The Administrative Review for School Nutrition Programs
What schools need to know
January 2022

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

Repeat Findings Examples

- 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 May Lead To Fiscal Action During This Review!
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

<table>
<thead>
<tr>
<th>Number of Schools in the SFA</th>
<th>Minimum Number of Schools to Review for NSLP</th>
<th>Number of Schools in the SFA</th>
<th>Minimum Number of Schools to Review for NSLP</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 5</td>
<td>1</td>
<td>41 to 60</td>
<td>8</td>
</tr>
<tr>
<td>6 to 10</td>
<td>2</td>
<td>61 to 80</td>
<td>8</td>
</tr>
<tr>
<td>11 to 20</td>
<td>3</td>
<td>81 to 100</td>
<td>10</td>
</tr>
<tr>
<td>21 to 40</td>
<td>4</td>
<td>101 or More</td>
<td>12*</td>
</tr>
</tbody>
</table>

* 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 must 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 send 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 Information (AROT-1)

Single Agreement (AROT-1)

- HCNP has an agreement with each SFA

<table>
<thead>
<tr>
<th>SFA/LEA</th>
<th>HCNP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Follow all laws, rules and regulations for program</td>
<td>Administers CNPs for SFA</td>
</tr>
<tr>
<td>Publish laws, rules, regulations</td>
<td>Pay claims to SFA if USDA provides money</td>
</tr>
</tbody>
</table>

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

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Nutritional Quality and Meal Pattern (AROT-5)

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

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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


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For more details, visit the official USDA website at: [https://www.fns.usda.gov/school-meals/certification-compliance](https://www.fns.usda.gov/school-meals/certification-compliance)
Nutritional Quality and Meal Pattern (AROT-S)
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-S)
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-S)
Supporting Documentation for USDA Worksheets

<table>
<thead>
<tr>
<th>Menus</th>
<th>• Correspond to each completed USDA Certification Worksheet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recipes</td>
<td>• For all items served</td>
</tr>
<tr>
<td>Food Labels</td>
<td>• Child Nutrition (CN) labels, Product Formulation Statements to show crediting information, ingredient lists, Nutrition Facts</td>
</tr>
</tbody>
</table>
| 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
Nutritional Quality and Meal Pattern (AROT-S) 
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-S) 
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.
Recipe

Barbecue Chicken or Turkey Salad
USDA Recipe for Schools

<table>
<thead>
<tr>
<th>INGREDIENTS</th>
<th>IN POUNDS</th>
<th>IN FLUID MILLILITERS</th>
<th>IN TEASPOONS</th>
<th>CORRECTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paprika</td>
<td>2 Tbsp</td>
<td>30 ml</td>
<td>1 tsp</td>
<td></td>
</tr>
<tr>
<td>Chip powder</td>
<td>1 Tbsp</td>
<td>15 ml</td>
<td>300 mg</td>
<td></td>
</tr>
<tr>
<td>Cumin</td>
<td>3/4 tsp</td>
<td>1 ml</td>
<td>480 mg</td>
<td></td>
</tr>
<tr>
<td>White pepper</td>
<td>1 tsp</td>
<td>5 ml</td>
<td>500 mg</td>
<td></td>
</tr>
<tr>
<td>Onion</td>
<td>1 Tbsp</td>
<td>15 ml</td>
<td>300 mg</td>
<td></td>
</tr>
<tr>
<td>Salt</td>
<td>2 tsp</td>
<td>10 ml</td>
<td>1000 mg</td>
<td></td>
</tr>
<tr>
<td>Worcestershire sauce</td>
<td>1 tbsp</td>
<td>15 ml</td>
<td>1500 mg</td>
<td></td>
</tr>
<tr>
<td>Ground black pepper</td>
<td>1 tsp</td>
<td>5 ml</td>
<td>500 mg</td>
<td></td>
</tr>
<tr>
<td>Sesame seed</td>
<td>1 tsp</td>
<td>5 ml</td>
<td>500 mg</td>
<td></td>
</tr>
<tr>
<td>Barbecue sauce</td>
<td>1 cup</td>
<td>150 ml</td>
<td>300 ml</td>
<td></td>
</tr>
</tbody>
</table>

Preheat oven to 350°F. Prepare grill for medium-high heat. Cook chicken, ground turkey, green onions, and shredded cheese on the grill or in a large skillet over medium-high heat until fully cooked. In a large bowl, add the chicken, ground turkey, green onions, shredded cheese, and dressing. Mix until well combined. Serve immediately.

Did You Know?
September is the month of the 100th birthday of the National School Lunch Program. Find out more at https://www.ars.usda.gov/nihs/100-years-school-lunch-program.
Nutritional Quality and Meal Pattern (AROT-5) Menu Documentation Organizational Tool (MDOT)

- Child Nutrition (CN) Label

**Nutritional Information**

### Nutrients

<table>
<thead>
<tr>
<th>Nutrient</th>
<th>50 Servings</th>
<th>100 Servings</th>
<th>Directions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Fat</td>
<td>19</td>
<td>38</td>
<td>As directed</td>
</tr>
<tr>
<td>Saturated Fat</td>
<td>4.5</td>
<td>9</td>
<td>As directed</td>
</tr>
<tr>
<td>Cholesterol</td>
<td>30</td>
<td>60</td>
<td>As directed</td>
</tr>
<tr>
<td>Sodium</td>
<td>180</td>
<td>360</td>
<td>As directed</td>
</tr>
<tr>
<td>Carbohydrates</td>
<td>27</td>
<td>54</td>
<td>As directed</td>
</tr>
<tr>
<td>Fiber</td>
<td>1.2</td>
<td>2.5</td>
<td>As directed</td>
</tr>
<tr>
<td>Sugars</td>
<td>1.1</td>
<td>2.3</td>
<td>As directed</td>
</tr>
<tr>
<td>Protein</td>
<td>17.3</td>
<td>34.5</td>
<td>As directed</td>
</tr>
<tr>
<td>Calories</td>
<td>327</td>
<td>655</td>
<td>As directed</td>
</tr>
<tr>
<td>Sugar added</td>
<td>0</td>
<td>0</td>
<td>As directed</td>
</tr>
</tbody>
</table>

### Weight

- Salad: 15 oz
- Tomato: 1 lb
- Lettuce: 2 lb
- Chicken: 2 lb
- Olives: 1 oz

### Directions


### Volume/Weight

- About 5 lb

### Marketing Guide

- About 5 lb
- About 10 lb

### Vegetable

- About 5 lb
- About 10 lb

### Chicken Stir-Fry Bowl

**Ingredient Statement**

- Chicken: 10 oz
- Vegetables: 2 cups
- Soy sauce: 1/2 cup
- Rice: 1 cup

**Nutrition Facts**

- Calories: 450
- Total Fat: 20 g
- Protein: 40 g
- Carbohydrates: 40 g

**CN Label**

- Chicken Stir-Fry Bowl
- 1234 Clark Street
- Poulty, PA 12345
Nutritional Quality and Meal Pattern (AROT-5)
Menu Documentation Organizational Tool (MDOT)

Product Formulation Statement (PFS)

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

USDA Foods Product Info Sheet

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

• Nutrition Facts and Ingredient List

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-S)
Menu Documentation Organizational Tool (MDOT)

Recipe

Mexicali Corn
USDA Recipe for Schools

INGREDIENTS

<table>
<thead>
<tr>
<th>SERVING SIZE</th>
<th>8 SERVINGS</th>
<th>16 SERVINGS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/2 cup canned corn, drained</td>
<td>3 oz</td>
<td>6 oz</td>
</tr>
<tr>
<td>1/4 cup water</td>
<td>1/4 cup</td>
<td>1/2 cup</td>
</tr>
<tr>
<td>1/4 tsp salt</td>
<td>1/8 tsp</td>
<td>1/4 tsp</td>
</tr>
<tr>
<td>1/4 tsp chili powder</td>
<td>1/8 tsp</td>
<td>1/4 tsp</td>
</tr>
</tbody>
</table>

DIRECTIONS

1. Drain corn and add to boiling water.
2. Bring to a boil and cook for 5 minutes.
3. Drain well.
4. Mix with other ingredients and serve.

Prep Time: 5 minutes
Cook Time: 5 minutes

NUTRITIONAL INFORMATION

<table>
<thead>
<tr>
<th>SERVING SIZE</th>
<th>SERVING SIZE</th>
<th>SERVING SIZE</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 SERVINGS</td>
<td>8 SERVINGS</td>
<td>8 SERVINGS</td>
</tr>
<tr>
<td>Calories</td>
<td>30</td>
<td>40</td>
</tr>
<tr>
<td>Total Fat</td>
<td>0.5g</td>
<td>0.7g</td>
</tr>
<tr>
<td>Cholesterol</td>
<td>0mg</td>
<td>0mg</td>
</tr>
<tr>
<td>Sodium</td>
<td>45mg</td>
<td>60mg</td>
</tr>
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</table>

HCNP Standardized Recipe Template:
https://hcnp.hawaii.gov/overview/np/lp/ Program Resources ➔ NSLP Program Resources
Nutritional Quality and Meal Pattern (AROT-5)  
Menu Documentation Organizational Tool (MDOT)

**Start with Half a Cup**  
Fresh Vegetable Portioning Guide For Schools

How to use this resource:
1. Identify the vegetable you plan to serve in the correct area.
2. Identify the correct variety of the product, for example, cucumber sticks vs. dice.
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 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**

<table>
<thead>
<tr>
<th>Item</th>
<th>Length</th>
<th>Unit</th>
<th>Weight</th>
<th>Measure</th>
<th>Home</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canned</td>
<td>6-8 in</td>
<td>oz/1 cup</td>
<td>2.2 fl oz</td>
<td>1/2 cup</td>
<td>1 oz</td>
</tr>
</tbody>
</table>

HCNP “Start With Half a Cup” Reference Sheet:  
[https://hcnp.hawaii.gov/overview/mdot/](https://hcnp.hawaii.gov/overview/mdot/)  
Program Resources → Meal Pattern

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**Canned Fruit**

- **Sunfield**
  - Peaches Slices
  - Weight: 6 oz

- **DairyPure**
  - Lowfat Milk
  - Weight: 8 oz

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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)

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-S)  
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

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-S) 
On-site Meal Service Observation

During Meal Service
✓ Only non-reimbursable meals are being claimed
  • A la carte sales  NON-REIMBURSABLE
  • Second meals
✓ Meal accommodations for disabilities?

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

Nutritional Quality and Meal Pattern (AROT-S)
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-S)
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-S)
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)**
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

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.

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)

- 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

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