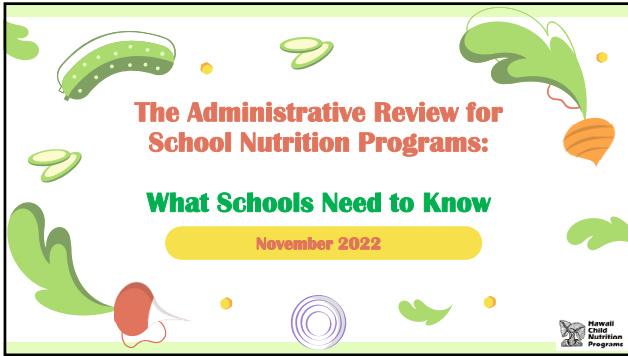
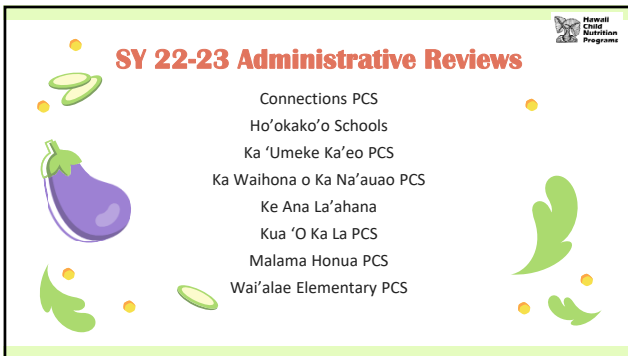
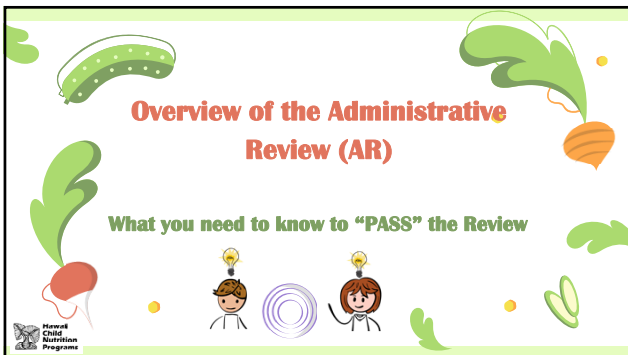








QUIZ: Alphabet Soup

In the USDA School Nutrition Programs, what do the following acronyms stand for?

SFA	S chool F ood A uthority The governing body responsible for the administration of one or more schools and has legal authority to operate NSLP.
HCNP	H awaii C hild N utrition P rograms State Agency
NSLP	N ational S chool L unch P rogram
SBP	S chool B reakfast P rogram
AR	A dministrative R evue



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 area have been addressed, corrected, and corrective actions have been fully implemented

AR Reports from Previous Years:
[https://hcnp.hawaii.gov/overview/nslp/ Administrative Reviews](https://hcnp.hawaii.gov/overview/nslp/Administrative%20Reviews)



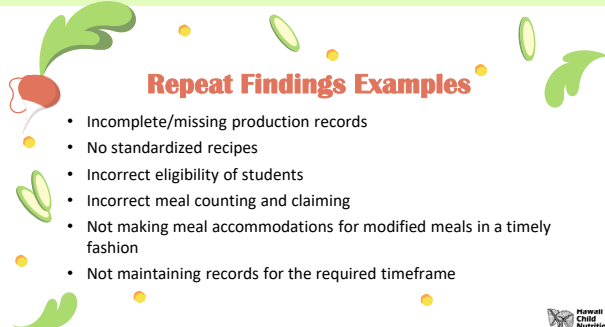


Repeat Findings Examples

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

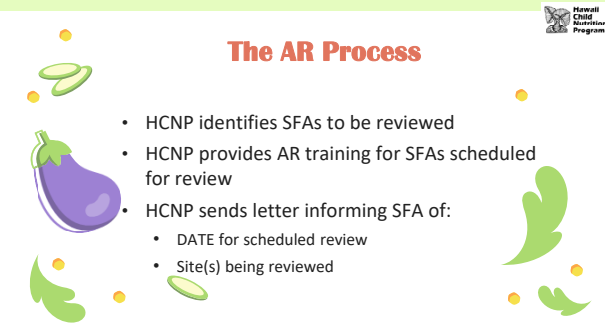




Repeat Findings Examples

- 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





The 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 eligible for free meals
- Number of free meals claimed
- Whether a school participates in a special provision option, such as:
 - Community Eligibility Provision (CEP)
 - Provision 2





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 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 the 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
 - Meetings will be conducted via Webex or phone call
 - Over the course of one week
- 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 (AROT) 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)
- On-site review must be livestreamed





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, HCNP 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

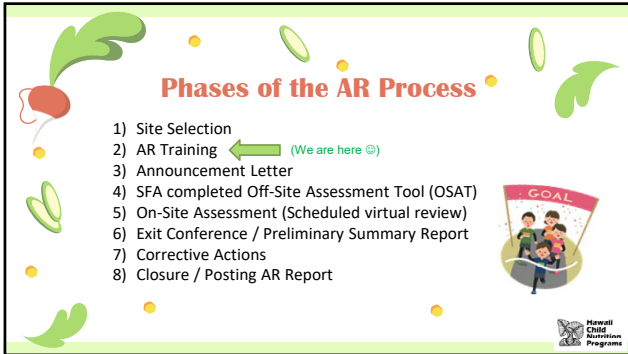




Posting of the AR Report

- 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





Phases of the AR Process

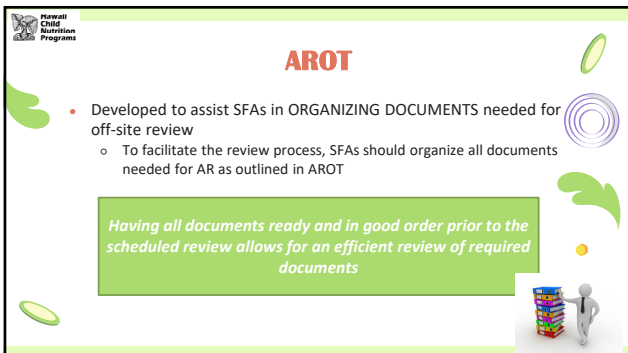
- 1) Site Selection
- 2) AR Training  (We are here 😊)
- 3) Announcement Letter
- 4) SFA completed Off-Site Assessment Tool (OSAT)
- 5) On-Site Assessment (Scheduled virtual review)
- 6) Exit Conference / Preliminary Summary Report
- 7) Corrective Actions
- 8) Closure / Posting AR Report





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
 - Coversheet 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 the 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

(First Page)

ADMINISTRATIVE REVIEW ORGANIZATIONAL TOOL (AROT)

SY 2022-2023

School Food Authority: _____ Review Month: _____

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

ABOUT THIS TOOL
HCNP AROT includes cover pages that correspond to each section of the AR required by the USDA's final rule, *Administrative Review in the School Nutrition Programs* (11 FR 7612). Each cover page lists the requested 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 is updated and submitted to HCNP as a single file.

- UPLOAD AS AN ATTACHMENT:** Upload these documents to the Off-Site Assessment Tool (OSAT) on HCNP's review portal in Section A, page 20 of the AROT, for the HCNP team to review off-site.

There are three options available to your SFA to choose from when you use "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.

- DROPOUT:** If your SFA prefers to submit documents electronically, upload the requested documents to the review OSAT. Complete tasks provided on the OSAT to save the 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
405 Keolu Road, Suite 710
Honolulu, HI 96817

Please mail copies of the requested documents **BEFORE MAILING ORIGINAL DOCUMENTS**.

- HAND DELIVER:** If your SFA 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 loses all documents sent by hand).

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 team and review before the specified due date. Reviews held in line are subject to document, time, and resource with our best efforts.

3.1 of 3.1 Hawaii Child Nutrition Programs • Revised October 2022





AROT

ADMINISTRATIVE REVIEW ORGANIZATIONAL TOOL (AROT)

SY 2022-2023

A. SFA Information

SUBMIT TO HCNP

- ☐ SFA school calendar for school year **2022-23**. Indicate holidays, delayed openings, quarantined school closures, early dismissals, natural disasters (e.g. flood, volcanic, 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 Vegetable Program (FFVP), After-school 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 classrooms, 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.
- ☐ Your SFA's meal charge policy and procedures for collecting outstanding balances at the end of the school year.
 - USDA Memo SP 23-2017: Updated Meal Charges: Guidance and Q&As
 - USDA Memo SP 20-2017: 2017 Edition: Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation's Schools
- ☐ 2022-23 waivers, as applicable.
 - Lunch Times (e.g. early lunch)
 - Residential Child Care Institutions Exception for Safety for Serving Multiple Age Grade Groups
 - Other waivers not listed

SFA Information

(AROT-A)



Unpaid Meal Charge Policy (AROT-A)

All SFAs operating standard counting & claiming must have a written unpaid meal charge policy

REQUIREMENTS:

- ✓ ACT 194: "No student shall be denied a meal solely for failure to pay:
 - Within the first twenty-one days of the first semester of a school year while the student's application for free or reduced lunch is being processed, or
 - Within seven days after a student's meal fund account reaches a zero or negative balance."
- ✓ Children who qualify for free meals must NEVER be denied a meal
- ✓ Policy must address collection of delinquent debt



Unpaid Meal Charge Policy (AROT-A)

REQUIREMENTS (con't):

- ✓ Must make this written policy WIDELY AVAILABLE to parents, guardians, and students at the start of the school year
- ✓ SFAs must provide the meal charge policy to all SFA and school level staff responsible for policy enforcement, including All MEAL CLERKS/FOODSERVICE STAFF.



Policy for Covering Unpaid Meal Charges (AROT-A)

Funds from nonprofit school food service account **CANNOT** be used to cover the cost of charged meals that have not been paid (this includes money received for a la carte sales, catering, etc.)





USDA Meal Charge Policy Guidance (AROT-1)

- USDA Unpaid Meal Charges homepage:
<https://www.fns.usda.gov/school-meals/unpaid-meal-charges>
- SP 46-2016: Unpaid Meal Charges: Local Meal Charge Policies
<https://www.fns.usda.gov/unpaid-meal-charges-local-meal-charge-policies> (July 8, 2016)
- SP 47-2016: Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments
<https://www.fns.usda.gov/unpaid-meal-charges-clarification-collection-delinquent-meal-payments> (July 13, 2016)



USDA Meal Charge Policy Guidance (AROT-1)

- SP 23-2017: Unpaid Meal Charges: Guidance and Q&As
<https://www.fns.usda.gov/school-meals/unpaid-meal-charges-guidance-and-q> (March 27, 2017)
- SP 29-2017: 2017 Edition: Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation's Schools
<https://www.fns.usda.gov/school-meals/2017-edition-overcoming-unpaid-meal-challenge-proven-strategies-our-nations-schools> (May 10, 2017)



Nutritional Quality and Meal Pattern (AROT-E)



- Meal Components & Quantities
- Offer versus Serve (OVS)
- Dietary Specifications & Nutrient Analysis



Nutritional Quality & Meal Pattern (AROT-E)

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



Nutritional Quality & Meal Pattern (AROT-E)

- 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 & Meal Pattern (AROT-E) Meal Components & 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 & Meal Pattern (AROT-E)
Meal Components & Quantities

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

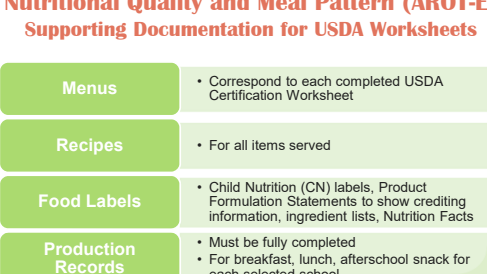
1	2	3a	3b	4	5a	5b	6
Meal Name	Meat/Meat Alternatives (oz equivalent)	Grains (oz equivalent)	Fruit (cups)	Vegetables (cups)	Fluid Milk (cups)		
Enter the name of each reimbursable meal as listed on the weekly menu. Enter the first name if the component was not offered with the meal. ** DO NOT DELETE ROWS **	Enter the total meat/meat alternative served offered with this meal	Enter the total grains served including whole grain grains and grains offered with this meal	Enter the number of cups of fruit offered with this meal	Enter the number of cups of vegetables offered with this meal	Enter the number of cups of fluid milk offered with this meal		
Example: Chicken Nuggets w/ soft and honey sauce	2.00	2.00	0.50	1.00	1.00		
1							
2							
3							
4							
5							

Nutritional Quality and Meal Pattern (AROT-E)
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 & Meal Pattern (AROT-E)
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-E) 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-E) 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
- Identify the number of seconds offered
- Align with standardized recipes
- Include condiments



Nutritional Quality & Meal Pattern (AROT-E) Production Record Template

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



USDA
United States Department of Agriculture

Barbecue Chicken or Turkey Salad

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

USDA
United States Department of Agriculture

Barbecue Chicken or Turkey Salad

INGREDIENTS	50 SERVINGS		100 SERVINGS		DIRECTIONS
	Weight	Measure	Weight	Measure	
Fresh red onions, sliced	1 lb	3 cups	2 lb	1 qt 3 ½ cups	
Fresh celery, sliced	1 lb 4 oz	3 ½ cups	2 lb 8 oz	1 qt 3 ½ cups	
Fresh iceberg lettuce, leaves, rinsed, dry	15 oz	50 each	1 lb 14 oz	100 each	5 Critical Control Point: Cool to 41 °F or lower within 4 hours.
Fresh tomatoes, sliced (Optional: Mini whole-green rolls (1 ea each))	1 lb 14 oz 3 lb 2 oz	50 each 50 each	3 lb 12 oz 6 lb 4 oz	100 each 100 each	6 Using a No. 8 scoop, portion ¼ cup (about 3.8 oz) barbecue chicken salad into a steam table pan (12" x 20" x 2 ½") lined with parchment paper. Recommended: 25 scoops per pan. For 50 servings, use 2 pans. For 100 servings, use 4 pans.
					7 Place barbecued chicken salad on top of plated lettuce.
					8 Place tomato on top of barbecued chicken salad.
					9 (Optional) If desired, serve on a whole-grain roll. Using a No. 8 scoop, portion 1 Tbsp (about 3.8 oz) barbecued chicken salad on bottom of roll, top with lettuce, then tomato. Then top of roll.
					10 Critical Control Point: Heat at 41 °F or higher.
					11 Portion with No. 8 scoop (¼ cup).

USDA
United States Department of Agriculture

Barbecue Chicken or Turkey Salad

NUTRITION INFORMATION
For ¼ cup (3.8 scoop)

NUTRIENTS	AMOUNT
Calories	127
Total Fat	4 g
Cholesterol	1 g
Sodium	262 mg
Total Carbohydrate	8 g
Dietary Fiber	1 g
Total Sugars	0 g
Added Sugars included	N/A
Protein	15 g
Vitamin D	3 IU
Calcium	38 mg
Iron	1 mg
Potassium	322 mg

N/A=Data not available.

SOURCE
USDA Standardized Recipes Project.

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	2 lb 5 oz	3 lb 5 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: ¼ Cup (About 4 ½ oz)
Combine 1 Tbsp dried oregano, 1 Tbsp garlic powder, ¼ tsp ground cinnamon, 2 tsp sugar, 2 Tbsp chili powder, 1 Tbsp ground turmeric, 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 ½ cups/2 steam table pans (12" x 20" x 2 ½")	About 3 gal 2 qt 3 ½ cups/4 steam table pans (12" x 20" x 2 ½")

Nutritional Quality and Meal Pattern (AROT-E) 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, 1/2 cup dark green vegetable, 1/4 cup red/orange vegetable, and 1/4 cup other vegetable for Child Nutrition Meal Pattern Requirements. Use of this logo and statement authorized by the Food and Nutrition Service, USDA, NCSN.

Net Wt.: 18 pounds

Chicken Wok Company
1234 Kluck Street Poultry, PA 12345



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

- Product Formulation Statement (PFS)

Product Formulation Statement Example

Product Formulation Statement Example

Product Formulation Statement Example (PFS) is a document used to document the nutritional quality of a product. It is used to ensure that the product meets the nutritional requirements of the Child Nutrition Program.

Product Name: Chicken Stir-Fry Bowl

Product Number: 099135

Product Weight: 18 pounds

Product Description: Chicken Stir-Fry Bowl

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

Product Nutrition Facts: Each 4.5 oz. Chicken Stir-Fry Bowl provides 1.5 oz. equivalent meat, 1.0 serving of WGR Grains, 1/2 cup dark green vegetable, 1/4 cup red/orange vegetable, and 1/4 cup other vegetable for Child Nutrition Meal Pattern Requirements. Use of this logo and statement authorized by the Food and Nutrition Service, USDA, NCSN.

Product Manufacturer: Chicken Wok Company

Product Address: 1234 Kluck Street Poultry, PA 12345

Product Phone: (555) 123-4567

Product Email: info@chickenwok.com

Product Website: www.chickenwok.com

Product Date: 11/3/2022

Product Version: 1.0

Product Status: Active

Product Notes: This product is a good source of protein and fiber. It is also a good source of vitamins and minerals.

Product Comments: This product is a good source of protein and fiber. It is also a good source of vitamins and minerals.



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

- USDA Foods Product Info Sheet

USDA Foods Product Information Sheet

USDA Foods Product Information Sheet

Product Name: Chicken Stir-Fry Bowl

Product Number: 099135

Product Weight: 18 pounds

Product Description: Chicken Stir-Fry Bowl

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

Product Nutrition Facts: Each 4.5 oz. Chicken Stir-Fry Bowl provides 1.5 oz. equivalent meat, 1.0 serving of WGR Grains, 1/2 cup dark green vegetable, 1/4 cup red/orange vegetable, and 1/4 cup other vegetable for Child Nutrition Meal Pattern Requirements. Use of this logo and statement authorized by the Food and Nutrition Service, USDA, NCSN.

Product Manufacturer: Chicken Wok Company

Product Address: 1234 Kluck Street Poultry, PA 12345

Product Phone: (555) 123-4567

Product Email: info@chickenwok.com

Product Website: www.chickenwok.com

Product Date: 11/3/2022

Product Version: 1.0

Product Status: Active

Product Notes: This product is a good source of protein and fiber. It is also a good source of vitamins and minerals.

Product Comments: This product is a good source of protein and fiber. It is also a good source of vitamins and minerals.



18

[illegible]

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 Recipe Project

MARKETING GUIDE

Food as Purchased for	50 Servings	100 Servings
Mature onions	8 oz	1 lb
Red bell peppers	10 oz	1 lb 4 oz
Green bell peppers	10 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 ¼ Cup (About 4¼ oz)

Combine 1 Tbsp dried oregano, 1 Tbsp garlic powder, ¼ tsp ground cumin, 2 tsp sugar, 2 Tbsp chili powder, 1 Tbsp ground coriander, 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 10 lb 4 oz
About 2 qt 1 ½ cups/7 steam table pans (12" x 20" x 2 ½")	About 1 gal 1 qt 1 cup/4 steam table pans (12" x 20" x 2 ½")

HCNP Standardized Recipe Template:
<https://hcnphawaii.gov/overview/nsip/>
 Program Resources → NSLP Program Resources

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

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

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

VEGETABLES (fresh, raw)

HCNP "Start With Half a Cup" Reference Sheet:
<https://hcnphawaii.gov/overview/nsip/> Program Resources → Meal Pattern

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

Canned Fruit







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

DAILY FOOD PRODUCTION RECORD

Prepared By: Date:

Menu Date:

Menu: ☐ Breakfast ☐ Lunch ☐ Dinner

Menu Item:

Menu Item	Portion Size	Preparation Method	Quantity	Weight (g)	Volume (ml)	Calories	Protein (g)	Carbohydrate (g)	Fat (g)	Fiber (g)	Sodium (mg)	Cholesterol (mg)	Saturated Fat (g)	Trans Fat (g)	Monounsaturated Fat (g)	Polyunsaturated Fat (g)	Total Fat (g)	Other
Longhorn with Meat Sauce	1/2 cup	Boiled	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
Butt	1/2 cup	Boiled	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
Green Beans	1/2 cup	Boiled	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
Stuffed Potatoes	1/2 cup	Boiled	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
Milk, 2% White	1/2 cup	Boiled	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
Milk, Fat Free Cheddar	1/2 cup	Boiled	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100

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

Prior to Meal Service

- ✓ Observe meal preparation
 - If using a vendor/FSMC, we will need to observe meal prep at their facility
- ✓ 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

BALANCE your day with food & play!

IT'S BREAKFAST...

TAKE 4!

Meat or Meat Alternative

Fruit or Vegetable

Milk

Grain

Choose AT LEAST 3, but for the best nutrition choose ALL 4!

1 choice MUST be 1/2 cup of fruit or vegetable.

Today's Lunch Choices

Build a complete meal by selecting foods from at least 3 groups, including a fruit, vegetable, or a non-vegetable combination.

Protein

Grains

Milk

Fruit

Vegetables

Notes:

This institution is an equal opportunity provider.





Nutritional Quality and Meal Pattern (AROT-E)

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-E)

On-site Meal Service Observation

During Meal Service

- ✓ Only non-reimbursable meals are being claimed
 - A la carte sales
 - Second meals
- ✓ Meal accommodations for disabilities?









Nutritional Quality and Meal Pattern (AROT-E)

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-E)
USDA OVS Manual**



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



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

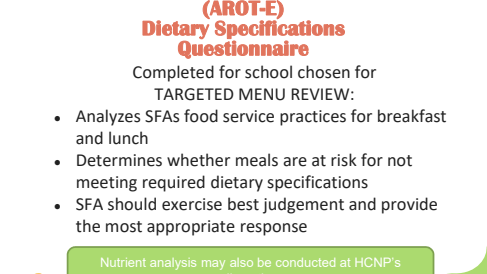


**Nutritional Quality and Meal Pattern (AROT-E)
SFAs with More than One School Being Reviewed**

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-E) 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



Hawaii
Child
Nutrition
Program

Nutritional Quality and Meal Pattern (AROT-E)

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-E)

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-E)

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-E)

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-E)

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-B)

ADMINISTRATIVE REVIEW ORGANIZATIONAL TOOL (AROT) 07/2022-2023

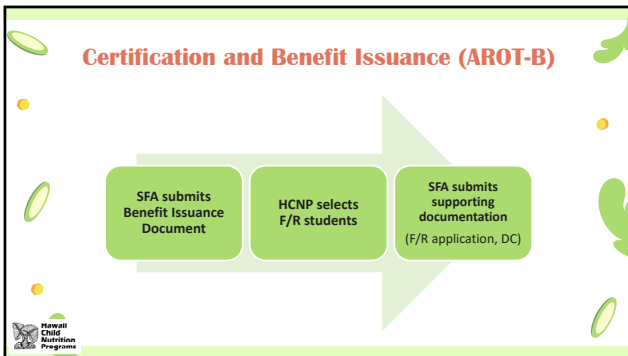
B. Meal Access and Reimbursement Certification and Benefit Issuance

UPLOAD as an ATTACHMENT

- ☐ Copy of direct certification letter, only if not using HCNP's direct certification letter (different document than Question A110)
- ☐ Copy of the Master List
- ☐ SFA School Benefit Issuance Document presented by the group of eligible students (POS system)
Provide the document that is generated and signed by the document official (SFA or DCI).
Provide the document that is generated by the POS system.
Important: The document must be signed by the document official (SFA or DCI).
 - For groups of 10 or less, provide a list from your POS of all students and their eligibility status for the current period.
 - If you use a checklist, provide the roster that is used at the POS with the coded eligibility status for the current period of the current period.
 - DO NOT group students by eligibility status. The student names may be listed in any other order (e.g., alphabetically, by grade, by class) and by benefit status.

SUBMIT TO HCNP

- ☐ Submit a Sample List of student names provided by the HCNP
- ☐ Submit applications and documentation of eligibility, e.g., the Direct Certification Letter or List. Organize the applications and documents in the same order as the names listed in the current Student Sample List that the local document appears in the document (SFA or DCI).
- ☐ Direct Application:
 - If your SFA has 10 or less direct applications, submit all to HCNP.
 - If your SFA has more than 10 direct applications, submit the direct applications selected by HCNP.
- ☐ Reimbursement Child Care Institutions (RCCI/CHS): Statement of Facts
- ☐ Community Eligibility Provision (CEP) School (CHS): all documentation supporting original qualifying CEP data for Year 1
 - Enrollment
 - Attendance





Certification and Benefit Issuance (AROT-B)

UPLOAD to HCNP...

- Copy of the Master List
- Benefit issuance document from your POS system

Computer POS System

- List from POS of all students and their eligibility status

Checklist/Roster

- Roster used at the POS with coded eligibility status

Do NOT group students by eligibility status

Make sure there are no duplicate names

Certification and Benefit Issuance (AROT-B)

➤ Benefit Issuance Document

- From your POS system
- Submit data from the first day of the review period
- Include the following information

Last name, First name	Method of certification (application, DC, foster child, etc.)
School name	Date certified
Eligibility status (free, reduced, paid)	Total # of students by eligibility status



Certification and Benefit Issuance (AROT-B)

- Certification Documentation for ALL SCHOOLS/SITES (not just schools/sites selected for on-site visits) will be part of review process

Number of Students Certified for Free or Reduced Price Meals	% of Certification Documentation Reviewed
100 or less	100%
More than 100	100% OR A statistical sampling



Certification and Benefit Issuance (AROT-B)

UPLOAD to HCNP...

- Certification Documentation (applications/direct certification)
- If SFA has 100 or less F/R students:
 - Sort by eligibility status, in alphabetical order
 - If SFA has more than 100 F/R students:
 - Keep it in the same order as the list provided by HCNP (if given a statistically sampled list of names)



Certification and Benefit Issuance (AROT-B)

UPLOAD to HCNP...

➤ Denied applications

10 or less denied applications

• Upload ALL denied applications to HCNP Systems

More than 10 denied applications

• Upload denied applications selected by HCNP

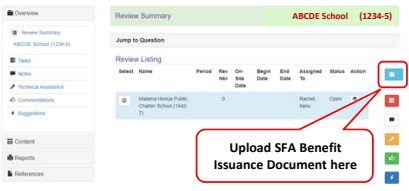


Certification and Benefit Issuance (AROT-B)

➤ Login to HCNP Systems

• Select "Program Year 2023", "E-Reviews", "E-Review Log by Sponsor"

• Click on the Select button for the 2023 AR



Certification and Benefit Issuance (AROT-B)

UPLOAD to HCNP...

➤ CEP Schools: All documentation supporting original qualifying data for Year 1 (Identified Students, Enrollment)

SUBMIT to HCNP...

➤ RCCIs: Statement of Facts



29

Certification and Benefit Issuance (AROT-B)

- Validate SFA's procedures described in the Off-site Assessment Tool
- Verify student applications and direct certification
- Validate benefit issuance documents
- Confirm the benefit issuance documents are used at the point of service

Common Problems with Benefit Issuance (AROT-B)

- Not including students from all school/sites
- Information on the Master List does not match the POS benefit issuance document
- Applications were not approved correctly
- No documentation to support eligibility determination
- CEP Schools: No CEP documentation
- RCCIs: No Statement of Facts

Certification and Benefit Issuance (AROT-B)

INDEPENDENT REVIEW OF APPLICATIONS

- HHFKA includes several provisions aimed at increasing **effectiveness and integrity** in Child Nutrition Programs
- Section 304 requires that certain SFAs conduct a **second review** of applications for free and reduced price meal benefits before eligibility determinations are made if, during an AR, the **SFA DEMONSTRATES HIGH RISK**.

Certification and Benefit Issuance (AROT-B) INDEPENDENT REVIEW OF APPLICATIONS

- SFAs considered to be high risk must conduct a second review of all applications until they can demonstrate that no more than 5% of reviewed applications required a change in eligibility determinations.
- To avoid conducting a second review of applications (and having to file additional reports) make sure applications and benefit issuance documents are in **GOOD ORDER** before the AR



Verification (AROT-C)

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-C)

SUBMIT to HCNP:

- A document showing total number of approved applications for SY 22-23 on file as of October 3, 2022
 - 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



Verification (AROT-C) FOR EACH APPLICATION SELECTED

UPLOAD to HCNP:

- Verified application and Verification Coversheet(s)
- 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
- Master List showing change in eligibility status



Verification (AROT-C) VERIFICATION COVERSHEET

VERIFICATION COVER SHEET FOR SFA USE
Attach to front of each application selected for verification. Use to complete Form V-7a.

Name on Application (Adult or Family): _____
 Date Verification Request Letter Sent: _____ Initials: _____
 Date Response Due from Household: _____
 Date 2nd Notice Sent, Follow-up or N/A: _____ Initials: _____
 Number of eligible children on application: _____

CHANGES APPLICABLE: \$0.00 per day

☐ Free eligible based on Food Stamp/Food Stamp Case Number
☐ Free eligible based on Household Size and Income
☐ Reduced eligible based on Household Size and Income

Continuation Status: ☐ No Change ☐ Free ☐ Reduced ☐ Paid Date: _____

VERIFICATION RESULTS:

Category	No Change in Status	Approved	Disapproved	Not Verified	Other
Approved					
Disapproved					
Not Verified					
Other					

RESULTS OF REAPPLICATION (Approved after November 15)

☐ Approved: Approved for Free based on Income/Household Size Information
☐ Approved: Approved for Free based on SNAP/EBL/EBP Case #
☐ Approved: Approved for Reduced Price based on Income/Household Size Information
☐ Approved: Approved based on Income/Household Size Information

Date of Reapplication Decision: _____ Date Notice Sent: _____
 Date Notice Changed: _____ Verifier's Signature: _____
 Date Verifier's Signature: _____
 Hearing Decision/Date: _____
 Hearing Officer Signature: _____ Date: _____
 Verifier's Office Signature: _____

Hawaii Child Nutrition Program

Verification (AROT-C) FORM V-7a

SFA Name: _____ **Form V-7a**
Verification Collection Report - Counting Applications **NY 2022-23**

Collect the following information on **OCTOBER 3**

4.1 A Number of approved as **Categorically FREE** Eligible applications (Based on documentation such as a case number) **Number of applications**

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

Transfer the number of applications to Section A on FNS-742

5.3 ☐ Standard verification: 3% of total applications
 To be used by all types of SFA unless an alternate method is approved. Check the one on the verification report.

5.4 Total number of **ERROR PRONE** applications (Error-prone: approved income is within 10% margin of 0-100% or income eligibility guidelines: paid free and reduced price)

5.5 Number of error prone applications selected for verification (Total number of applications above 4.1-4.3 x 0.03 = 0.03 x 100 = 3%)

Check 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	3
34-66 approved applications for free and reduced price meals	2
67-100 approved applications for free and reduced price meals	1
101-133 approved applications for free and reduced price meals	4
134-166 approved applications for free and reduced price meals	5

Hawaii Child Nutrition Program

[illegible]



Verification (AROT-C) VERIFICATION REMINDERS

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





Verification (AROT-C) 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, 11/4/22 (tomorrow)
DAY 2: NSLP Administrative Review Prep
Training
1:00pm – 4:00pm



Rachel Itano
Kasey Kawamoto
Shirley Robinson

rachel.itano@k12.hi.us
kasey.kawamoto@k12.hi.us
shirley.robinson@k12.hi.us

(808) 587-3600

Non Discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-4339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

fax:

(833) 256-1665 or (202) 690-7442; or

email:

program.intake@usda.gov

This institution is an equal opportunity provider.
