and findings and follow-up actions from the previous three years • Reports to validate total revenues, expenditures, and operating balance from the previous year • Paid Lunch Equity (PLE) Tool (current and previous school year) • PLE flexibility approval (current and previous school year) (if applicable) • PLE waivers • Revenue from non-program foods tool (current and previous school year) • Indirect cost documentation (if applicable) • Fund balance on July 1 (current and previous school year)
700	Comprehensive Review (If an SFA receives one or more risk indicators in one of the four Resource Management [RM] areas, the state agency [SA] must conduct a comprehensive review of the RM area in which the risk indicator was received using the <i>Resource Management Comprehensive Review Tool</i> . If an SFA receives one or more risk indicators in more than one RM area, the SA	<ul style="list-style-type: none"> • Balance sheet (most recently closed school year) • General ledger or comparable document of allowable expenditures (10 percent sample of expenditures) • All accounting information by school and consolidated (money reconciliation, deposits, income, and expenditures) • Cash disbursement journal and revenue journal (previous school year) • Reconciliation (all SNP accounts) • Deposit slips and reconciliation working papers • Indirect costs documentation to confirm current and past years' calculations and any loan agreements (if applicable)

	must conduct a comprehensive review of each RM area in which a risk indicator was assessed.)	
800	Civil Rights	<ul style="list-style-type: none"> • Board-approved civil rights policy • Civil rights training documentation (agenda and sign-in sheets) • Special diet documentation (if applicable)
900	SFA On-Site Monitoring	<ul style="list-style-type: none"> • On-site review documents for breakfast and lunch (reviewed schools) <p><i>*May be current year or prior year depending on review date</i></p>
1100	Smart Snacks	<ul style="list-style-type: none"> • Documentation showing total amount of food and beverages sold (review month)
1200	Professional Standards	<ul style="list-style-type: none"> • District enrollment report or documentation • Employee counts from off-site review and day of review • Employee position, status, and date of hire • Employee training hours conducted and/or planned (current school year) • For directors hired after July 1, 2015, documents to support highest level of education obtained, school nutrition experience, and food safety training documentation
1400	Food Safety, Storage, and Buy American	<ul style="list-style-type: none"> • Hazard Analysis Critical Control Points Plan and updates • Temperature charts (review month, all reviewed schools) • Food safety inspections (two most recent) • Food safety training documentation • Documentation that sample items were grown and produced in the United States or territories • Documentation of pre-approved exception for items not grown or produced in the U.S.
1600	School Breakfast and Summer Food Service Program Outreach	<ul style="list-style-type: none"> • Documentation supporting outreach efforts
1700	Afterschool Snack (if applicable)	<ul style="list-style-type: none"> • Documentation to support claim • Production records • Menu • Nutrition crediting information • On-site review documentation
1800	Seamless Summer Option (if applicable)	<ul style="list-style-type: none"> • Site eligibility • Meal counting and claiming • Menu planning • Advertisement • Self-monitoring • Civil rights

		<ul style="list-style-type: none"> • Food safety
1900	Fresh Fruit and Vegetable Program (if applicable)	<ul style="list-style-type: none"> • Claim records with product documentation • Serving calendar • Educational enrichment information • Documentation used to promote the program • Cost documentation
2100	Special Provision Options	<ul style="list-style-type: none"> • Community Eligibility Program original Individual Student Percentage and DC student documentation • Proof of the number of identified students • Proof of the number of enrolled students