OSPI CNS School Meal Programs Reference Sheet

Administrative Review

United States Department of Agriculture (USDA) regulations require state agencies to evaluate LEAs participating in school nutrition programs once every three years. Under SP 12-2019, State Agencies may submit a waiver request to extend the review cycle. Washington State is currently approved for a 4-year cycle. The Administrative Review functions as an accountability system to ensure that LEAs are meeting USDA regulations and School Meal Program requirements.

Areas included in the Administrative Review

- **Critical Areas**
  - Meal Access and Reimbursement
    - Certification and Benefit Issuance
    - Verification
    - Meal Counting and Claiming
  - Meal Pattern and Nutritional Quality
    - Meal Components and Quantities
    - Dietary Specifications and Nutrient Analysis
    - Offer vs Serve

- **General Areas**
  - Resource Management
    - Indirect Costs
    - Paid Lunch Equity
    - Maintenance of Non-Profit School Food Service Account
    - Revenue from Nonprogram Food
  - General Program Compliance
    - Civil Rights
    - On-site Monitoring
    - Local School Wellness Policy and School Meal Environment
    - Smart Snacks in Schools
    - Professional Standards
    - Food Safety
    - Water
    - Reporting and Record Keeping
    - School Breakfast Program and Summer Food Service Program Outreach

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Steps of the Administrative Review

1. Receive Off-site Assessment tool (in spring of year prior to review)
2. Complete and return Off-site Assessment tool
3. Specialist schedules on-site visit
4. Receive letter confirming Administrative Review date(s)
5. Receive request for Benefit Issuance Document (BID)
6. Return Benefit Issuance Document (BID) using a secure email system
7. On-site Visit/Assessment
8. Complete and submit all Corrective Action

Parts of the Administrative Review: Off-Site and On-Site Assessments

1. Off-Site Assessment

- Assessment Tool (completed by the LEA)
- Meal Compliance Risk Assessment Tool (for multiple site review)
- Dietary Specifications Tool
- Supporting Documentation:
  - Paid Lunch Equity (PLE) Tool- This tool is updated Annually. To access the tool, please visit the NSLP Requirements and Materials webpage, and select the *'Financial Management'* dropdown.
  - Revenue from Non-program Foods Tool
  - Wellness Policy
- Benefit Issuance Document (BID)

2. On-Site Assessment

- Entrance Conference

- Assessment Tool (completed by the program specialist)

- Meal Access / BID Review
  - District enrollment data
  - Direct certification download list from EDS
  - Documentation for all students extended meal benefits
  - Documentation list of students that are categorically eligible for free meals: migrant, homeless, Head Start, ECEAP
  - Approved applications in order of BID
  - All denied meal applications
  - Edit check documentation
  - Meal counting and claiming procedures for all situations and backup meal counting system

- Verification
  - Verification file and applications

- Counting and Claiming
  - Daily meal count report for review period
  - Backup documentation to file claim for review period

- Meal Components and Quantities
  - Menu(s) for day of review
  - Production record(s) for day of review
  - Product documentation for day of review
  - Menu(s) for review period
  - Production record(s) for review period
  - Product documentation for review period
  - Diet Prescriptions
  - Temperature logs for review period

- Meal Observation / Menu Review

- General Areas review
  - Civil Rights training documentation and complaint log
  - On-Site school review documents
  - Local School Wellness Policy
  - Smart Snacks – Product information and nutrition facts sheets
  - Professional Standards documentation
  - Water Availability – on-site observation
  - Food Safety, Storage, & Buy American – written food safety plan, Food Safety Inspection reports (each site / current school year), Buy American logs & procedure

- Other Federal Programs (as applicable)
  - Afterschool Snack Program: on-site review, menu, production records, product documentation, meal counting and attendance records
  - Fresh Fruit and Vegetable Program: menus, claim for reimbursement, time and effort documents for employees working in the FFVP, invoices for food and supplies
  - At Risk Afterschool Meal program: on-site review, menu, production records, product documentation, meal counting and attendance records
  - Seamless Summer Option: on-site review, menu, production records, product documentation, meal counting, claim for reimbursement

3. Exit Conference

During the Exit Conference, the Program Specialist will discuss review findings. Review findings may result in:
- Technical Assistance
- Corrective Action

- Fiscal Action
- Combination of the above

Reference
— [7 CFR Part 210](#)
— [SP 61-2014 School Nutrition Program Administrative Reviews](#)
— [SP 12-2019 Flexibility for the Administrative Review Cycle Requirement](#)
— [USDA Administrative Review Guidance](#)

Resources
— [Administrative Review Reference Sheet – Outcomes](#)
— [Review Schedule](#)

Acronym Reference
— CFR- Code of Federal Regulations
— CNS- Child Nutrition Services
— NSLP- National School Lunch Program
— LEA- Local Education Agencies
— OSPI- Office of Superintendent of Public Instruction
— SP– School Programs
— USDA- United States Department of Agriculture