



Welcome!

AR in the Central Office: What To Expect

Presenters:

Shelby Caballero & Kia Alexander



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER





Meet our Speakers!

AR in the Central Office: What To Expect



Shelby Caballero

TDA School Operations
Senior Administrative
Review Specialist



Kia Alexander

TDA Lead
Administrative Review
Specialist



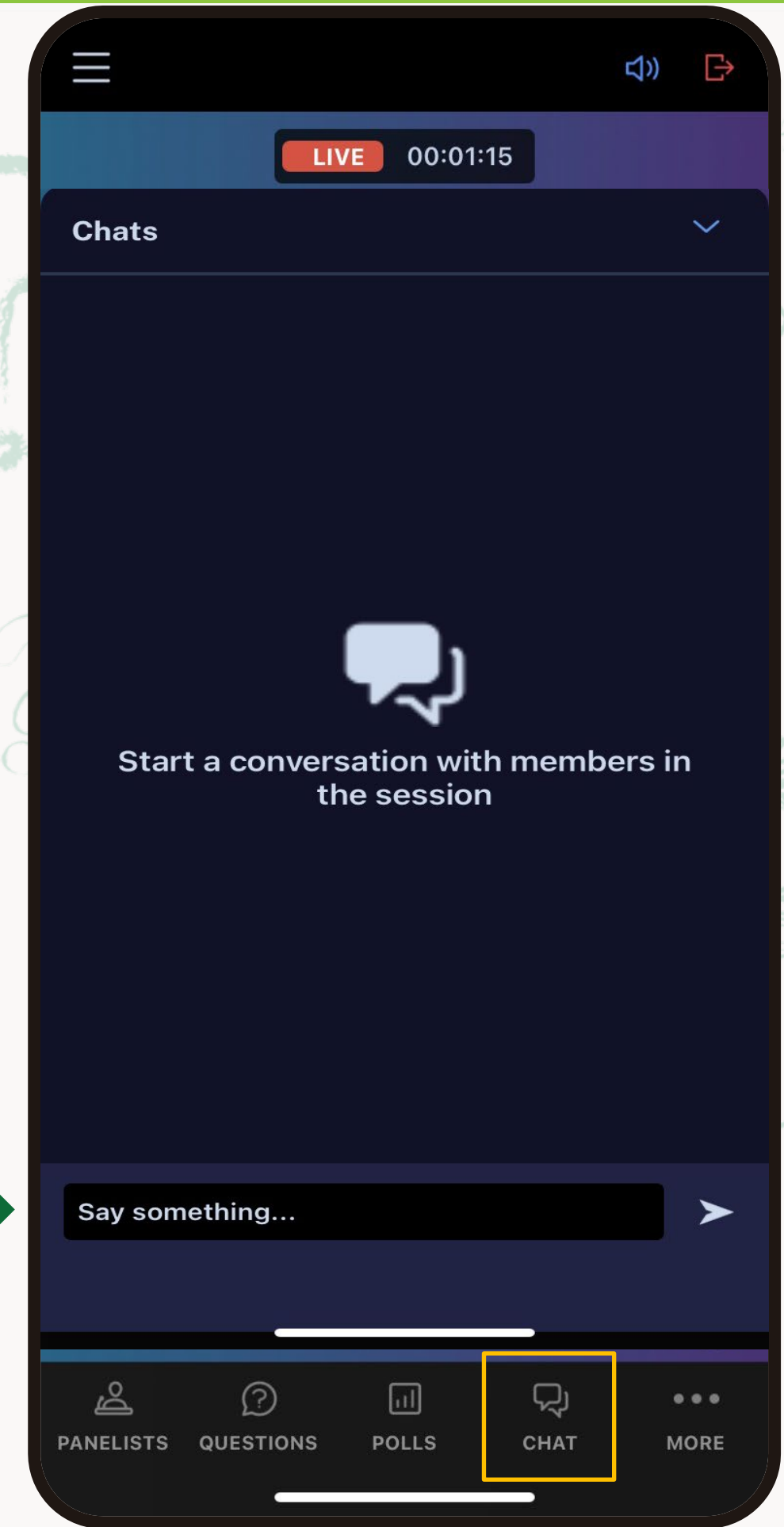
Acknowledgement Statement

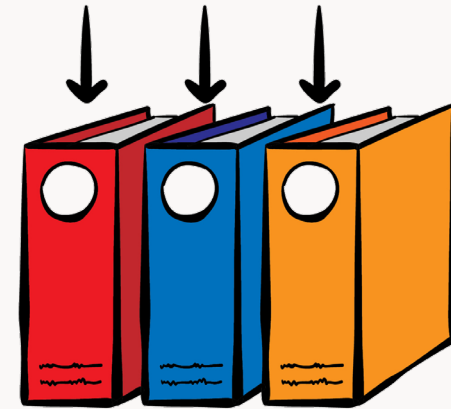
You understand and acknowledge that:

- The training you are about to take does not cover the entire scope of the program, and that
- You are responsible for knowing and understanding all handbooks, manuals, alerts, notices, and guidance, as well as any other forms of communication that provide further guidance, clarification, or instruction on operating the program.



Submit ALL Questions Via The App





**Who, What,
When, Where,
and Why**

**Required
Documentation**

**On Site
Partnership**



Myth or Truth?

The purpose of the Administrative Review is for TDA to identify errors in my program operations.



Central Office Visit

Why, Who, What?





Why?

Review Systems & Processes



Meeting Program Requirements

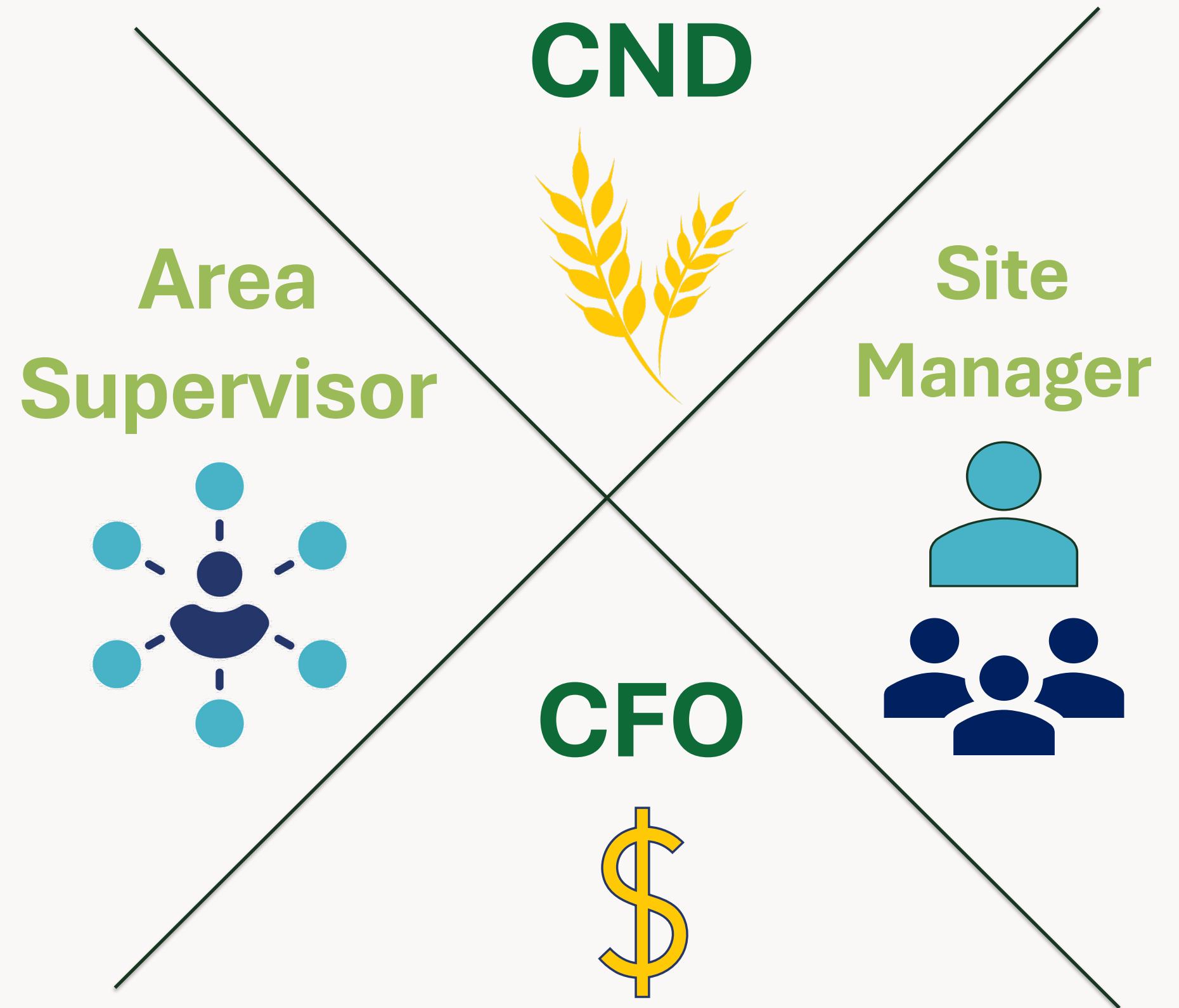


Myth or Truth?

One person is responsible
for producing all documents
for the review.



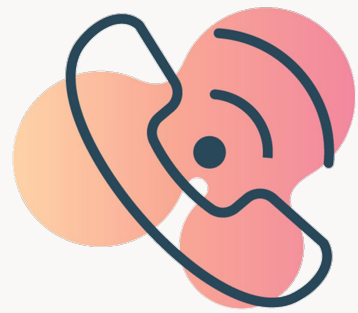
Who?





What?

BEFORE



**1 Week
Call Entrance
Conference**

DURING



**Observe and
Validate**

AFTER



Exit Conference



Preparation

**DRIVES
SUCCESS**





Myth or Truth

Preparing for the on-site review
well in advance increases
review success rates.



Preparation

DRIVES SUCCESS

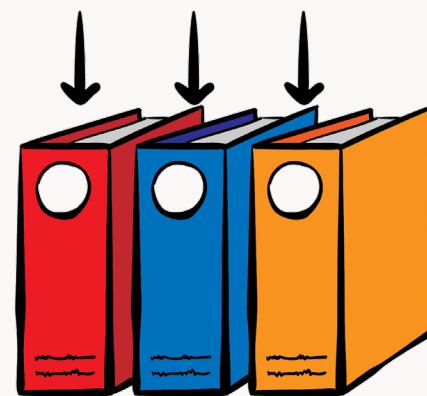
1

Best Practices



2

Documentation



3

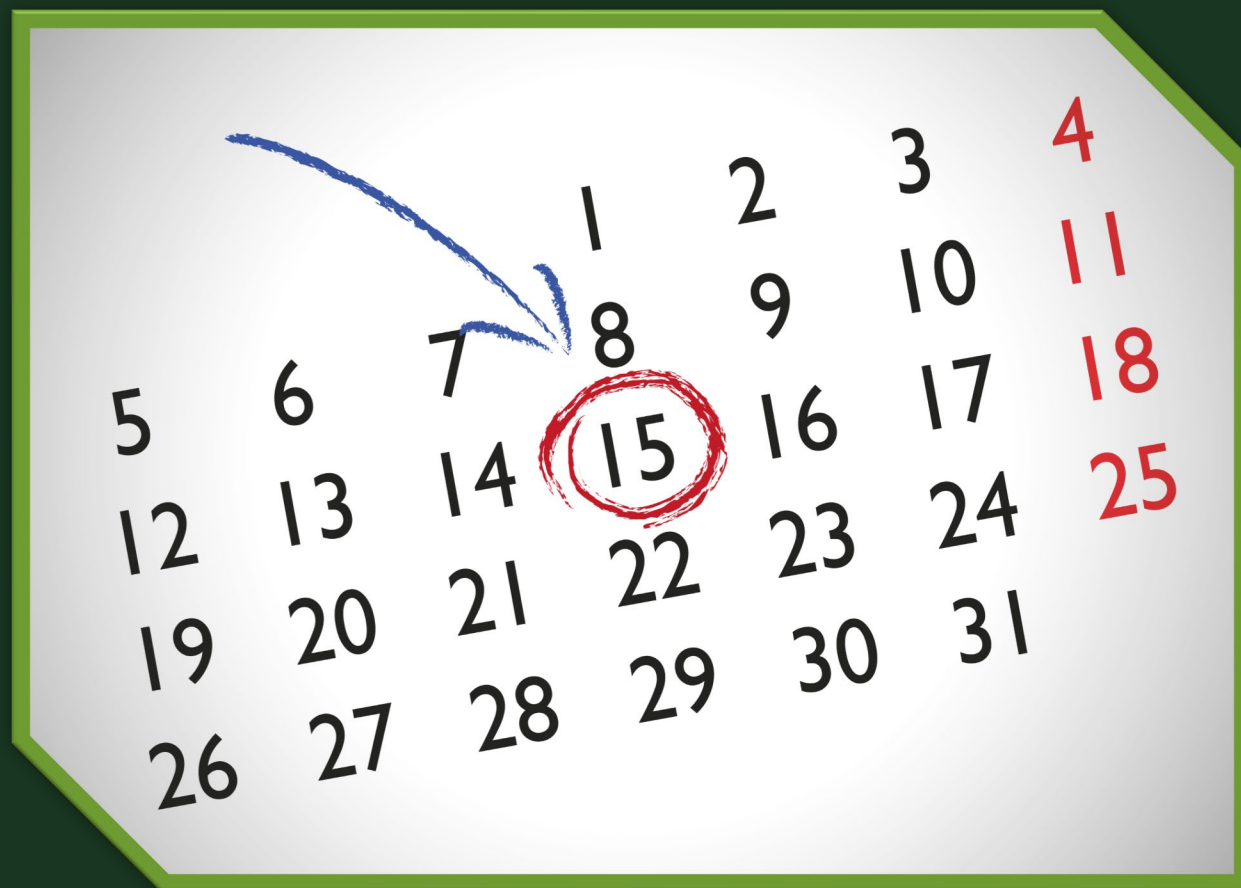
On-Site Partnership





Best Practices

DRIVE SUCCESS



Day of Review

Communicate:

- Relevant Point of Contacts to be available

Prepare for:

- Unexpected Emergencies

Pre-Prepare:

- Documentation
- On-Site Logistics



Myth or Truth

**It's appropriate for me to wait to
organize all documents for the
Day of Review.**



Preparation

DRIVES SUCCESS

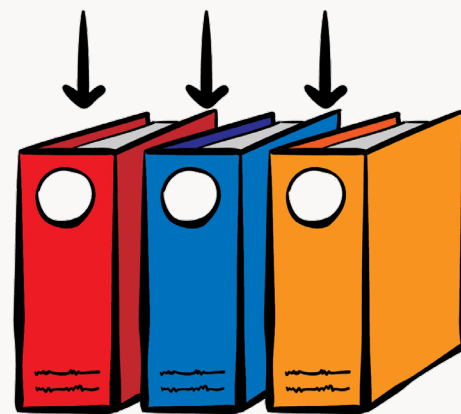
1

Best Practices



2

Documentation



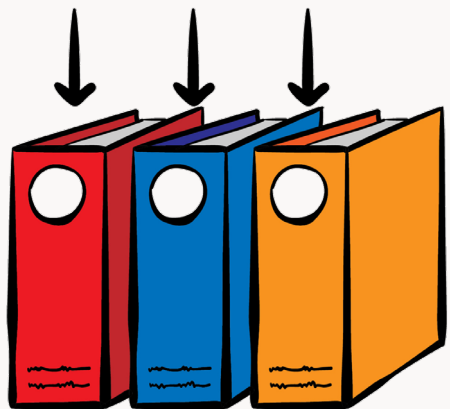
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On-Site
Partnership





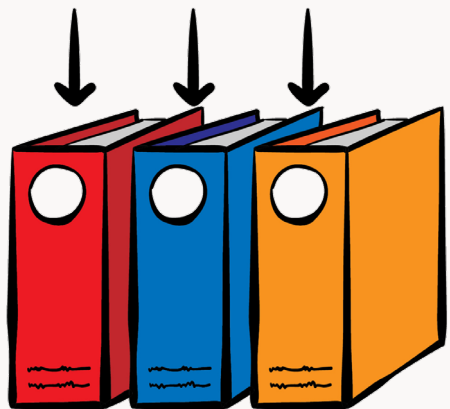
Documentation



Documentation



1
Buy
American



Documentation

20

1
Buy
American

2
Recipes



Texas Beef and Chili Rice Bowl

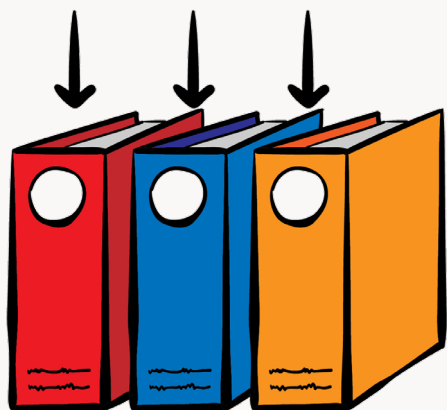
Recipe Description: A brown rice and roasted beef topped with Texas Beef marinated in chimichurri.

Recipe Project Name: Fiscal Year 2021 Cohort
Grant for School Meal Recipe Development
Texas Department of Agriculture

Preparation Time: 45-60 minutes
Cook Time: 40 minutes

NSLP/SBP crediting information: One serving of
vegetable, 1 grain oz equivalent, and 1 oz eq

INGREDIENTS	50 SERVINGS		100 SERVINGS		DIRECTIONS
	Weight	Measure	Weight	Measure	
Extra-virgin olive oil	11 oz	1 ½ cups	1 lb 6 oz	3 cups	1 For the marinade mix: olive oil



Documentation

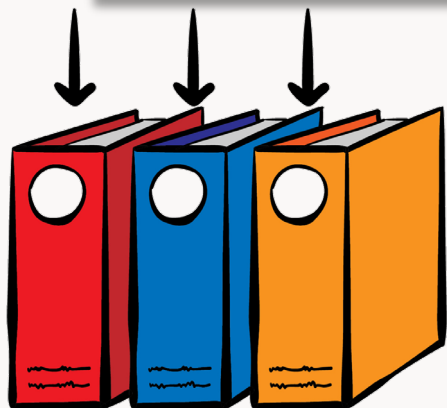


CN Label Example

- CN label appears on the regular nutrition fact label
- Has distinctive "CN" border
- Tells how many chicken nuggets must be served to meet the portion size requirement
- Using the meal pattern requirement provider knows exactly how many chicken nuggets are required to be served per child based on their age group



- 1 chicken patty equals 2 oz. of meat/meal alternate
- Meat Equivalent Calculation At Lunch/Supper
 - 1&2 Year olds (1 oz.) = $\frac{1}{2}$ patty
 - 3 to 5 year olds (1.5 oz.) = $\frac{3}{4}$ patty
 - 6 to 12 year olds (2 oz.) = 1 patty



Documentation

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USDA
United States Department of Agriculture

USDA Foods in Schools

100514 – Apples, Red Delicious, Fresh
Category: **Fruit**

Product Description

- This item is U.S. Fancy Grade Red Delicious apples. The apples are packed in a 40 pound case in either tray packs (size 100-150) or cell packs (size 96-140).

Crediting/Yield

- One case of raw, unpeeled apples provides about 296 ½- cup servings.
- CN Crediting: ½ cup apples credit as ½ cup fruit.

Culinary Tips and Recipes

- Serve apples whole or sliced. Apples may also be served with cheese, peanut butter, sunflower seed butter, or yogurt.

Nutrition Facts

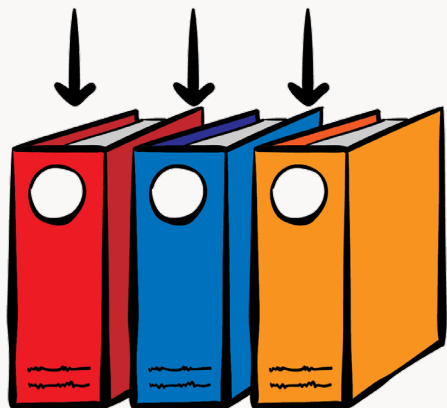
Serving size: 1/2 cup (55g) fresh Red Delicious apple slices

Amount Per Serving	
Calories	32
Total Fat	0g
Saturated Fat	0g
Trans Fat	0g
Cholesterol	0mg
Sodium	1mg
Total Carbohydrate	8g
Dietary Fiber	1g
Sugars	6g

1
Buy
American

2
Recipes

3
CN Labels &
Product
Formulation



Documentation

23

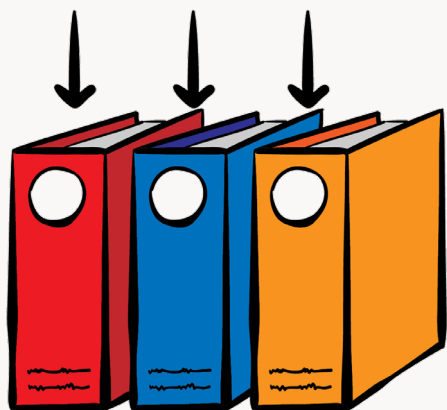


1
Buy
American

2
Recipes

3
CN Labels &
Product
Formulation

4
Professional
Standards



Documentation

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SMART SNACKS IN SCHOOLS
PRODUCT CALCULATOR

ALLIANCE FOR A
HEALTHIER
GENERATION

Enter your product's nutrition information per amount SOLD (including all components and accompaniments). For BULK products only, enter servings per container as "1". Do not enter the servings per container for the entire bulk box or case. [i](#)

Nutrition Facts	
Serving Size oz	5 (about g) i
Servings Per Container	1 i
Amount Per Serving	
Calories	100
Total Fat (g) 5	
Saturated Fat (g) 0	
Sodium (mg) 0	

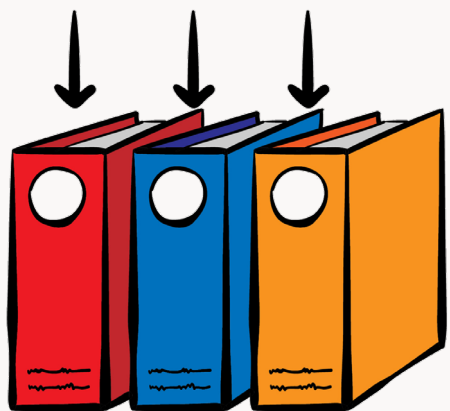
1
Buy
American

2
Recipes

3
CN Labels &
Product
Formulation

4
Professional
Standards

5
Smart Snack
Calcs



Documentation

25



Onsite Monitoring Form | National School Lunch Program (NSLP)

Contracting Entity (CE) Name:

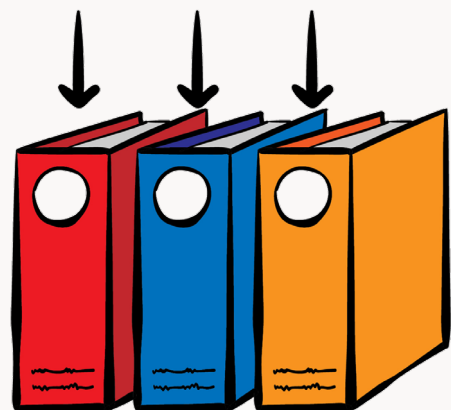
CE ID Number:

Site Name:

Date of Review:

Attendance Factor:

	Yes	No	N/A
I. Application Approval			
1. Are applications approved at this school?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsible Party <input type="text"/>			





Documentation

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Day of Review

Completed
Food Production
Records

Counts and
Edit Checks

Daily Food Production Record for Central Kitchen													
1. Contracting Entity (CE) Name: _____													
2. Meal Preparation Site: _____										4. Meal Service: <input type="checkbox"/> Breakfast			
3. Receiving Sites: _____													
Abbreviations used: _____													
Planned Portions and Serving Sizes													
Food Item	12. Meal Contribution	13. Recipe #	14. Age/Grade _____		15. Age/Grade _____		16. Age/Grade _____		17. Adults		18. A La Carte		
			14a. # Portions	14b. Portion Size	15a. # Portions	15b. Portion Size	16a. # Portions	16b. Portion Size	17a. # Portions	17b. Portion Size	18a. # Portions	18b. Portion Size	
5. Meat/Meat Alternate													

Daily Record/Accuclaim Form										
Contracting Entity (CE) _____					Date _____		Number of Lunch Serving Days _____			
Site Name _____							Number of Breakfast Serving Days _____			
Total Approved Free for Month _____					0		Total Approved Reduced for Month _____			
Date	Meal Counts for Lunch					Accuclaim Tests for Lunch				
	Served Students				5 Other Types	Served Adults		8 Highest Daily # Approved Free	9 Participation % Free	10 Highest Daily # Approved Reduced
	Reimbursable Meals					6 Free	7 Paid			
	1 Free	2 Reduced	3 Paid	4 Total						
1				0					#DIV/0!	
2				0					#DIV/0!	
3				0					#DIV/0!	
4				0					#DIV/0!	



Preparation

DRIVES SUCCESS

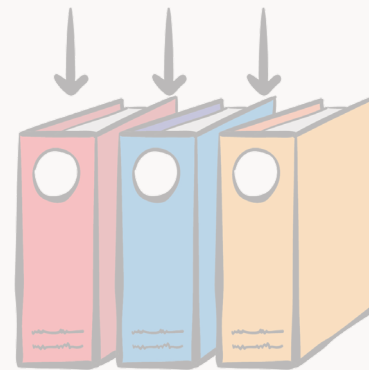
1

Best Practices



2

Documentation



3

On-Site
Partnership





AR Staff Logistics



Arrival Time



Parking



Building Access



Myth or Truth

**When AR Staff goes into an office,
it means there is a finding.**



AR On-Site Partnership



Work Space



Wi-Fi



Printing Method



What to Expect



Breakfast: On Site

Prep Observation

Meal Service Observation

POS Observation



After Breakfast Service: Central Office

Review Documentation

Data Entry

Day of Review



Lunch: On Site

Prep Observation
Service & POS Observation



After Lunch Service: Central Office

Review Documentation



Exit Conference: Central Office

Review Summary

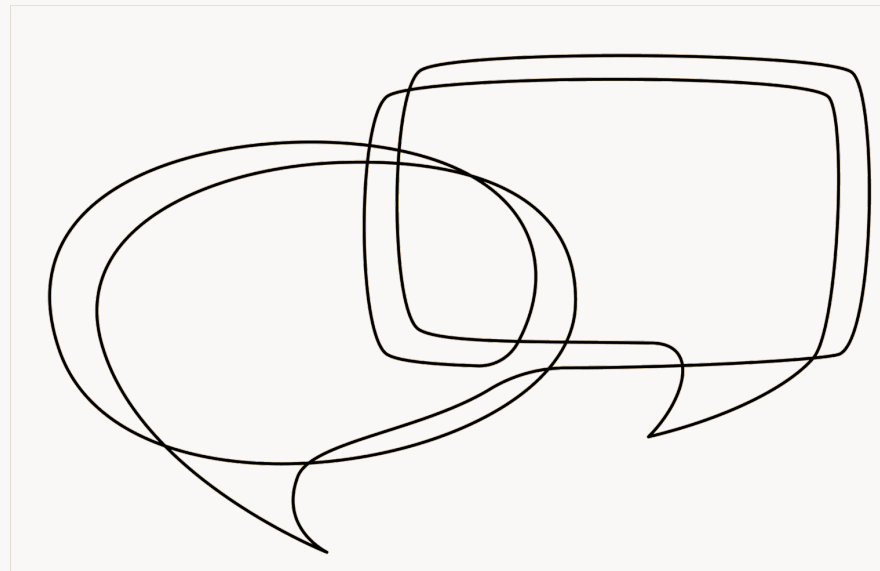
Day of Review



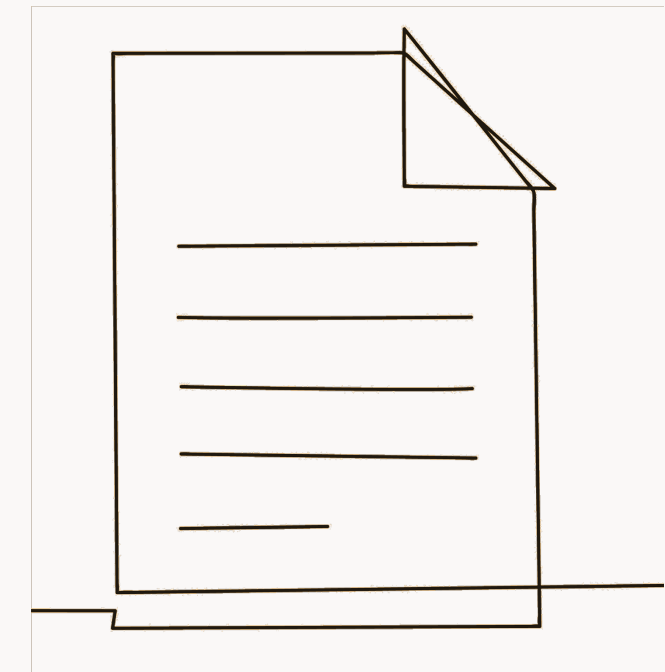
Review Time



Observations



**Central Office Staff
Conversations**



Documentation



Exit Conference





Takeaways

Take Action

Aadjust

Kkeep

Eliminate





Leave Us Feedback In The App!



2:03

LTE 95%

Skip

Submit

Session feedback

1. Session Rating *



2. The content is relevant to my current role and applicable to my daily work

- ☐ Agree
☐ Disagree

3. I feel confident in applying the knowledge gained in this presentation. *

- ☐ Agree
☐ Disagree

4. The presenter's delivery of the content was effective. *

- ☐ Agree
☐ Disagree

5. The session was engaging and interactive.

- ☐ Agree
☐ Disagree

6. The presenter encouraged questions and discussions.

- ☐ Agree
☐ Disagree



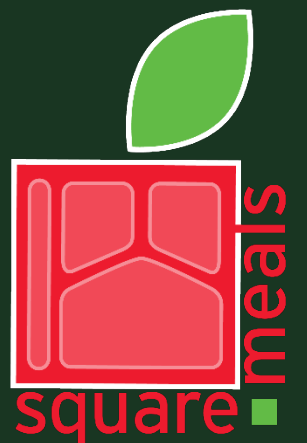
THANK YOU!

Contact Info:

www.squaremeals.org



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COMMISSIONER SID MILLER





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

2. fax:

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

3. email:

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