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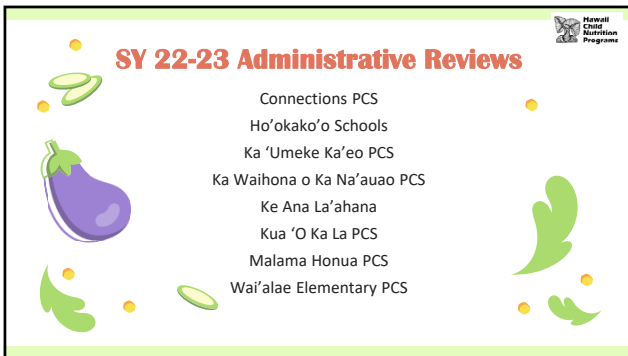
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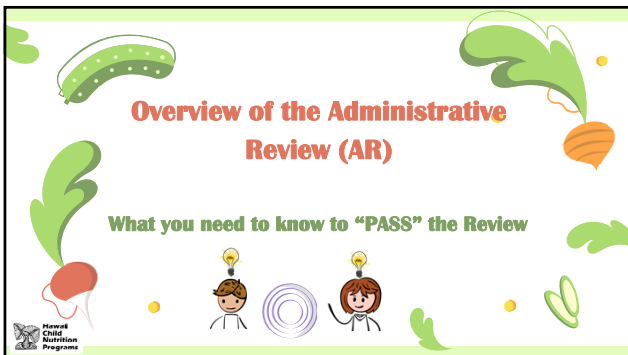
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## QUIZ: Alphabet Soup

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

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



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## 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



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## 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)



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### 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



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### 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



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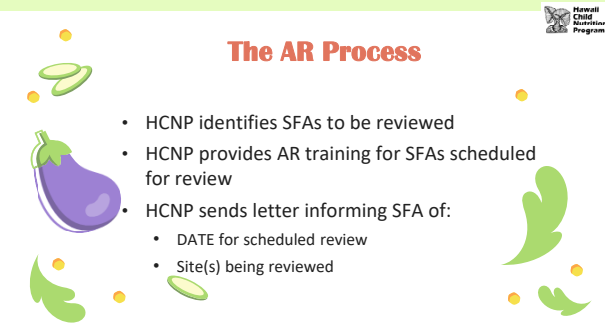
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### The AR Process

- 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



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### 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).

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### 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



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### 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

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### 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

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### 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



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### 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

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### 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



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### 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



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### 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

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### 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



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### 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



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### 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



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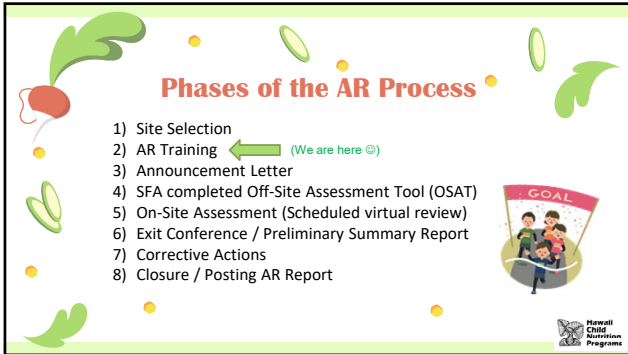
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### Phases of the AR Process

- 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



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### Administrative Review Organizational Tool (AROT)



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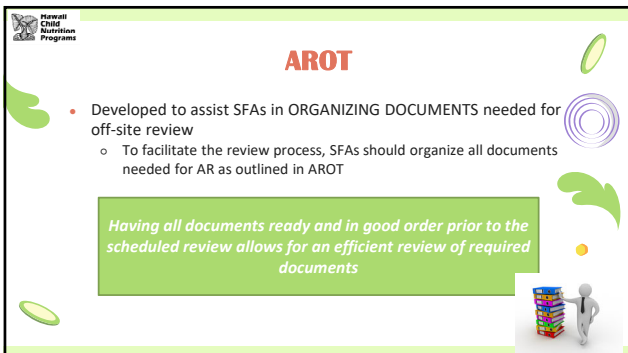
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### AROT

- 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*



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## 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**

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
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## 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. Dropouts take place directly to Section E to see 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 loves to receive your documents in person.

**Hand Deliver Documents:** Hand deliver documents to the review OSAT on-site.

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. Reviewers hold the line on late documents, items, and reviews with our review information.

3.1 of 3.1 | Hawaii Child Nutrition Programs | Revised October 2022



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## 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)



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### 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



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### 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.



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### 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.)



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### 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)

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### 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)

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



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

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### 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

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### 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

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### 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

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**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 Alternative (oz equivalent)	Grains (oz equivalent)	Fruit (oz)	Vegetables (oz)	Fluid Milk (oz)		
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/ hot and honey sauce	2.00	2.00	0.50	1.00	1.00		
1							
2							
3							
4							
5							

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**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

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**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

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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

Hawaii Child Nutrition Programs

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Hawaii Child Nutrition Programs

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

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Hawaii Child Nutrition Programs

Nutritional Quality & Meal Pattern (AROT-E)

Production Record Template

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

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**Nutritional Quality & Meal Pattern (AROT-E)  
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.**



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# 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.

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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	7 lb 3 oz	2 qt	
		1 ½ cups (1 No. 10 can)		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	6 lb 6 oz	1 gal 1 qt	12 lb 12 oz	2 gal 3 qt	
OR					
Frozen, cooked, sliced turkey, thawed, 10" pieces	6 lb 6 oz	1 gal 1 qt	12 lb 12 oz	2 gal 3 qt	
OR					
Ancho chili powder		2 Tbsp		¼ cup	
OR					
Mexican seasoning mix (see label)		2 Tbsp		¼ cup	
Fresh green onions, sliced	8 oz	1 ½ cups	1 lb	3 cups	
		1 Tbsp		2 Tbsp	

3 Set barbecue sauce aside for step 4.

4 Combine chicken, ancho chili powder, green onions, red onions, sliced celery, barbecue sauce, and ranch dressing in a large bowl. Stir well. Chill.

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	
		2 Tbsp		3 ½ cups	
Fresh celery, sliced	1 lb 4 oz	3 ½ cups	2 lb 8 oz	1 qt	
		2 Tbsp		3 ½ cups	
Fresh iceberg lettuce, leaves, rinsed, dry	15 oz	50 each	1 lb 14 oz	100 each	
Fresh tomatoes, sliced	1 lb 14 oz	50 each	3 lb 12 oz	100 each	
(Optional) Mini whole green rolls (1 ea each)	3 lb 2 oz	50 each	6 lb 4 oz	100 each	

5 Critical Control Point:  
Cool to 41 °F or lower within 4 hours.

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).

Barbecue Chicken or Turkey Salad	
<b>NUTRITION INFORMATION</b> For ¼ cup (No. 8 scoop)	<b>MARKETING GUIDE</b>
<b>NUTRIENTS</b> Calories Total Fat Saturated Fat Cholesterol Sodium Total Carbohydrate Dietary Fiber Total Sugars Added Sugars included Protein Vitamin D Calcium Iron Potassium N/A=Data not available.	<b>AMOUNT</b> 127 4g 1g 30mg 8g 1g 0g N/A 15g 3 IU 30mg 1mg 322mg
<b>Food as Purchased for</b>	<b>50 Servings</b>
Mature yellow onions Green onions Mature red onions Iceberg lettuce Celery Tomatoes	8 oz 10 oz 1 lb 4 oz 1 lb 4 oz 2 lb 3 ½ oz
<b>100 Servings</b>	1 lb 1 lb 4 oz 2 lb 8 oz 2 lb 8 oz 4 lb 7 oz
<b>NOTES</b> *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 <b>Mexican Seasoning Mix: ¼ Cup (About 4 ½ oz)</b> Combine 1 Tbsp dried oregano, 1 Tbsp garlic powder, ¼ tsp ground cinnamon, 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.	
<b>SOURCE</b> USDA Standardized Recipes Project.	<b>YIELD/VOLUME</b>
<b>50 Servings</b>	<b>100 Servings</b>
About 14 lb 14 oz About 1 gal 3 qt 1 ½ cups/2 steam table pans (12" x 20" x 2 ½")	About 29 lb 12 oz About 3 gal 2 qt 3 ½ cups/4 steam table pans (12" x 20" x 2 ½")

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**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	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 4 ½ 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 ½ cups/4 steam table pans (12" x 20" x 2 ½")

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

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

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

**Hawaii Child Nutrition Programs**

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

**Conned Fruit**




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Hawaii  
Child  
Nutrition  
Programs



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Reviewed By: Edi Khat

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### 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


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### 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


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### OVS Signage

**BALANCE your day with food & play!**

**IT'S BREAKFAST... TAKE 4!**

Meat or Meat Alternative	Fruit or Vegetable	Milk	Grain
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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 two-vegetable combination.

Protein	Grains	Milk
Fruit	Vegetables	Notes:




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### 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



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### 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?







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### 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



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**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>



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**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



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**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



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**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

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**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

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**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

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### 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



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### 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



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### 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



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## 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 (HHS-100 statement that Question A110)
- ☐ Copy of the Master List
- ☐ SFA School Benefit Issuance Document generated from your point of sale (POS) system. Provide the document that is generated and upload to the document upload area of the AROTB. **REQUIREMENTS:**
  - For Computer POS systems, provide a list from your POS of all students and their eligibility as to the last semester of the current school year.
  - If you use a checklist roster, provide the roster that is used at the POS with the coded eligibility status for the last semester of the current school year.
  - DO NOT group students by eligibility status. The student names may be listed in any other order (e.g., alphabetical, by grade, by class) and by benefit status.

**SUBMIT TO HCNP**

- ☐ Historical Sample List of student names provided by the HCNP
- ☐ Upload 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 Historical Sample List that the local Director reports in the Quarterly (QTR).
- ☐ 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/CCIS): Statement of Facts
- ☐ Community Eligibility Provision (CEP) School (K-12): all documentation supporting original qualifying CEP data for Year 1:
  - Enrollment
  - Attendance

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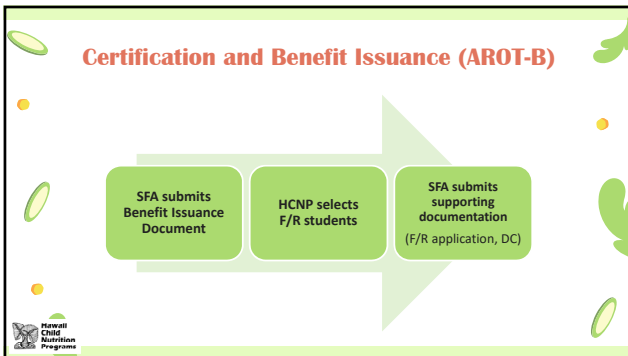
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## Certification and Benefit Issuance (AROT-B)

**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**

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## 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




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## 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




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## 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)




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graph TD; A[Certification and Benefit Issuance (AROT-B)] --> B[UPLOAD to HCNP...]; B --> C[➤ Denied applications]; C --> D[10 or less denied applications]; C --> E[More than 10 denied applications]; D --> F[• Upload ALL denied applications to HCNP Systems]; E --> G[• Upload denied applications selected by HCNP]
```

The diagram is a flowchart titled "Certification and Benefit Issuance (AROT-B)". It starts with a yellow circle containing the title. An arrow points down to a yellow circle containing the text "UPLOAD to HCNP...". From there, an arrow points down to a yellow circle containing "➤ Denied applications". This leads to a split into two green rounded rectangles. The left rectangle is labeled "10 or less denied applications" and contains a bullet point: "• Upload ALL denied applications to HCNP Systems". The right rectangle is labeled "More than 10 denied applications" and contains a bullet point: "• Upload denied applications selected by HCNP".

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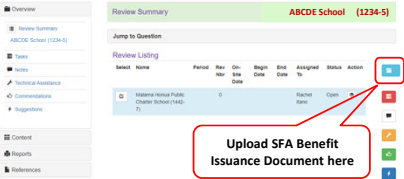
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# Certification and Benefit Issuance (AROT-B)

➤ **Login to HCNP Systems**

- Select “Program Year 2023”, “E-Reviews”, “E-Review Log by Sponsor”
- Click on the Select button for the 2023 AR



**Overview**

ABCDE School (1234-5)

**Jump to Question**

**Review Listing**

Agency	Name	Period	Year	City	Begin Date	End Date	Status	Action
Mahealani Middle Public Charter School (1242-7)		0					Partial Open	Select

**Upload SFA Benefit Issuance Document here**

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# 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



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### 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

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### 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

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### 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**.

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### 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



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### 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.



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### 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



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## 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




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## 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 ☐ End Date: \_\_\_\_\_

**VERIFICATION RESULTS:**

Category	No Change in Status	Discontinued, changed from reduced to free	Discontinued, changed from free to reduced	Discontinued, changed from free to continued in past	Did not respond
0-3					
4-12					

**RESULTS OF REAPPLICATION (Reapplied after November 15)**

☐ Reapplied, Approved for Free based on Income/Household Size Information  
☐ Reapplied, Approved for Free based on SNAP/EBL/SPWP Case #  
☐ Reapplied, Approved for Reduced Price based on Income/Household Size Information  
☐ Reapplied, CHNED based on Income/Household Size Information

Date of Reapplied Decision \_\_\_\_\_ Date Notice Sent \_\_\_\_\_  
 Date Notice Changed \_\_\_\_\_ Verifier's Signature \_\_\_\_\_  
 Date Reapplied Requested \_\_\_\_\_  
 Hearing Decision Date \_\_\_\_\_  
 Hearing Officer Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Verifier's Office Signature \_\_\_\_\_

Hawaii Child Nutrition Program

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## 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 (Based on household size and income information) \_\_\_\_\_

Transfer the number of applications to Section 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 types of SFA unless an alternate method is approved. Check this one on the verification report.

5.4 Total number of **ERROR PRONE** applications (Error-prone applications are those in which the number of error-prone or 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 (3%) \_\_\_\_\_

Check sheet for calculating the number of applications to verify

If you have	The number to verify is
0-3 approved applications for free and reduced price meals	3
0-3 approved applications for free and reduced price meals	2
4-12 approved applications for free and reduced price meals	4
124-150 approved applications for free and reduced price meals	5

Hawaii Child Nutrition Program

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**Verification (AROT-C)**  
**FORM V-7b**

SFA Name: \_\_\_\_\_ Form V-7b  
 Verification Confirmation Report - Counting Students  
 On the last operating day in October, complete Sections 1b and 4b. (Sections 4b should have been completed on October 15.)

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

3.1 Number of students directly verified through the SFA's records, including students who received benefits based on meeting a household size that has been already verified with SNAP: ☐

3.2 Number of students directly verified through another agency's documentation:  
 Total: ☐  
 (List in table below)

3.3 Do not include students already counted in 3.1b. Total: ☐  
 3.4b Students verified categorically eligible through SNAP rather than verified (not used in House): ☐

**Section 4 - Students subject to verification process (on applications)**  
 4.1b Approved as categorical FREE Eligible (Students who qualify for FREE, SNAP, or FAFSA based on an application, regardless of whether on SNAP and FAFSA programs, such as SNAP waiting for program household review, verified directly by all students in the household.) ☐

4.2b Approved as Free based on household size and income: ☐

4.3b Approved as Reduced Price based on household size and income information: ☐

5.1 Free Students Total at (3.2b) + (3.3b) + (3.4b) + (4.1b) + (4.2b) + (4.3b) + (4.4b): ☐

5.2 Reduced Price Students Total at (4.3b) + (4.4b) + (4.5b): ☐

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**Verification (AROT-C)**  
**FORM V-7c**

SFA Name: \_\_\_\_\_ Form V-7c  
 Section 5-b - Results of Verification by Original Benefit Type


A - FREE-Categorical Eligible (Certified as FREE based on SNAP TANF/FCR case number and basic criteria 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	Applications	Students	Notes	Result Category	Applications	Students	Notes	Result Category	Applications	Students	Notes
1. YES - CATEGORICAL				1. YES - CATEGORICAL				1. YES - CATEGORICAL			
2. NO - CATEGORICAL				2. NO - CATEGORICAL				2. NO - CATEGORICAL			
3. YES - INCOME				3. YES - INCOME				3. YES - INCOME			
4. NO - INCOME				4. NO - INCOME				4. NO - INCOME			
5. YES - REDUCED PRICE				5. YES - REDUCED PRICE				5. YES - REDUCED PRICE			
6. NO - REDUCED PRICE				6. NO - REDUCED PRICE				6. NO - REDUCED PRICE			

VC-1 Total questionable applications verified for cause: ☐  
 Report the number of questionable applications verified for cause for cause 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 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### Verification (AROT-C) VERIFICATION REMINDERS

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



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### 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



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**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](mailto:rachel.itano@k12.hi.us)  
[kasey.kawamoto@k12.hi.us](mailto:kasey.kawamoto@k12.hi.us)  
[shirley.robinson@k12.hi.us](mailto:shirley.robinson@k12.hi.us)

(808) 587-3600

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**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](mailto:program.intake@usda.gov)

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