The Administrative Review for School Nutrition Programs

What schools need to know

January 2022

Hawaii Child Nutrition Programs

SY 21-22 Administrative Reviews

Bobby Benson Center
Hawaii Academy of Arts and Science PCS
Kamalani Academy PCS
Kaohao PCS
Ke Kula O Nawahiokalaniopuu Iki PCS
Na Wai Ola PCS
St. Joseph School
University Laboratory PCS
Volcano School of Arts and Sciences PCS
Windward Nazarene Academy

Overview of the Administrative Review (AR)

WHAT YOU NEED TO KNOW TO "PASS" THE REVIEW

Purpose of the Administrative Review (AR)

- Ensure program integrity
- Ensure school food authority (SFA) compliance with USDA regulations
- Ensure children are fed healthy, nutritious meals in compliance with the Dietary Guidelines for Americans and the Institute of Medicine's recommendations

Repeat Findings

- USDA requires State Agencies to monitor any repeat findings from previous review
  - Check your previous AR report to ensure that these areas have been addressed, corrected and corrective actions have been fully implemented

AR Reports from Previous Years:
https://hcnp.hawaii.gov/overview/nslp/ **Program Resources → Administrative Reviews**

Repeat Findings Examples

Repeat Findings May Lead To Fiscal Action During This Review!

- Missing vegetable subgroups over the course of a week
- Insufficient food quantities
- Not meeting the whole grain-rich requirement
- Not offering a variety of milk

Repeat Findings Examples

- Incomplete/missing production records
- No standardized recipes
- Incorrect eligibility of students
- Incorrect meal counting and claiming
- Not making meal accommodations for modified meals in a timely fashion
- Not maintaining records for the required timeframe

AR Process

- HCNP identifies SFAs to be reviewed
- HCNP provides AR Training for SFAs scheduled for review
- HCNP sends letter informing SFA of
  - DATE for scheduled review
  - Site(s) being reviewed

Site Selection

Number of Schools in the SFA	Minimum Number of Schools to Review for NSLP	Number of Schools in the SFA	Minimum Number of Schools to Review for NSLP
1 to 5	1	41 to 60	6
6 to 10	2	61 to 80	8
11 to 20	3	81 to 100	10
21 to 40	4	101 or More	12*

* 12 plus 5 percent of the number of schools over 100. Fractions must be rounded to the nearest whole number using standard rounding procedures (i.e. if less than 5 round down, if 5 or more round up).

Site Selection

- ✓ Site Name
- ✓ Site Type (elementary, secondary, combination)
- ✓ Number of serving days
- ✓ Number of eligible for Free meals
- ✓ Number of Free meals claimed
- ✓ Whether a school participates in a special provision option, such as
  - ✓ Provision 2
  - ✓ Community Eligibility Provision

AR Process (continued)

- ➢ HCNP will send notifications to SFA requesting specific information
  - ➢ Completion of Off-site Assessment Tool (OSAT)
- ➢ SFAs submit completed OSAT and any additional REQUESTED DOCUMENTS by the specified due date in HCNP Systems

Off-site Assessment Tool (OSAT)

- ➢ SFA to complete in HCNP Systems
- ➢ Asks questions about your SFA's program and requests information
- ➢ Decreases time needed for on-site review
- ➢ Allows HCNP time to focus on areas of noncompliance and provide technical assistance
- ➢ Be honest! Tell us what your SFA is actually doing
- ➢ Complete the OSAT by the assigned due date

AR Process (continued)

- Based on the responses provided in the OSAT, HCNP may request additional documents for review
  - Some responses from the OSAT may result in a comprehensive review of certain sections of AR
  - HCNP may provide technical assistance prior to on-site visit so SFA can take corrective measures prior to arrival of HCNP review team

AR Process (continued)

- On-Site Review = Scheduled Virtual Review
- On the first day of the scheduled review:
  - The NSLP team conducts ENTRANCE CONFERENCE
    - Food Service Director & SFA Administrator must attend
  - Reliable Internet connection?
  - Be on-time to all scheduled meetings
  - ALL DOCUMENTS should be organized and ready prior to the first day of the scheduled review
  - Administrative Review Organizational Tool to help organize documents

AR Process (continued)

- Meal service observation of the following programs will occur in selected schools
  - National School Lunch Program (NSLP)
  - School Breakfast Program (SBP)
  - Fresh Fruit and Vegetable Program (FFVP)
  - Afterschool Snack Program (ASP)
  - Seamless Summer Option (SSO)
- May be done livestreaming or video recorded

On-site Assessment Tool

- Validates information collected on OSAT through review of documents
- Provides opportunity for HCNP to observe operation of school nutrition programs at selected schools

AR Process (continued)

- After completing review of all required documentation and meal service operations, the team will conduct an EXIT CONFERENCE
  - Food Service Director & SFA Administrator <u>must</u> attend
- Team provides AR PRELIMINARY SUMMARY REPORT, which identifies:
  - Areas requiring corrective action
  - Areas which may result in fiscal action
  - Corrective Action due dates

Corrective Action

- SFA provides DOCUMENTATION of corrective action for any AR findings identified in the SFA's AR Preliminary Summary Report
- HCNP reviews submitted corrections and determines if it is complete and has RESOLVED identified findings
- HCNP APPROVES the submitted corrections and CLOSES review

AR Process (continued)

- SFA will need to submit a CORRECTIVE ACTION PLAN in the HCNP Systems
- When all corrective actions have been received, reviewed and approved in the HCNP Systems, HCNP will sends a CLOSING LETTER to the Administrator, Business Official, and Food Service Director

Posting of the AR Report

- HCNP is responsible for ensuring that information regarding AR is made easily accessible to all members of the public
- HCNP must publicly post AR results for each SFA on HCNP's publicly available web site

Four Phases to the AR Process

1) Site Selection
2) Off-site Assessment
3) Scheduled Review (On-site Assessment)
4) Corrective Action

Administrative Review Organizational Tool (AROT)

AROT

- Developed to assist SFAs in ORGANIZING DOCUMENTS needed for off-site review
  - To facilitate the review process, SFAs should organize all documents needed for AR as outlined in AROT

Having all documents ready and in good order prior to the scheduled review allows for an efficient review of required documents

AROT

Organizing for the AR:

- Print the entire AROT
- Place in a binder to store the requested documents
- Cover sheet for each review section
- File documents behind the corresponding cover sheet
- SFA should collect all documents
  - The AROT contains a checklist of documents that must be available for HCNP review team

IMPORTANT!

- All documents listed on cover sheets are REQUIRED, unless otherwise noted
- If you do not know what is being requested, CONTACT YOUR LEAD REVIEWER AS SOON AS POSSIBLE

AROT

ADMINISTRATIVE REVIEW ORGANIZATIONAL TOOL (AROT) | SY 2021-2022

School Food Authority: _____ Review Month: _____

The School Food Authority (SFA) must use this organizational tool to provide the required documentation for completion of the Administrative Review (AR) of the U.S. Department of Agriculture's (USDA) Child Nutrition Programs operated by the sponsor.

ABOUT THIS TOOL

HCNP's AROT includes cover pages that correspond to each section of the AR required by the USDA's final rule, **Administrative Reviews in the School Nutrition Programs** (81 FR 50170).

Each cover page lists the required documents for the AR and what information will need to be submitted to HCNP. This AROT specifies the information that your SFA will need to **"UPLOAD AS AN ATTACHMENT"** and the information that you SFA must **"SUBMIT TO HCNP"**. To help expedite the review process, please make sure all documentation uploaded and submitted to HCNP is **legible**.

- **UPLOAD AS AN ATTACHMENT**: Upload these documents to the HCNP Systems AR Tool, to the applicable Off-site Assessment Tool question, for the HCNP team to review off-site.

There are three options available to your SFA to choose from when you see "**SUBMIT TO HCNP**". **Please notify the NSLP Team of the option that your SFA will be submitting the requested documentation so additional information can be provided, as needed:**

- **DROPBOX:** If your SFA prefers to submit documents electronically, your SFA will be sent a link to access Dropbox to save documents.
- **MAIL:** If your SFA prefers to mail hard copies of the requested documents to HCNP, please mail them to:

Hawaii Child Nutrition Programs
Attn: NSLP Team
650 Iwilei Road, Suite 270
Honolulu, HI 96817

Please mail copies of the requested documentation.
DO NOT MAIL ORIGINAL DOCUMENTS.

- **HAND DELIVER:** If your SFAs prefers to hand deliver hard copies of the requested documents to HCNP, please deliver them to the same address listed above. **DO NOT SUBMIT ORIGINAL DOCUMENTS**. HCNP hours of operation are:
  - **7:45am-4:30pm Monday-Friday; closed on state holidays**

The documents listed in the AROT are required for completion of the AR. If you are not familiar with a document, please contact the HCNP lead reviewer **before** the specified due date. Resources bolded in blue are links to documents, forms, and websites with relevant information.

SFA Information (AROT-1)

ADMINISTRATIVE REVIEW ORGANIZATIONAL TOOL (AROT) | SY 2021-2022

1. SFA Information

SUBMIT TO HCNP

- ☐ SFA school calendar for **school year 2021-22**. *Indicate holidays, delayed openings, unanticipated school closures, early dismissals, natural disasters (e.g. flood, volcano, tsunami, hurricane) or any day when meals are/were not served.*
- ☐ Names and titles of staff at the selected school(s).
  - **For the selected school(s)**: Meal times for the days of the on-site review. *Include the National School Lunch Program (NSLP), School Breakfast Program (SBP), Fresh Fruit and Vegetables Program (FFVP), Afterschool Snack Program (ASP), and Seamless Summer Option (SSO).*
  - If the school(s) selected for review serves any meals (breakfast, lunch, and/or snacks) in the classroom, specify the number of locations where meals are counted for each meal service.
- ☐ Names and phone numbers for key staff, e.g., food service director, business official, determining officials, claims preparer.
- ☐ 2021-22 waivers, as applicable
  - SY 2021-2022 Approved Nationwide Waivers
  - Lunch Time (e.g. early lunch)
  - Residential Child Care Institutions Exception for Safety if Serving Multiple Age/Grade Groups
  - Other waivers not listed

Single Agreement (AROT-1)

- HCNP has an agreement with each SFA

SFA/LEA	HCNP
✓ Follow all laws, rules and regulations for program	✓ Administers CNPs for SFA ✓ Publish laws, rules, regulations ✓ Pay claims to SFA if USDA provides money

Reminder: SFA/Sponsor to submit a new agreement immediately when there is a change in Leadership. (Superintendent, Board Chair, Director, Program Administrator, and/or Food Service Director)

Free & Reduced Price Policy Statement (AROT-1)

Procedures your SFA will use to implement free and reduced-price meals

- Determine meal eligibility
- Count and claim meals
- Inform public
- Procedure to collect payment
- Report to HCNP people responsible for each aspect of program

Nutritional Quality and Meal Pattern (AROT-5)

1) Meal Components and Quantities
2) Offer versus Serve (OVS)
3) Dietary Specifications and Nutrient Analysis

Nutritional Quality and Meal Pattern (AROT-5)

- Stewardship of Federal dollars $$$
  - Ensure that meals reimbursed with Federal dollars contain required components
- Assess meal components and quantities
  - Document review, menus, production records, recipes and labels
  - Meal observation
  - USDA Certification Worksheets review
    - All sections except Simplified Nutrient Assessment tab

Nutritional Quality and Meal Pattern (AROT-5)

- Evaluate OVS policy and implementation
  - Staff and students understand what constitutes a reimbursable meal
  - Signage
  - NSLP and SBP – ½ c of fruit or vegetable selected with all reimbursable meals
- Assess compliance with dietary specifications
- Menus consistent with Federal standards
  - Calories
  - Saturated Fat
  - Sodium
  - Trans Fat

Nutritional Quality and Meal Pattern (AROT-5)

Meal Components and Quantities

PRIOR TO YOUR AR

- Complete USDA Certification Worksheets for each reviewed school for ONE WEEK from review period for
  - Breakfast and lunch
  - Each age/grade group
  - First full week of review period (may have flexibility)
- Worksheet must include ALL MEALS SERVED DAILY including all daily alternate meals offered

Nutritional Quality and Meal Pattern (AROT-5)

Meal Components and Quantities

https://www.fns.usda.gov/school-meals/certification-compliance

1	2	3	3a	3b	4	4a	5	5a	6
Meal Name *Enter the name of each reimbursable meal as found on the weekly menu. Select the first item if the component was not offered with the meal.* *** DO NOT DELETE ROWS***	**Meat/Meat Alternate (oz equivalents)**	**Grains (oz equivalents)**			**Fruit (cups)** ***NOTE: Enter the CREDITABLE amount of dried fruit.*		**Vegetables (cups)**		**Fluid Milk (cups)**
	Enter the total meat/meat alternate ounces offered with this meal	Enter the total grains ounce equivalents including whole grain rich and desserts offered with this meal	Of the grains offered with this meal, enter the number of ounce equivalents that are whole grain rich	Of the grains offered with this meal enter number of ounce equivalents that are grain based desserts	Select the number of cups of fruit including fruit juice offered with this meal	ONLY select the cups of fruit juice	Select the number of cups of vegetables including vegetable juice offered with this meal	ONLY select the cups of vegetable juice	Enter the number of cups of fluid milk offered with this meal
Example: Chicken nuggets w/ roll and honey sauce	*2.00*	*2.00*	*2.00*	*0.50*	1	.42	1		*0*
1									
2									
3									
4									
5									

Nutritional Quality and Meal Pattern (AROT-5)
Helpful Hints for Preparing Menu Week

- ✓ Use a cycle menu
- ✓ Complete USDA Certification Worksheets BEFORE you implement the week to ensure your menu meets the requirements
- ✓ Compile all supporting documentation (recipes, CN labels, nutritional analysis, ingredient lists, product formulation statements (PFS), production records) BEFORE you implement the week
- ✓ Use the same menu the week of the meal observation
- ✓ Include all items offered
  - ✓ Main menu
  - ✓ Alternate menu options

Nutritional Quality and Meal Pattern (AROT-5)
Helpful Hints for Preparing Menu Week

- ✓ Must list ALL reimbursable meals
  - ✓ Entrées
  - ✓ Sides
  - ✓ Fruits
  - ✓ Vegetables
  - ✓ Milk
  - ✓ Alternate meals
- ✓ Must include SEPARATE MENUS for each age/grade group
- ✓ Must list VARIETY OF MILK SERVED
- ✓ Must list VEGETABLE SUBGROUPS

Nutritional Quality and Meal Pattern (AROT-5)
Supporting Documentation for USDA Worksheets

Menus	• Correspond to each completed USDA Certification Worksheet
Recipes	• For all items served
Food Labels	• Child Nutrition (CN) labels, Product Formulation Statements to show crediting information, ingredient lists, Nutrition Facts
Production Records	• Must be fully completed • For breakfast, lunch, afterschool snack for each selected school

Nutritional Quality and Meal Pattern (AROT-5) Requirements for Production Records

- ✓ List all menu items
- ✓ Offer all required meal components
- ✓ Used for proper planning, e.g., evaluate foods used and leftovers
- ✓ Document food prepared is creditable for the total number of portions served
- ✓ Include adult meals and a la carte sales
- ✓ Document daily and weekly quantity requirements for grains, meat/meat alternates, vegetables, fruit and milk
- ✓ Identify if seconds are offered
- ✓ Align with standardized recipes
- ✓ Include condiments

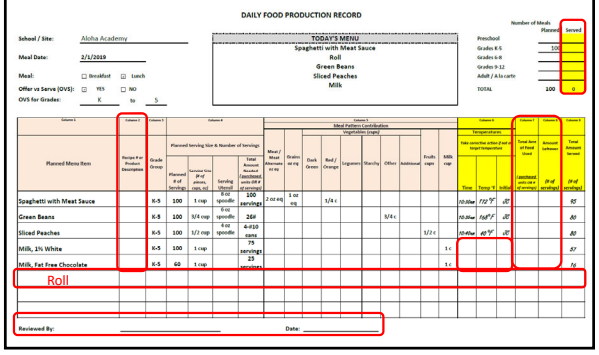
Nutritional Quality and Meal Pattern (AROT-5)

Production Record Template

- HCNP's Production Record Template:
  https://hcnp.hawaii.gov/overview/nslp/
  (Program Resources→Production Record and Transport Daily Record)

Nutritional Quality and Meal Pattern (AROT-5)

Sample Incomplete Production Record



DAILY FOOD PRODUCTION RECORD

School / Site: Aloha Academy
Meal Date: 2/1/2019
Meal: ☐ Breakfast ☑ Lunch
Offer vs Serve (OVS): ☑ YES ☐ NO
OVS for Grades: K to 5

TODAY'S MENU
Spaghetti with Meat Sauce
Roll
Green Beans
Sliced Peaches
Milk

Number of Meals	Planned	Served
Preschool		
Grades K-5	100	
Grades 6-8		
Grades 9-12		
Adult / A la carte		
TOTAL	100	0

Planned Menu Item	Recipe # or Product Description	Grade Group	Planned # of Servings	Serving Size (# of ounces, cups, etc.)	Serving Utensil	Total Amount Needed (Assumed amount of seconds)	Meat / Meat Alternate oz eq	Grains oz eq	Dark Green	Red / Orange	Legumes	Starchy	Other	Additional	Fruits cups	Milk cup	Temperature: Take corrective action if out of bounds			Total Amt of Food Used (amount with one a la carte or seconds)	Amount Leftover	Total Amount Served
							Meat / Meat Alternate	Grains	Vegetables (cups)						Fruits	Milk	Time	Temp °F	Initial		(# of servings)	(# of servings)
Spaghetti with Meat Sauce		K-5	100	1 cup	8 oz spoodle	100 servings	2 oz eq	1 oz eq		1/4 c							10:00am	155 °F	JD			95
Green Beans		K-5	100	1/4 cup	6 oz spoodle	26#							3/4 c				10:00am	165 °F	JD			80
Sliced Peaches		K-5	100	1/2 cup	6 oz spoodle	4-#10 cans									1/2 c		10:45am	40 °F	JD			80
Milk, 1% White		K-5	100	1 cup		75 servings										1 c						87
Milk, Fat Free Chocolate		K-5	60	1 cup		25 servings										1 c						16
Roll																						

Reviewed By: _____ Date: _____

Nutritional Quality and Meal Pattern (AROT-5)
Production Records

- Missing/incomplete production records may result in disallowance of meals and fiscal action

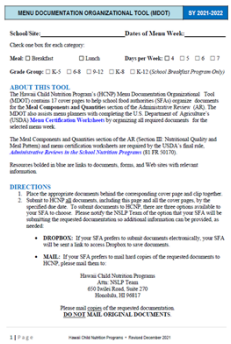
✓ If production records reveal problems with meal components or quantities, HCNP is REQUIRED to expand the review of production records to, at a MINIMUM, the entire review period.

Nutritional Quality and Meal Pattern (AROT-5)
Menu Documentation Organizational Tool (MDOT)

✓ Helps organize documents for review of Meal Components and Quantities

✓ Assists menu planners in completing the USDA Certification Worksheets by having all needed documents in order for selected week.

Nutritional Quality and Meal Pattern (AROT-5)
Menu Documentation Organizational Tool (MDOT)



MENU DOCUMENTATION ORGANIZATIONAL TOOL (MDOT) **SY 2021-2022**

School/Site:_____ **Dates of Menu Week:**_____

Check one box for each category:

Meal: ☐ Breakfast ☐ Lunch **Days per Week:** ☐ 4 ☐ 5 ☐ 6 ☐ 7

Grade Group: ☐ K-5 ☐ 6-8 ☐ 9-12 ☐ K-8 ☐ K-12 *(School Breakfast Program Only)*

ABOUT THIS TOOL

The Hawaii Child Nutrition Program's (HCNP) Menu Documentation Organizational Tool (MDOT) contains 17 cover pages to help school food authorities (SFAs) organize documents for the **Meal Component: and Quantities** section of the Administrative Review (AR). The MDOT also assists menu planners with completing the U.S. Department of Agriculture's (USDA) **Menu Certification Worksheets** by organizing all required documents for the selected menu week.

The Meal Components and Quantities section of the AR (Section III: Nutritional Quality and Meal Pattern) and menu certification worksheets are required by the USDA's final rule, ***Administrative Reviews in the School Nutrition Programs*** (81 FR 50170).

Resources bolded in blue are links to documents, forms, and Web sites with relevant information.

DIRECTIONS

1. Place the appropriate documents behind the corresponding cover page and clip together.
2. Submit to HCNP all documents, including this page and all the cover pages, by the specified due date. To submit documents to HCNP, there are three options available to your SFA to choose. Please notify the NSLP Team of the option that your SFA will be submitting the requested documentation so additional information can be provided, as needed:
   - **DROPBOX:** If your SFA prefers to submit documents electronically, your SFA will be sent a link to access Dropbox to save documents.
   - **MAIL:** If your SFA prefers to mail hard copies of the requested documents to HCNP, please mail them to:

Hawaii Child Nutrition Programs
Attn: NSLP Team
650 Iwilei Road, Suite 270
Honolulu, HI 96817

Please mail copies of the requested documentation.
DO NOT MAIL ORIGINAL DOCUMENTS.

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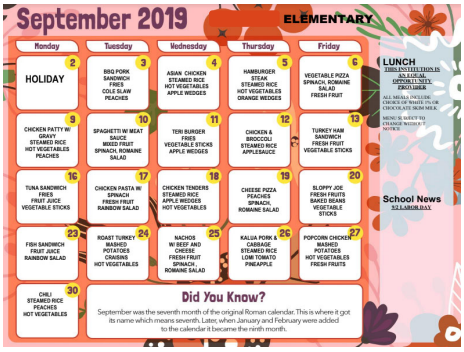
Nutritional Quality and Meal Pattern (AROT-5)

Menu Documentation Organizational Tool (MDOT)



September 2019 — ELEMENTARY

Monday	Tuesday	Wednesday	Thursday	Friday
2 HOLIDAY	3 BBQ PORK SANDWICH FRIES COLE SLAW PEACHES	4 ASIAN CHICKEN STEAMED RICE HOT VEGETABLES APPLE WEDGES	5 HAMBURGER STEAK STEAMED RICE HOT VEGETABLES ORANGE WEDGES	6 VEGETABLE PIZZA SPINACH, ROMAINE SALAD FRESH FRUIT
9 CHICKEN PATTY W/ GRAVY STEAMED RICE HOT VEGETABLES PEACHES	10 SPAGHETTI W/ MEAT SAUCE MIXED FRUIT SPINACH, ROMAINE SALAD	11 TERI BURGER FRIES VEGETABLE STICKS APPLE WEDGES	12 CHICKEN & BROCCOLI STEAMED RICE APPLESAUCE	13 TURKEY HAM SANDWICH FRESH FRUIT VEGETABLE STICKS
16 TUNA SANDWICH FRIES FRUIT JUICE VEGETABLE STICKS	17 CHICKEN PASTA W/ SPINACH FRESH FRUIT RAINBOW SALAD	18 CHICKEN TENDERS STEAMED RICE APPLE WEDGES HOT VEGETABLES	19 CHEESE PIZZA PEACHES SPINACH, ROMAINE SALAD	20 SLOPPY JOE FRESH FRUITS BAKED BEANS VEGETABLE STICKS
23 FISH SANDWICH FRUIT JUICE RAINBOW SALAD	24 ROAST TURKEY MASHED POTATOES GRAVEN HOT VEGETABLES	25 NACHOS W/ BEEF AND CHEESE FRESH FRUIT SPINACH, ROMAINE SALAD	26 KALUA PORK & CABBAGE STEAMED RICE LOMI TOMATO PINEAPPLE	27 POPCORN CHICKEN MASHED POTATOES HOT VEGETABLES FRESH FRUITS
30 CHILI STEAMED RICE PEACHES HOT VEGETABLES				

LUNCH
THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER

MILK MENU: PICK ONE CHOICE OF WHITE 1% OR CHOCOLATE SKIM MILK

MENU SUBJECT TO CHANGE WITHOUT NOTICE

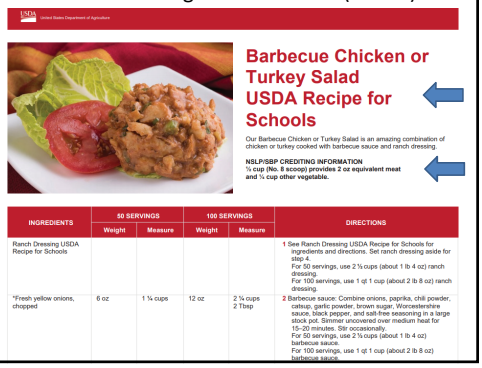
School News
NO LABOR DAY

Did You Know?
September was the seventh month of the original Roman calendar. This is where it got its name which means seventh. Later, when January and February were added to the calendar it became the ninth month.

Nutritional Quality and Meal Pattern (AROT-5)

Menu Documentation Organizational Tool (MDOT)

Recipe



USDA United States Department of Agriculture

Barbecue Chicken or Turkey Salad
USDA Recipe for Schools

Our Barbecue Chicken or Turkey Salad is an amazing combination of chicken or turkey cooked with barbecue sauce and ranch dressing.

NSLP/SBP CREDITING INFORMATION
¼ cup (No. 8 scoop) provides 2 oz equivalent meat and ¼ cup other vegetable.

INGREDIENTS	50 SERVINGS Weight	50 SERVINGS Measure	100 SERVINGS Weight	100 SERVINGS Measure	DIRECTIONS
Ranch Dressing USDA Recipe for Schools					1 See Ranch Dressing USDA Recipe for Schools for ingredients and directions. Set ranch dressing aside for step 4. For 50 servings, use 2 ½ cups (about 1 lb 4 oz) ranch dressing. For 100 servings, use 1 qt 1 cup (about 2 lb 8 oz) ranch dressing.
*Fresh yellow onions, chopped	6 oz	1 ¼ cups	12 oz	2 ¼ cups 2 Tbsp	2 Barbecue sauce: Combine onions, paprika, chili powder, catsup, garlic powder, brown sugar, Worcestershire sauce, black pepper, and salt-free seasoning in a large stock pot. Simmer uncovered over medium heat for 15–20 minutes. Stir occasionally. For 50 servings, use 2 ½ cups (about 1 lb 4 oz) barbecue sauce. For 100 servings, use 1 qt 1 cup (about 2 lb 8 oz) barbecue sauce.

USDA United States Department of Agriculture — **Barbecue Chicken or Turkey Salad**

INGREDIENTS	50 SERVINGS Weight	50 SERVINGS Measure	100 SERVINGS Weight	100 SERVINGS Measure	DIRECTIONS
Paprika		2 Tbsp		¼ cup	
Chili powder		1 Tbsp		2 Tbsp	
Catsup	3 lb 9 oz	1 qt 1 ¾ cups (⅓ No. 10 can)	7 lb 3 oz	2 qt 3 ⅓ cups (1 No. 10 can)	
Garlic powder		1 tsp		2 tsp	
Brown sugar	12 oz	1 ⅓ cups	1 lb 8 oz	3 cups	
Worcestershire sauce		⅓ cup		1 cup	
Ground black pepper		2 tsp		1 Tbsp 1 tsp	
Salt-free seasoning		¼ cup		⅓ cup	
					3 Set barbecue sauce aside for step 4.
Frozen, cooked, diced chicken, thawed ½" pieces OR Frozen, cooked, diced turkey, thawed ½" pieces	6 lb 6 oz 6 lb 6 oz	1 gal 1 qt 2 cups 1 gal 1 qt 2 cups	12 lb 12 oz 12 lb 12 oz	2 gal 3 qt 2 gal 3 qt	4 Combine chicken, ancho chili powder, green onions, red onions, diced celery, barbecue sauce, and ranch dressing in a large bowl. Stir well. Chill.
Ancho chili powder OR Mexican seasoning mix (see Notes)		2 Tbsp 2 Tbsp		¼ cup OR ¼ cup	
*Fresh green onions, diced	8 oz	1 ⅓ cups 1 Tbsp	1 lb	3 cups 2 Tbsp	

USDA United States Department of Agriculture

Barbecue Chicken or Turkey Salad

INGREDIENTS	50 SERVINGS		100 SERVINGS		DIRECTIONS
	Weight	Measure	Weight	Measure	
*Fresh red onions, diced	1 lb	3 cups 2 Tbsp	2 lb	1 qt 3 ¾ cups	
*Fresh celery, diced	1 lb 4 oz	3 ¾ cups 2 Tbsp	2 lb 8 oz	1 qt 3 ¾ cups	
					5 Critical Control Point: Cool to 41 °F or lower within 4 hours.
					6 Using a No. 8 scoop, portion ⅓ cup (about 3.8 oz) barbecued chicken salad from a steam table pan (12" x 20" x 2 ½") lined with parchment paper. Recommendation: 25 scoops per pan. For 50 servings, use 2 pan. For 100 servings, use 4 pans.
*Fresh iceberg lettuce, leaves, rinsed, dry	15 oz	50 each	1 lb 14 oz	100 each	7 Place barbecued chicken salad on top of plated lettuce.
*Fresh tomatoes, sliced	1 lb 14 oz	50 each	3 lb 12 oz	100 each	8 Place tomato on top of barbecued chicken salad.
(Optional) Mini whole-grain rolls (1 oz each)	3 lb 2 oz	50 each	6 lb 4 oz	100 each	9 (Optional) If desired, serve on a whole-grain roll. Using a No. 8 scoop, portion ⅓cup (about 3.8 oz) barbecued chicken salad on bottom of roll, top with lettuce, then tomato, then top of roll.
					10 Critical Control Point: Hold at 41 °F or lower
					11 Portion with No. 8 scoop (⅓ cup).

USDA United States Department of Agriculture

Barbecue Chicken or Turkey Salad

NUTRITION INFORMATION
For ⅓ cup (No. 8 scoop).

NUTRIENTS	AMOUNT
Calories	**127**
Total Fat	**4 g**
Saturated Fat	1 g
Cholesterol	39 mg
Sodium	**262 mg**
Total Carbohydrate	**8 g**
Dietary Fiber	1 g
Total Sugars	5 g
Added Sugars included	N/A
Protein	**13 g**
Vitamin D	3 IU
Calcium	36 mg
Iron	1 mg
Potassium	322 mg

N/A=data not available.

SOURCE
USDA Standardized Recipes Project.

MARKETING GUIDE

Food as Purchased for	50 Servings	100 Servings
Mature yellow onions	8 oz	1 lb
Green onions	10 oz	1 lb 4 oz
Mature red onions	1 lb 4 oz	2 lb 8 oz
Iceberg lettuce	1 lb 4 oz	2 lb 8 oz
Celery	1 lb 10 oz	3 lb 4 oz
Tomatoes	2 lb 8 oz	4 lb 8 oz

NOTES

*See Marketing Guide for purchasing information on foods that will change during preparation or when a variation of the ingredients is available.

Cooking Process #2: Same Day Service

Mexican Seasoning Mix ¾ Cup (About 4½ oz)

Combine 1 Tbsp dried oregano, 1 Tbsp garlic powder, ¼tsp ground cinnamon, 2 tsp sugar, 2 Tbsp chili powder, 1 Tbsp ground cumin, 1 Tbsp 2 tsp paprika, 1 Tbsp 2 tsp onion powder, 2 Tbsp dried minced onion, and 2 tsp salt.

YIELD/VOLUME

50 Servings	100 Servings
About 14 lb 14 oz	About 29 lb 12 oz
About 1 gal 3 qt 1 ¾ cups/2 steam table pans (12" x 20" x 2 ½")	About 3 gal 2 qt 3 ⅓ cups/4 steam table pans (12" x 20" x 2 ½")

Nutritional Quality and Meal Pattern (AROT-5)

Menu Documentation Organizational Tool (MDOT)

- Child Nutrition (CN) Label

Chicken Stir-Fry Bowl

Ingredient Statement:
Chicken, whole grain brown rice, broccoli, red peppers, carrots, onions, water, olive oil, soy sauce, spices.

CN

099135

CN Each 4.5 oz. Chicken Stir-Fry Bowl provides 1.5 oz. equivalent meat, 1.0 serving of WGR Grains, ¼ cup dark green vegetable, ¼ cup red/orange vegetable, and $^{1}/_{2}$ cup other vegetable for Child Nutrition Meal Pattern Requirements. (Use of this logo and statement authorized by the Food and Nutrition Service, USDA XX/XX). CN

CN

Net Wt.: 18 pounds

INSPECTED USDA

Chicken Wok Company
1234 Kluck Street Poultry, PA 12345

Nutritional Quality and Meal Pattern (AROT-5)
Menu Documentation Organizational Tool (MDOT)

Product Formulation Statement (PFS)

Product Formulation Statement Example:

Sample Product Formulation Statement (Product Analysis) for Meat/Meat Alternate (M/MA) Product:

Child Nutrition Program operators should include a copy of the label from the purchased product carton in addition to the following information on letterhead signed by an official company representative.

Product Name: Chicken Patty _____ Code No.: 555 _____

Manufacturer: Chicken Company _____ Case Pack/Count/Portion/Size: 12/servings/case _____

I. Meat/Meat Alternate

Please fill out the chart below to determine the creditable amount of Meat/Meat Alternate

Description of Creditable Ingredients (Food Buying Guide (FBG))	Ounces per Raw Portion of Creditable Food	Multiply	FBG Yield Factor Per Unit	Creditable Amount *
Chicken	3.04	X	0.656	2
		X		
		X		
A. Total Creditable M/MA Amount[1]				

[1]Creditable Amount - Multiply ounces per raw portion of creditable ingredient by the FBG Yield Information.

II. Alternate Protein Product (APP)

If the product contains APP, please fill out the chart below to determine the creditable amount of APP. If APP is used, you must provide documentation as described in Attachment A for each APP used.

Description of APP, manufacturer's name, and code number	Ounces Dry APP Per Portion	Multiply	% of Protein As is**	Divide by 18***	Creditable Amount APP***
		X		÷ by 18	
		X		÷ by 18	
		X		÷ by 18	
B. Total Creditable APP Amount[1]					
C. TOTAL CREDITABLE AMOUNT (A + B rounded down to nearest 0.25)					

[1]Creditable Amount

*Product Formulation Statement (PFS) is provided on the attached APP documentation.

**18 is the percent of protein when fully hydrated.

***Creditable amount of APP equals ounces of Dry APP multiplied by the percent of protein as-is divided by 18. Total Creditable Amount must be rounded down to the nearest 0.25 (or 1 oz equivalent) and cannot exceed the maximum allowable M/MA amount for the product. Do not include the Total Creditable APP Amount from line B to C. Total Creditable M/MA Amount until after you have added the Total Creditable APP Amount from line B to line C.

Total weight (per portion) of product as purchased: 3.04 _____

Total creditable amount of product (per portion): 2.0 _____
(Reminder: Total creditable amount cannot count for more than the total weight of product.)

I certify that the above information is true and correct and that a _____ 3.04 ounce serving of the above product (ready for serving) contains: _____ 2.0 ounces of equivalent meat/meat alternate when prepared according to directions.

I further certify that any APP used in the product conforms to the Food and Nutrition Service Regulations (7 CFR Parts 210, 220, 225, 226, Appendix A) as demonstrated by the attached supplier documentation.

Signature: _____ Title: VP – R&D

Bob Chicken _____ Date: 9/24/14 _____ Phone Number: 555-5555

Printed Name

Nutritional Quality and Meal Pattern (AROT-5)
Menu Documentation Organizational Tool (MDOT)

USDA Foods Product Info Sheet

USDA FOOD & NUTRITION SERVICE

USDA Foods Product Information Sheet

For Child Nutrition Programs

100011—Cheese, Cheddar, White, Reduced Fat, Shredded

Category: Meat/Meat Alternate

PRODUCT DESCRIPTION

This item is a Grade A or higher white cheddar cheese with a reduced fat profile. This product is shredded and contains six 5-pound bags per case.

CREDITING/YIELD

- One case yields 480 1-ounce portions of cheese.
- CN Crediting: 1 ounce cheese credits as 1 oz equivalent meat/meat alternate.

CULINARY TIPS AND RECIPES

- Cheddar cheese can be used as an ingredient in a variety of recipes such as casseroles, quesadillas or baked chicken dishes.
- Use shredded cheese as a topping for healthy dishes such as salad, baked potatoes, or burritos.
- Use reduced fat cheese in place of regular cheese to lower calories, fat, and saturated fat in menus.
- For culinary techniques and recipe ideas, visit the Institute of Child Nutrition or USDA's Team Nutrition.

FOOD SAFETY INFORMATION

- For more information on safe storage and cooking temperatures, and safe handling practices please refer to: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles.

NUTRITION FACTS

Serving size: 1 ounce (28 g) cheddar cheese, reduced fat

Amount Per Serving	
Calories	90
Total Fat	6g
Saturated Fat	4g
Trans Fat	0g
Cholesterol	20mg
Sodium	210mg
Total Carbohydrate	1g
Dietary Fiber	0g
Sugars	0g
Protein	7g

Source: USDA Foods Vendor Labels

Allergen Information: Please refer to allergen statement on the outside of the product package for vendor-specific information. For more information, please contact the product manufacturer directly.

Nutrient values in this section are from the USDA National Nutrient Database for Standard Reference or are representative values from USDA Foods vendor labels. Please refer to the product's Nutrition Facts label or ingredient list for product-specific information.

Nutritional Quality and Meal Pattern (AROT-5)
Menu Documentation Organizational Tool (MDOT)

- Nutrition Facts and Ingredient List

Nutrition Facts

22 Servings Per Container

Serving Size
1 Slice (26g)

Calories
60 Per Serving | **130** Per 2 Slices

		Per Serving % DV*	Per 2 Slices % DV*			Per serving % DV*	Per 2 slices % DV*
Total Fat	1g	**1%**	2g **3%**	**Sodium**	115mg	**5%**	230mg **10%**
Saturated Fat	0g	**0%**	0g **0%**	**Total Carbohydrate**	12g	**4%**	23g **8%**
Trans Fat	0g		0g	Dietary Fiber	2g	**7%**	3g **11%**
Polyunsaturated Fat	0g		1g	Total Sugars	1g		2g
Monounsaturated Fat	0g		0g	Incl. Added Sugars	1g	**2%**	2g **4%**
Cholesterol	0mg	**0%**	0mg **0%**	**Protein**	3g		6g
Vitamin D	0mcg	0%	0mcg 0%	Iron	0.5mg	4%	1.4mg 8%
Calcium	30mg	2%	70mg 6%	Potassium	60mg	0%	120mg 2%

*The % Daily Value (DV) tells you how much a nutrient in a serving of food contributes to a daily diet. 2,000 calories a day is used for general nutrition advice.

INGREDIENTS: WHOLE WHEAT FLOUR, WATER, WHEAT GLUTEN, SUGAR, YEAST, SOYBEAN OIL, SALT, PRESERVATIVES (CALCIUM PROPIONATE, SORBIC ACID), DATEM, NATURAL FLAVORS, MONOGLYCERIDES, MONOCALCIUM PHOSPHATE, SOY LECITHIN, CITRIC ACID, GRAIN VINEGAR. R20-030-300498
CONTAINS WHEAT, SOY.
MADE IN A BAKERY THAT MAY ALSO USE MILK.

26g x 2 slices of bread = 52 grams
52 grams ÷ 28 grams per ounce =
1.86 oz → 1.75 oz eq (round down to nearest 0.25)

2 slices of this bread = 1.75 oz eq grain

Nutritional Quality and Meal Pattern (AROT-5)

Menu Documentation Organizational Tool (MDOT)

Recipe

USDA United States Department of Agriculture

Mexicali Corn
USDA Recipe for Schools

This Mexicali Corn has sweet, canned corn combined with red and green bell peppers, pimentos, and Mexican spices.

NSLP/SBP CREDITING INFORMATION
¼cup (No. 16 scoop) provides ¼cup starchy vegetable and ¼ cup additional vegetable.

INGREDIENTS	50 SERVINGS		100 SERVINGS		DIRECTIONS
	Weight	Measure	Weight	Measure	
*Fresh onions, diced	6 oz	1 cup 2 Tbsp 2 ⅓ tsp	12 oz	2 ¼ cups 1 Tbsp 1 ⅓ tsp	1 In a large stock pot, add onions, green bell peppers, red bell peppers, ancho chili powder, margarine, and cumin. Sauté uncovered over high heat for 2–3 minutes or until onions are translucent, stirring occasionally.
*Fresh green bell peppers, diced	8 oz	1 ⅓ cups	1 lb	3 cups	
*Fresh red bell peppers, diced	8 oz	1 ⅓ cups	1 lb	3 cups	
Ancho chili powder OR Mexican seasoning mix (see Notes)		3 Tbsp 1 tsp 3 Tbsp 1 tsp	2 oz 2 oz	⅓ cup 2 Tbsp 2 tsp ⅓ cup 2 Tbsp 2 tsp	

USDA United States Department of Agriculture — **Mexicali Corn**

INGREDIENTS	50 SERVINGS		100 SERVINGS		DIRECTIONS
	Weight	Measure	Weight	Measure	
Margarine, trans-fat free	2 oz	¾ cup	4 oz	⅓ cup	
Ground cumin		1 ⅓ tsp		1 Tbsp	
Frozen corn, thawed, drained	4 lbs 4 oz	3 qt	8 lb 8 oz	1 gal 2 qt	2 Add corn and pimientos. Saute uncovered over medium heat for 2 minutes. Stir well.
Canned pimientos, chopped, drained	4 oz	⅓ cup 2 ¼ tsp	8 oz	1 cup 1 Tbsp 1 ⅓ tsp (approx. ¾ No. 10 can)	
					3 Critical Control Point: Heat to 135 °F or higher.
					4 Pour 2 qt ¾ cup (about 2 lb 9 oz) into a steam table pan (12" x 20" x 2 ½"). For 50 servings, use 2 pans. For 100 servings, use 4 pans.
					5 Critical Control Point: Hold for hot service at 135 °F or higher.
					6 Portion with No. 16 scoop (¼cup).

USDA United States Department of Agriculture — **Mexicali Corn**

NUTRITION INFORMATION
For ¼ cup (No. 16 scoop).

NUTRIENTS	AMOUNT
Calories	**40**
Total Fat	**1 g**
Saturated Fat	0 g
Cholesterol	0 mg
Sodium	**72 mg**
Total Carbohydrate	**8 g**
Dietary Fiber	1 g
Total Sugars	2 g
Added Sugars included	N/A
Protein	**1 g**
Vitamin D	0 IU
Calcium	3 mg
Iron	0 mg
Potassium	112 mg

N/A=data not available.

SOURCE

USDA Standardized Recipes Project.

MARKETING GUIDE

Food as Purchased for	50 Servings	100 Servings
Mature onions Red bell peppers Green bell peppers	8 oz 10 oz 10 oz	1 lb 1 lb 4 oz 1 lb 4 oz

NOTES

*See Marketing Guide for purchasing information on foods that will change during preparation or when a variation of the ingredients is available.

Cooking Process #2: Same Day Service.

Mexican Seasoning Mix ¾ Cup (About 4½ oz)

Combine 1 Tbsp dried oregano, 1 Tbsp garlic powder, ¼tsp ground cinnamon, 2 tsp sugar, 2 Tbsp chili powder, 1 Tbsp ground cumin, 1 Tbsp 2 tsp paprika, 1 Tbsp 2 tsp onion powder, 2 Tbsp dried minced onion, and 2 tsp salt.

YIELD/VOLUME

50 Servings	100 Servings
About 5 lb 2 oz About 2 qt 2 ¾ cups/2 steam table pans (12" x 20" x 2 ½")	About 10 lb 4 oz About 1 gal 1 qt ⅓ cup/4 steam table pans (12" x 20" x 2 ½")

HCNP Standardized Recipe Template:
https://hcnp.hawaii.gov/overview/nslp/ **Program Resources → NSLP Program Resources**

Nutritional Quality and Meal Pattern (AROT-5)
Menu Documentation Organizational Tool (MDOT)

Hawaii Child Nutrition Programs

Start with Half a Cup
Fresh Vegetable Portioning Guide For Schools

How to use this resource:

1.) Locate the vegetable you plan to serve in the correct area.
2.) Identify the correct variety of the product. For example, cucumber sticks vs. diced.
3.) If weight is used to measure 1/2 cup, weigh out several portions to determine, visually, what the proper portion looks like in the serving container being used.
4.) Once a strong visual representation of the correct portion has been determined, continue with portioning of produce for the meal service.

Quantity of FRESH Vegetables to Equal 1/2 cup Serving — VEGETABLES (fresh, raw)

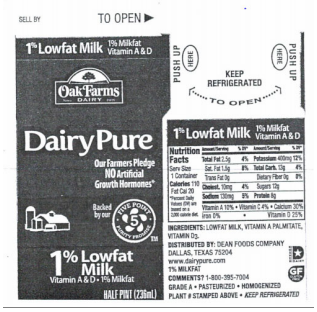
Item	Subgroup	Unit	Weight	Measure	*Notes*
Carrots, sticks	*Red/Orange*	pound/sticks	2.2 oz.	about 6 sticks	*sticks 4 in. x 1/2 in.*

HCNP "Start With Half a Cup" Reference Sheet:
https://hcnp.hawaii.gov/overview/nslp/ **Program Resources → Meal Pattern**

Nutritional Quality and Meal Pattern (AROT-5)
Menu Documentation Organizational Tool (MDOT)

Canned Fruit

Nutritional Quality and Meal Pattern (AROT-5)
Menu Documentation Organizational Tool (MDOT)



Nutritional Quality and Meal Pattern (AROT-5)
Menu Documentation Organizational Tool (MDOT)

Condiments

Nutritional Quality and Meal Pattern (AROT-5)
Menu Documentation Organizational Tool (MDOT)

DAILY FOOD PRODUCTION RECORD

School / Site: Aloha Academy
Meal Date: 2/1/2019
Meal: ☐ Breakfast ☑ Lunch
Offer vs Serve (OVS): ☑ YES ☐ NO
OVS for Grades: K to 5

TODAY'S MENU
Spaghetti with Meat Sauce
Roll
Green Beans
Sliced Peaches
Milk

Number of Meals	Planned	Served
Preschool		
Grades K-5	100	95
Grades 6-8		
Grades 9-12		
Adult / A la carte		
TOTAL	100	95

Column 1	Column 2	Column 3	Column 4			Column 5											Column 6			Column 7	Column 8	Column 9
						Ideal Pattern Contribution																
								Vegetables (cups)														
Planned Menu Item	Recipe # or Product Description	Grade Group	Planned Serving Size & Number of Servings			Meat / Alternate oz eq	Dkgrn oz eq	Dark Green	Red / Orange	Legumes	Starchy	Other	Additional	Fruits cups	Milk cup	Total Zero-calorie entries (if not an integer explanation)			Total Item of Food Used	Amount Leftover	Total Amount Served
			Planned # of Servings	Serving Size (# of ounces, cups, ea)	Serving Utensil	Total Product Needed (additional units OR # of servings)											Flour	Temp °F	Initials	(enrichment, units-oz or # of servings)	(# of servings)	(# of servings)
Spaghetti with Meat Sauce	Recipe #E-6	K-5	100	1 cup	8 oz spoodle	100 servings	2 oz eq	1 oz eq		1/4 c							10.0lbs	172°F	JD	100 servings	5	95
Roll	CC Breads #R0011	K-5	100	1 each	tongs	100 servings		1 oz eq												100 servings	5	95
Green Beans	Simply Veggies #G2528	K-5	100	3/4 cup	6 oz spoodle	26#						3/4 c					19.0lbs	168°F	JD	20#	20	80
Sliced Peaches	Del Farms #LF3142	K-5	100	1/2 cup	6 oz spoodle	4-#10 cans								1/2 c			10.4lbs	40°F	JD	4-#10 cans	20	80
Milk, 1% White	Smith Dairy #10001	K-5	100	1 cup		75 servings										1 c	10.4lbs	38°F	JD	75 servings	18	57
Milk, Fat Free Chocolate	Smith Dairy #10015	K-5	60	1 cup		25 servings										1 c	10.4lbs	38°F	JD	25 servings	9	16

Reviewed By: [signature] Date: [illegible]

Nutritional Quality and Meal Pattern (AROT-5)
Meal Modifications

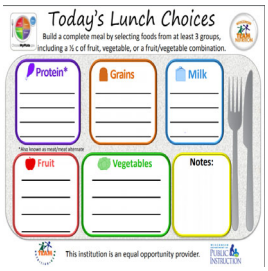
- Medical statements and supporting documentation for modified meals
  - Meal modifications that do not meet the meal pattern requirements are reimbursable when supported by a medical statement signed by State licensed healthcare professional

Nutritional Quality and Meal Pattern (AROT-5)
On-site Meal Service Observation

Prior to Meal Service

- ✓Observe meal preparation
- ✓Ensure all meal service lines offer all required meal components
- ✓Ensure signage is posted to instruct students on how to select a reimbursable meal
  - ✓Visible and posted at the beginning of the line

OVS Signage



Nutritional Quality and Meal Pattern (AROT-5)
On-site Meal Service Observation

During Meal Service

- ✓ Observe meal service at each POS
  - Meals served in alternate locations (ex: classrooms, office)
- ✓ Determine if meal contains required components and quantities for age/grade group
  - Production records to support what is being served
- ✓ Ensure students are selecting enough components/items for a reimbursable meal
- ✓ Ensure food service staff at POS are trained and can recognize reimbursable meals

Nutritional Quality and Meal Pattern (AROT-5)
On-site Meal Service Observation

<u>During Meal Service</u>

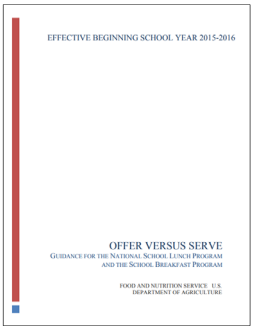
- ✓ Only non-reimbursable meals are being claimed
  - A la carte sales
  - Second meals

  ← **NON-REIMBURSABLE**
- ✓ Meal accommodations for disabilities?

Nutritional Quality and Meal Pattern (AROT-5)
Offer vs Serve

- ✓ Reduces food waste in school meals while permitting students to decline foods they do not intend to eat
- ✓ Optional for grades K-8
- ✓ NOT ALLOWED for preschool (unless comingled)
- ✓ High school: OVS is REQUIRED at lunch
- ✓ OVS NOT required (all grades) for prepackaged meals for field trips

Nutritional Quality and Meal Pattern (AROT-5)
USDA OVS Manual


EFFECTIVE BEGINNING SCHOOL YEAR 2015-2016

OFFER VERSUS SERVE
GUIDANCE FOR THE NATIONAL SCHOOL LUNCH PROGRAM AND THE SCHOOL BREAKFAST PROGRAM

FOOD AND NUTRITION SERVICE U.S. DEPARTMENT OF AGRICULTURE

https://www.fns.usda.gov/updated-offer-vs-serve-guidance-nslp-and-sbp-beginning-sy2015-16

Nutritional Quality and Meal Pattern (AROT-5)

Dietary Specifications and Nutrient Analysis

- Determine if SFA is serving reimbursable meals according to Dietary Specifications at one targeted school
  - Calories
  - Saturated Fat
  - Sodium
  - Trans Fat

- Nutrient Analysis ONLY REQUIRED if you are notified by HCNP

Nutritional Quality and Meal Pattern (AROT-5)
SFAs with More than One School Being Reviewed

MEAL COMPLIANCE RISK ASSESSMENT TOOL

✓ Used to assess schools most at-risk for error prone areas such as:
- multiple meal service lines
- multiple age groups
- alternate meal service locations

✓ School with the highest score is identified for the Targeted Menu Review

Nutritional Quality and Meal Pattern (AROT-5)
Dietary Specifications Questionnaire

Completed for school chosen for
TARGETED MENU REVIEW:

- Analyzes SFAs food service practices for breakfast and lunch
- Determines whether meals are at risk for not meeting required dietary specifications
- SFA should exercise best judgement and provide the most appropriate response

Nutrient analysis may also be conducted at HCNP's discretion

Nutritional Quality and Meal Pattern (AROT-5)
Nutrient Analysis for Sponsors Determined High Risk

One week weighted nutrient analysis of breakfast and lunch required for each menu type offered for TARGETED SITE

OR

Validate existing nutrient analysis of breakfast and lunch for each menu type offered if SFA is using USDA-approved nutrient analysis software for TARGETED SITE

Nutritional Quality and Meal Pattern (AROT-5)
Common Problems with Nutritional Quality and Meal Pattern

- Production records and supporting docs do not meet the meal pattern requirements
- Production records were either missing or incomplete
- The planned menu is not being followed
- Lack of standardized recipes
- Standardized recipes are not being followed

Nutritional Quality and Meal Pattern (AROT-5)
Common Problems with Nutritional Quality and Meal Pattern

- Incorrect serving utensils being used
- Insufficient serving sizes
- Excessive portions
- Milk variety not offered throughout service
- WG-rich requirement is not being met

Nutritional Quality and Meal Pattern (AROT-5)

Common Problems with Nutritional Quality and Meal Pattern

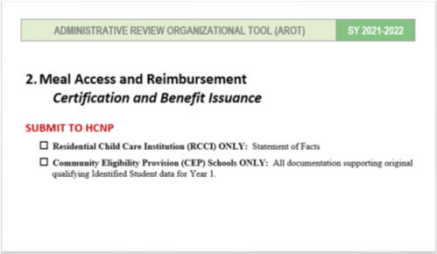
- No OVS or menu signage / not visible to students
- OVS not being implemented correctly
  - Staff require additional OVS training
- Non-reimbursable meals being counted as reimbursable
  - No medical statement

Nutritional Quality and Meal Pattern (AROT-5)

Common Problems with Nutritional Quality and Meal Pattern

- Changes in usual attendance (ex: field trips) impacted meal service
- Meal service did not start on time
- The preschool meal pattern must be followed when not comingled with older grades

Certification and Benefit Issuance (AROT-2)



ADMINISTRATIVE REVIEW ORGANIZATIONAL TOOL (AROT) SY 2021-2022

2. Meal Access and Reimbursement

Certification and Benefit Issuance

SUBMIT TO HCNP

- ☐ **Residential Child Care Institution (RCCI) ONLY:** Statement of Facts
- ☐ **Community Eligibility Provision (CEP) Schools ONLY:** All documentation supporting original qualifying Identified Student data for Year 1.

Certification and Benefit Issuance (AROT -2)

- Free and Reduced Price Applications
  - Not reviewed in SY 21-22 for SFAs that are operating Seamless Summer Option (SSO)
- If your SFA collected any free and reduced price applications, the verified applications will be reviewed

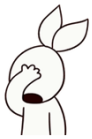
Certification and Benefit Issuance (AROT -2)

Submit to HCNP…

- **CEP Schools**: All documentation supporting original qualifying data for Year 1 (Identified Students, Enrollment)
- **RCCIs**: Statement of Facts

Common Problems with Benefit Issuance (AROT-2)

- CEP Schools: No CEP documentation
- RCCIs: No Statement of Facts
- Applications were not approved correctly
- No documentation to support eligibility determination



Verification (AROT-3)

Verification: the process by which School Food Authorities (SFAs) participating in NSLP verify income for a small percentage of households approved for free or reduced price meals each school year.

Verification (AROT-3)

Submit to HCNP:

- A document showing total number of approved applications for SY 21-22 on file as of October 1, 2021 (this is the list used for the selection of applications for verification; also known as 'Sampling Pool')
- Completed V-7a, V-7b, and V-7c forms
- All verified applications for the current school year, including documents submitted by household (e.g. pay stubs)
- Copies of verification notification letter sent to households selected for verification
- Documentation of follow-up with households that do not respond
- Copies of any notice of adverse action

Verification (AROT-3)

FORM V-7a

SFA Name: _____ Form V-7a

Verification Collection Report - Counting Applications **SY 2021-22**

Collect the following information on **OCTOBER 1**

		Number of applications
4-1 A	Number of approved as **categorically FREE** Eligible (Based on documentation such as a case number)	
4-2 A	Number of approved as **FREE** Eligible applications (Based on household size and income information)	
4-3 A	Number of approved as **REDUCED PRICE** Eligible applications (Based on household size and income information)	
	Transfer the number of applications to Section 4 A on FNS-742.	
Selecting Applications For Verification	TOTAL (4-1A) + (4-2A) + (4-3A)	
5-3	☐ Standard Verification: 3% of total applications To be used by all Hawaii SFA's unless an alternate method is approved. Check this one on the Verification Report.	
5-4	Total number of ERROR PRONE applications ERROR PRONE = reported income is within $100/month or $1200/year of income eligibility guidelines (both free and reduced-price)	
5-5	Number of error prone applications selected for verification Total number of applications above [(4-1A) + (4-2A) + (4-3A)] X (.03)	

Cheat sheet for calculating the number of applications to verify.

If you have	The number to verify is
0-33 approved applications for free and reduced price meals	1
34-66 approved applications for free and reduced price meals	2
67-100 approved applications for free and reduced price meals	3
101-133 approved application for free and reduced price meals	4
134-166 approved applications for free and reduced price meals	5

2021

Verification (AROT-3)

FORM V-7b

Form V-7b

SFA Name: _____

Verification Collection Report - Counting Students

On the last operating day in October, complete Sections 3B and 4B.
(Section 4A should have been completed on October 1)

Section 3. Students approved as FREE eligible but not subject to verification. These students are certified free based on documentation received directly from another agency.

		Number of Students
3-2-B.	Number of students directly certified through the SNAP match, including students with extended benefits based on residing in a household that has been directly certified with SNAP.	
3-3-B.	Students directly certified through another agency's documentation:	
	TANF	
	FDPIR (not in Hawaii)	0
	Medicaid	
	Homeless	
	Migrant	
	Runaway	
	Foster	
	Non-applicant but approved by local official	
	Do not include students already counted in 3-2B. Total	
3-4-B.	Students certified categorically eligible through SNAP letter method. (not used in Hawaii)	0

Section 4. Students subject to verification process (on applications)

4-1-B.	Approved as categorically FREE Eligible (Examples: case number for SNAP, TANF, or FDPIR; foster child on an application; extended benefits on SNAP and TANF programs, such as SNAP number for grandma, household member, extends benefit to all students in the household).	
4-2-B.	Approved as Free based on household size and income.	
4-3-B.	Approved as Reduced Price based on household size and income information.	
T-1	Free Students Total of (3-2B) + (3-3B) + (3-4B) + (4-1B) + (4-2B) + (2-2aB, if applicable)	
T-2	Reduced Price Students Total of (4-3B) + (2-2bB, if applicable)	

2021

Verification (AROT-3)

FORM V-7c

Form V-7c

SFA Name _____

Section 5-8 -- Results of Verification by Original Benefit Type

A. **FREE-Categorically Eligible** (Certified as FREE based on SNAP TANF/FDPIR case number and foster children on application)			B. **FREE-income** (Certified as FREE based on income/household size application)			C. **REDUCED PRICE - Income** (Certified as REDUCED-PRICE based on income/household size application)		
Result Category	**a. Applications**	**b. Students**	**Result Category**	**a. Applications**	**b. Students**	**Result Category**	**a. Applications**	**b. Students**
1. Responded, **NO CHANGE:**			1. Responded, **NO CHANGE:**			1. Responded, **NO CHANGE:**		
2. Responded, Changed to REDUCED-PRICE:			2. Responded, Changed to REDUCED-PRICE:			2. Responded, Changed to FREE:		
3. Responded, Changed to PAID:			3. Responded, Changed to PAID:			3. Responded, Changed to PAID:		
4. NOT Responded, Changed to PAID:			4. NOT Responded, Changed to PAID:			4. NOT Responded, Changed to PAID:		

VC-1 Total questionable applications verified for cause (Enter "N/A" if not applicable)	

Report the number of applications as of November 13th verified for cause in addition to the verification requirement

Verification (AROT-3)

- Validate SFA's procedures as described on Off-site Assessment Tool
- Determine compliance with verification requirements:
  - Confirmation reviews conducted correctly
  - Error prone applications selected to be verified before all other applications
  - Sample size calculated correctly
  - Correct language included on notification letters
- Review verified applications for accuracy

Verification (AROT-3)

VERIFICATION REMINDERS

- Use HCNP sample forms
- Make copies of all correspondence and documentation
- Organize materials for each verified application selected

Verification (AROT-3)

FOR EACH APPLICATION SELECTED

- Copy of the application
- Household Notification of Selection form
- Documents submitted by household, e.g. pay stubs
- Other household letters as applicable, e.g. employer letter, etc.
- Documentation of follow-up attempts, if applicable
- Notification of adverse action or continuation of benefits
- Master List showing change in eligibility status

Verification (AROT-3)

COMMON PROBLEMS WITH VERIFICATION

- Poor/No documentation to support numbers
- Confirmation review is not completed or is erroneous
- Eligibility changes not made to POS/Master List
- Incorrect nondiscrimination statement used on verification letters
- Not submitting FNS-742 as required
- Required language not included on verification letters

Friday, 1/14/22 (tomorrow)
DAY 2: NSLP Administrative Review Prep Training
1:00pm – 4:00pm

Hawaii Child Nutrition Programs

Rachel Itano
Kasey Kawamoto
Shirley Robinson

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