

Welcome!

Ready, Set, Review!

Navigating TDA's Kitchen
Administrative Review

Presenters:

Ireka Canty, TDA Compliance Review
Specialist &

Katherine Long, TDA Senior Administrative
Review Specialist



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

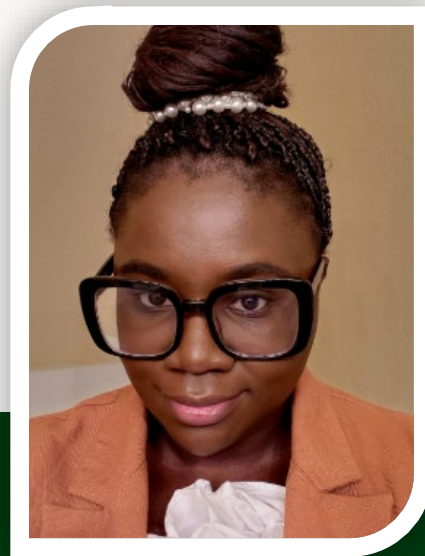




Meet our Speakers!

Ready, Set, Review!

Navigating TDA's Kitchen Administrative Review



Ireka Canty
TDA Compliance
Review Specialist



Katherine Long
TDA Senior
Administrative Review
Specialist



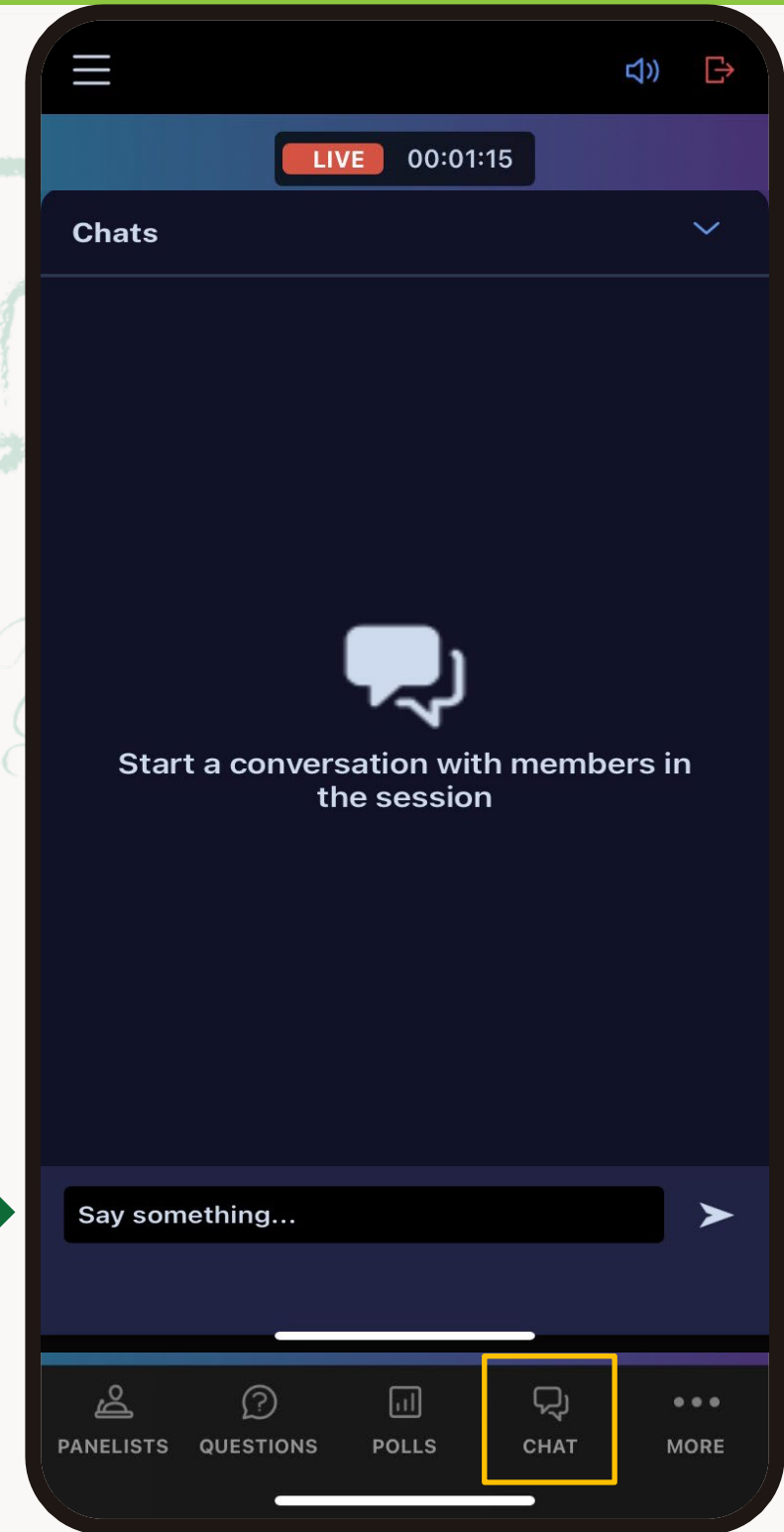
Acknowledgement Statement

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?

Why?



Why? Why Does TDA conduct Administrative Reviews in the kitchen?

Meeting Program
Requirements



Review Systems &
Processes





Let's Test Your Knowledge





True or False?

If necessary, the kitchen manager or staff can contact another individual, including a vendor, if they are unsure of an answer.





True or False?

If necessary, the kitchen manager or staff can contact another individual, including a vendor, if they are unsure of an answer.

True





True or False?

All visitors, including TDA, do NOT need to follow CE processes and procedures related to hair restraint.





All visitors, including TDA, do NOT need to follow CE processes and procedures related to hair restraint.

False





True or False?

The 'And Justice for All Poster' will be observed while onsite by the reviewer.





True or False?

The 'And Justice for All Poster' will be observed while onsite by the reviewer.

True





True or False?

The reviewer will observe that all food items listed on the Food Production Record are available on the serving line.





True or False?

The reviewer will observe that all food items listed on the Food Production Record are available on the serving line.

True





True or False?

The reviewer will observe all cashiering functions at the register or point of sale system (POS).





True or False?

The reviewer will observe all cashiering functions at the register or point of sale system (POS).

True





**What will your day of
review look like?**



A vertical timeline on the left side of the slide, consisting of a dark blue line with three white circles. The top circle is highlighted with a green glow and is next to a green rectangular box containing the text 'Before Breakfast'. The middle and bottom circles are highlighted with a purple glow and are next to purple rectangular boxes containing the text 'Breakfast Service' and 'After Breakfast Service' respectively. To the right of each box, there are lists of tasks: 'Prep Observation' and 'Review Documentation' for the first stage; 'Meal Service Observation' and 'POS Observation' for the second stage; and 'Documentation', 'Equipment & Storage Area', and 'Observe and review Required Items' for the third stage.

Before Breakfast

Prep Observation
Review Documentation

Breakfast Service

Meal Service Observation
POS Observation

After Breakfast Service

Documentation
Equipment & Storage Area
Observe and review Required Items

Day of Review



A vertical timeline on the left side of the slide, consisting of a dark blue line with four circles. The circles are colored blue, light blue, red, and orange from top to bottom. To the right of each circle is a corresponding colored rectangular box containing the name of the time period. Below each box are the activities for that period.

Before Lunch

Prep Observation
Review Documentation

Lunch Service

Service Observation
POS Observation

After Lunch

Review Documentation

Exit Conference with Administrative Staff

Day of Review



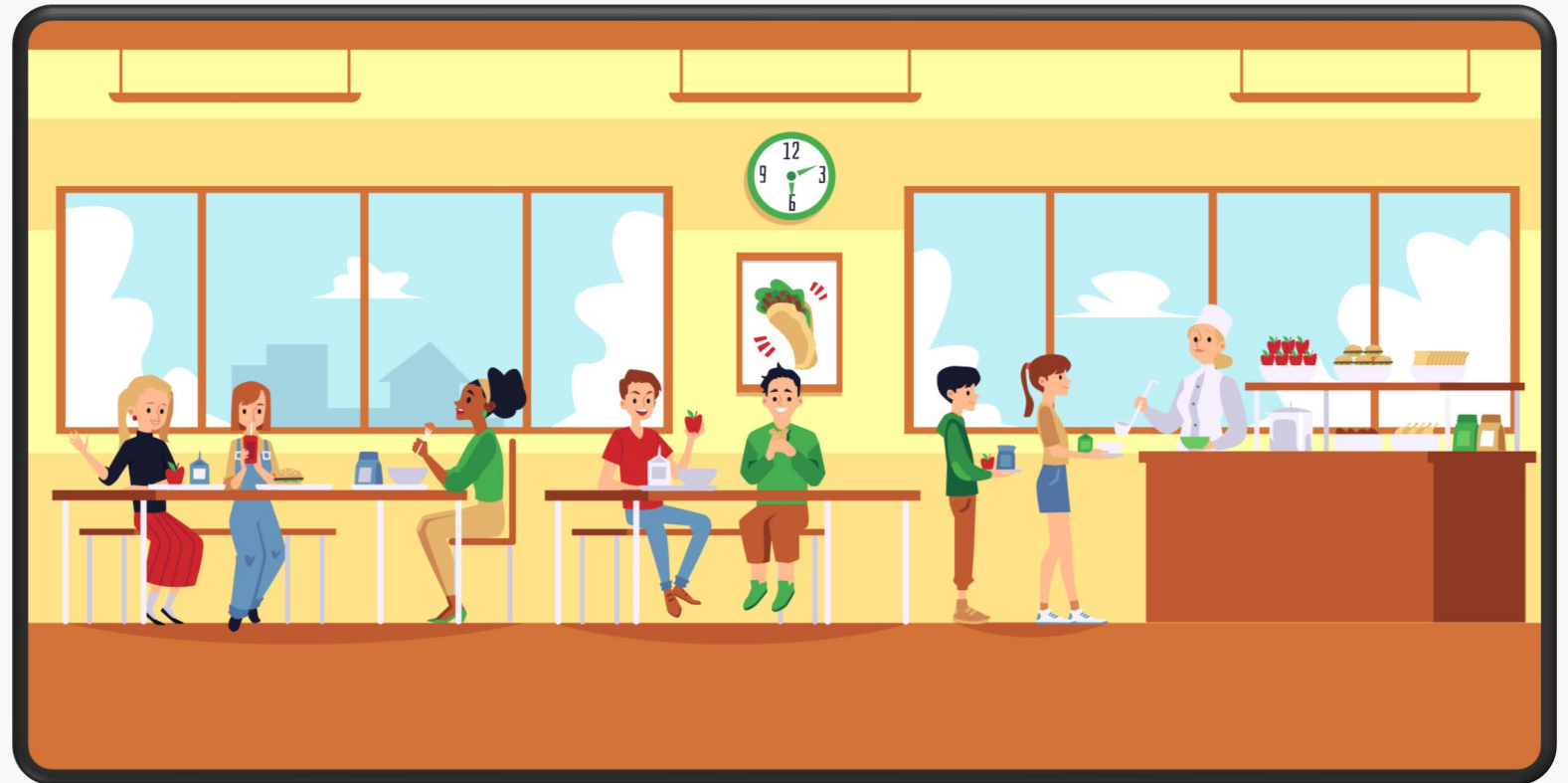
**Who will the
reviewer interact
with?**



Do You Know: Who interacts with the Reviewer?

Choose the correct answer:

- Cafeteria Staff
- Child Nutrition Director
- FSMC
- Students
- All of the above

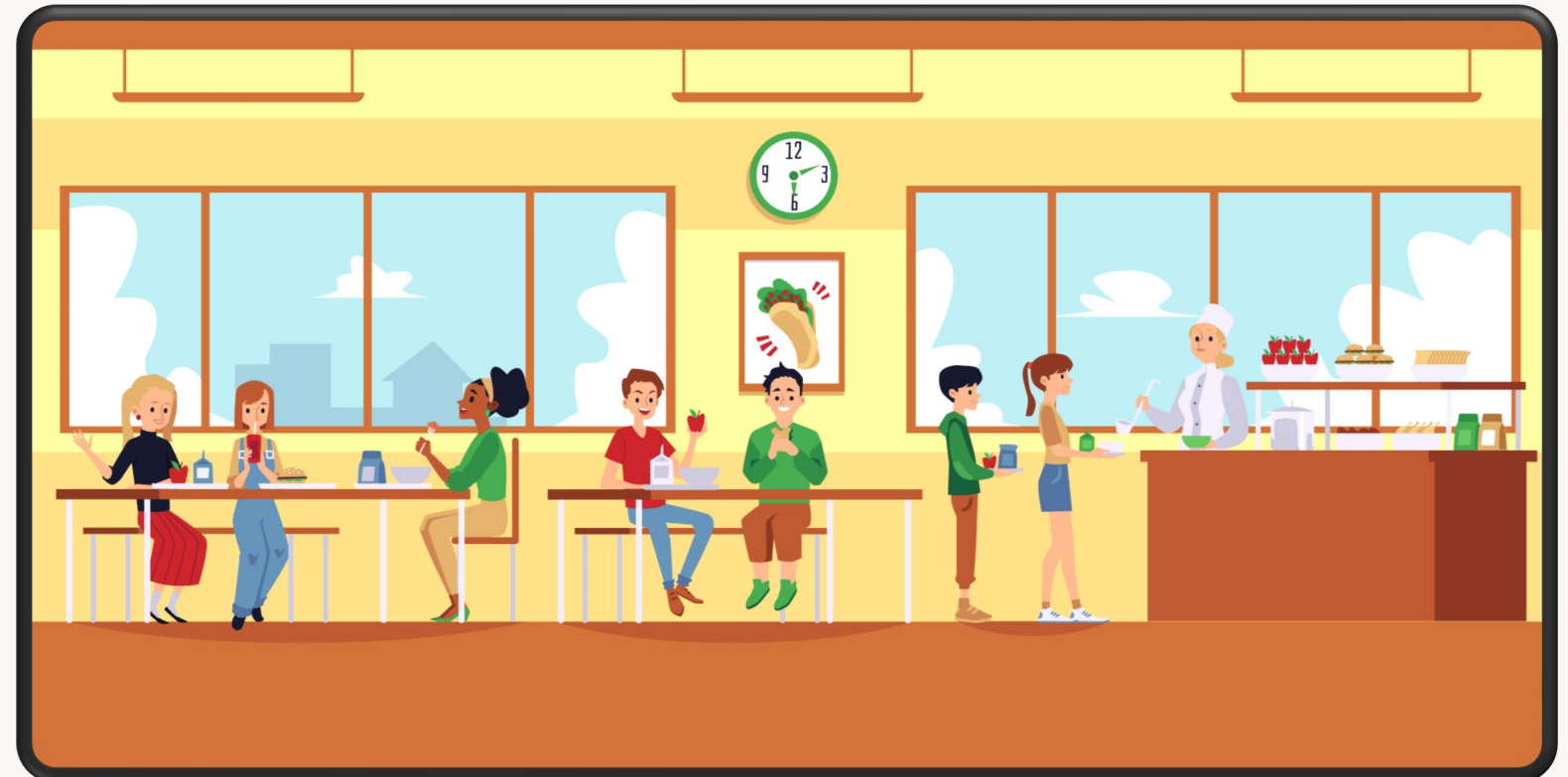




Do You Know: Who interacts with the Reviewer?

Choose the correct answer:

- Cafeteria Staff
- Child Nutrition Director
- FSMC
- Students
- All of the above





Do You Know: When does the reviewer arrive?



Choose the correct answer:

At least 30 minutes before the start of service

1 hour before the start of service

Right on time for the service



Do You Know: When does the reviewer arrive?



Choose the correct answer:

At least 30 minutes before the start of service

1 hour before the start of service

Right on time for the service



What to Expect?



Why would a reviewer need to know the meal service times and age/grade groups for the kitchen review?





Why would a reviewer need to know the meal service times and age/grade groups for the kitchen review?

Participating programs

Grades at this site

Meal service beginning & end times

The Site Application:

Programs

School Nutrition Programs

Child and Adult Care Food Program

2024 - 2025 Application Packet

Packet Submitted Date: 02/06/2025

Packet Approved Date: 02/06/2025

Packet Original Approval Date: 08/06/2024

Packet Status: Approved

ESC: 20 TDA Region: 4

Packet Assigned To: Ashley Ramirez

Action	Attention	Form Name	Latest Version	Status
View	✓	Contracting Entity Application	Original	Approved
View	✓	Community Eligibility Provision (CEP) Schedule	Original	Approved
Details	➡	Meal Pattern Compliance Dashboard		Submitted
Details		Checklist		
Details		Application Packet Notes (20)		
Details		NDL Application Packet Dashboard (108)		Complete

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/Closed	Error	Total Applications
School Nutrition Program	81	0	0	0	0	0	81
Seamless Summer Option	73	0	0	0	13	0	86

< Back

Submit for Approval

Update Packet

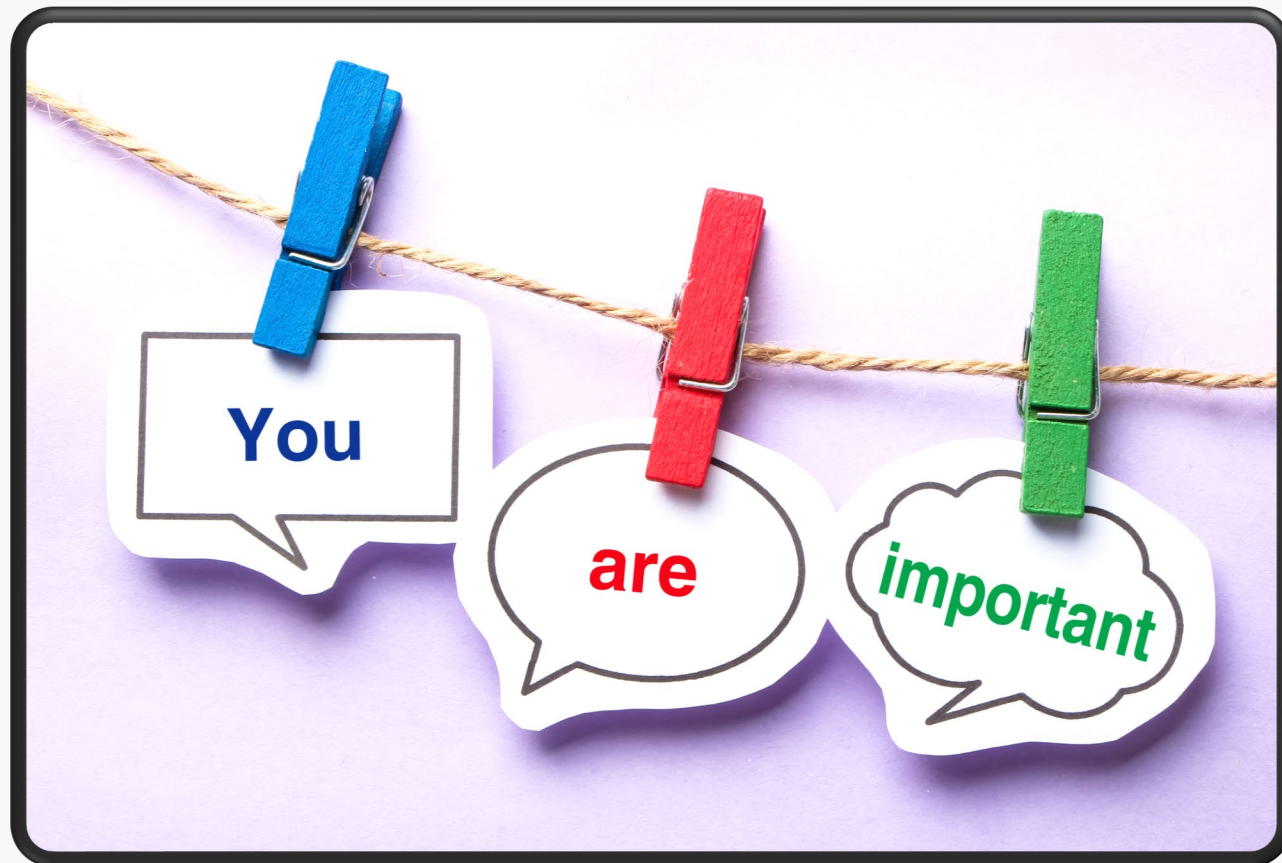
Approve

Return

Deny



What's your role?



**Why is your role important
in your SFA operations?**



Why would it be important for a reviewer to follow food safety protocols?





Why would it be important for a reviewer to follow food safety protocols?



Health & Safety

Compliance



What's your role?

What role do you play in food safety?





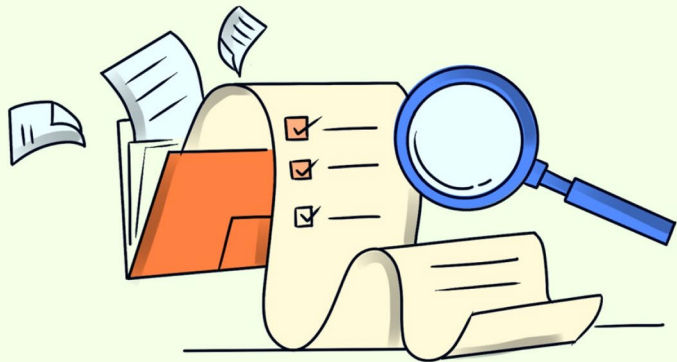
Why will kitchen staff be asked questions, and what should happen if a kitchen manager or staff do not know an answer to a reviewer's questions?





Why will kitchen staff be asked questions, and what should happen if a kitchen manager or staff do not know an answer to a reviewer's questions?

Review documentation



Contact other staff members



Contact the vendor





What's your role?



How confident are you in being able to answer questions during the AR?

What will you do if you are unable to answer questions?



Why would a reviewer need to observe the dry storage and cooler/freezer areas during an Administrative Review?






CLEAN



**WASH HANDS AND
SURFACES OFTEN**

SEPARATE



**SEPARATE RAW MEATS
FROM OTHER FOODS**

CHILL



REFRIGERATE FOOD
PROMPTLY





What's your role?

What is your role in ensuring the dry/cold storage areas are ready for review?





Why does a reviewer need to observe Food Production and Preparation?





Why does a reviewer need to observe Food Production and Preparation?

February 2025 School Name				
Monday	Tuesday	Wednesday	Thursday	Friday
3 Menu items	4 Menu items	5 Menu items	6 Menu items	7 Menu items
10 Menu items	11 Menu items	12 Menu items	13 Menu items	14 Menu items
17 Menu items	18 Menu items	19 Menu items	20 Menu items	21 Menu items
24 Presidents Day	25 Menu items	26 Menu items	27 Menu items	28 Menu items

Beets
Season in Texas: January - March;
September - November
Did you know?
The main part of the beet that is eaten
is the root; you can also eat the greens

TEXAS FARM FRESH
Announcements:
Announcement text goes here.
Copy and paste the Texas icon as many times as you need to place on the days your menu features Texas products!

TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER
Updated 6/6/2024
National School Lunch Program



Planned Menu

Adherence to HACCP
& Food Safety

Serving Sizes



What's your role?

What is your role in food production and preparation?





Why is it important for reviewers to observe documents and postings in the kitchen/site?





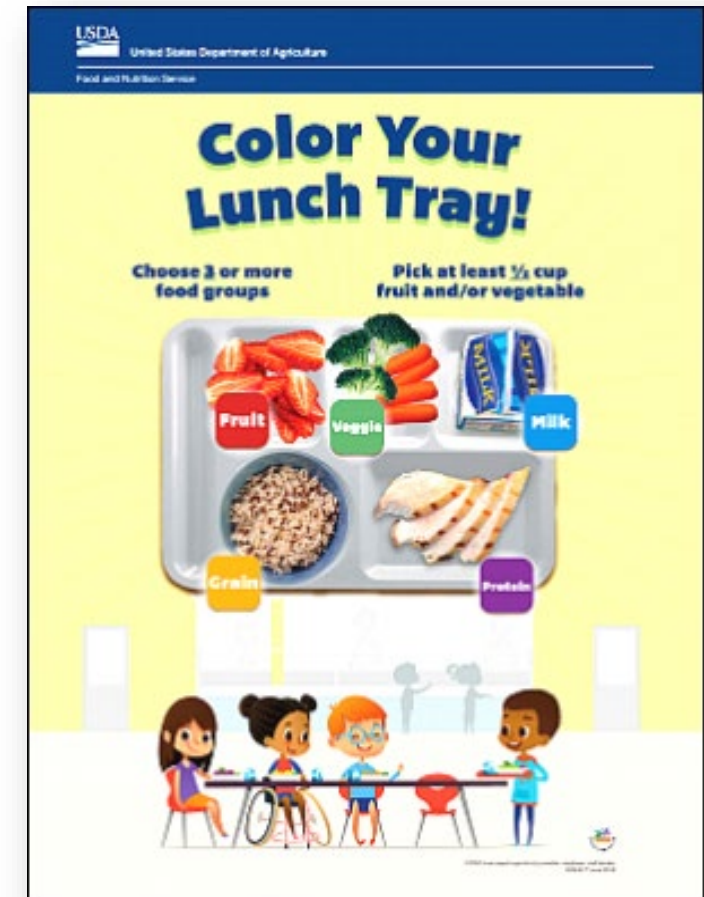
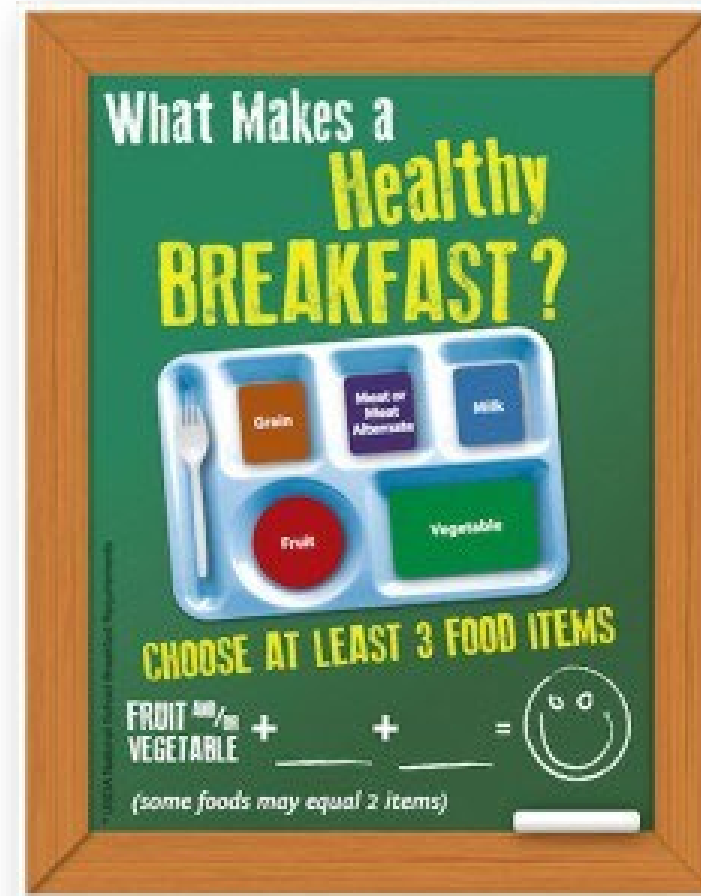
Why is it important for reviewers to observe documents and postings in the kitchen/site?

All public-facing signage contains the non-discrimination statement

NON-DISCRIMINATION STATEMENT

It is the policy of the Board to prohibit unlawful discrimination, harassment and retaliation on the basis of any protected category by the Constitution of the United States, the Constitution of the State of Illinois and applicable federal, state or local laws or ordinances, including but not limited to Title VII of the Civil Rights Act of 1964 (Title VII), Age Discrimination in Employment Act of 1967 (ADEA), Title IX of the Education Amendments of 1972 (Title IX), the Americans with Disabilities Act (ADA), the Individuals with Disabilities Education Act (IDEA), and Section 504 of the Rehabilitation Act of 1973 (Section 504), specifically, but not limited to, discrimination, harassment or retaliation on the basis of sexual orientation, gender or sex (includes gender identity, gender expression, pregnancy, childbirth, breastfeeding, and pregnancy related medical conditions), race or ethnicity, ethnic group identification, ancestry, nationality, national origin, religion, color, mental or physical disability, age, immigration status, marital status, registered domestic partner status, genetic information, political belief or affiliation (not union related), military status, unfavorable discharge from military service, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in the educational programs or activities the Board operates.

Concerns or inquiries regarding sex discrimination, harassment or retaliation can be made to the Board's Title IX Coordinator in the Office of Student Protections and Title IX (OSP) or the U.S. Department of Education Office for Civil Rights (OCR).

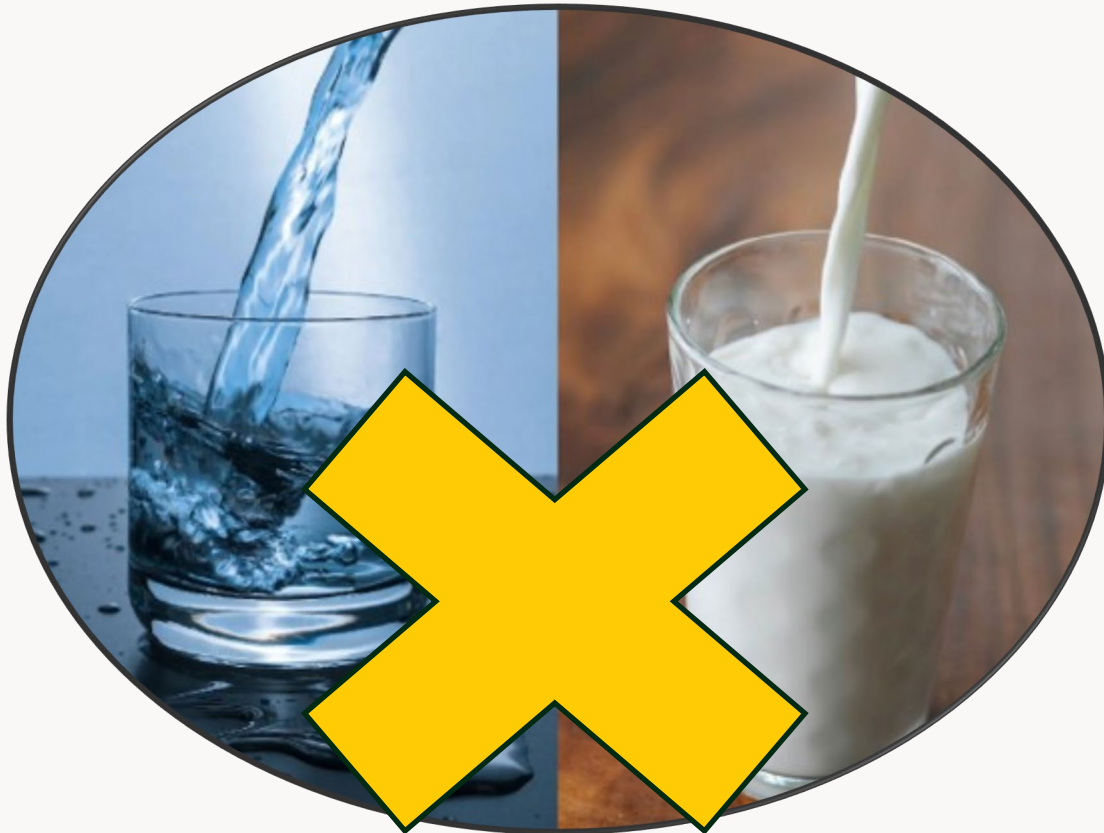


What constitutes a reimbursable breakfast/lunch



Why is it important for reviewers to observe documents and postings in the kitchen/site?

Signage promoting water or any other beverage over milk



And Justice for All poster



Health Inspection

METROPOLITAN HEALTH DISTRICT										Retail Food Establishment Inspection Report																	
Date: 02/24/2025		Time in: 10:35 AM		Time out: 11:25 AM		License Permit #: CHUR		Est. Type: CHUR		Risk Category: 2		LAGAN #:		Page 1 of 2													
Purpose of Inspection: 1-Compliance				X 2-Routine				3-Field Investigation				4-Visit				5-Other				TOTAL SCORE							
Establishment Name:										Contact/Owner Name:										Number of Repeat Violations: 0		Number of Violations COS: 0		100			
Physical Address:										City/County: San Antonio										Zip Code: 78209		Phone:		Reinspection:			
Compliance Status: Out = not in compliance IN = in compliance NO = not observed NA = not applicable COS = corrected on site R = repeat violation										Mark the appropriate points in the OUT box for each numbered item										Mark ✓ a checkmark in appropriate box for IN, NO, NA, COS		Mark an asterisk * in appropriate box for R					
Priority Items (3 Points) violations Require Immediate Corrective Action not to exceed 3 days																											
Compliance Status		OUT		IN		NO		NA		COS		R		Compliance Status		OUT		IN		NO		NA		COS		R	
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What's your role?

What is your role in assuring proper documentation and postings are visible ?





Why would a reviewer need to observe Breakfast in the Classroom (BIC) if applicable?



Why would a reviewer need to observe Breakfast in the Classroom (BIC) if applicable?

Meal Delivery/Distribution
Process

POS, Rosters, Tally Sheets

Reimbursable Meals



What's your role?



What is your role with Breakfast in the Classroom?



Why does a reviewer stand at the point of service (POS) and what is being observed?





Why does a reviewer stand at the point of service (POS) and what is being observed?



Only claimed meals are reimbursable meals

An accurate method of counting & claiming



Meal substitution alerts
(Special Diets)



Why does a reviewer stand at the point of service (POS) and what is being observed?

No overt identification

No excessive overrides

FREE

REDUCED



PAID





What types of questions might a reviewer ask staff at the Point of Service (POS) in the kitchen, at a mobile station such as BIC, or a food cart?





What types of questions might a reviewer ask cashiers or staff at the Point of Service (POS) in the kitchen or at a mobile station such as BIC or a food cart?

What is your process if a student comes through the serving line with a non-reimbursable meal?



What does a student need to take for a reimbursable meal?



What types of questions might a reviewer ask cashiers or staff at the Point of Service in the kitchen or at a mobile station such as BIC or a food cart?

In the event of a computer system failure, what procedures do you have in place?



How do you enter the students from the roster to the POS?

What is the district's charge policy?



What's your role?

What is your role at the POS and why is it important?





Why would a reviewer need to observe the serving line?





Why would a reviewer need to observe the serving line?

Served portions match the planned food production records



Daily Food Production Record for Central Kitchen																			
1. Contracting Entity (CE) Name: _____												5. Date: _____							
2. Meal Preparation Site: _____												4. Meal Service: <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Snack <input type="checkbox"/> Supper							
3. Receiving Sites: _____																			
Abbreviations used: _____																			
Food Item	12. Meal Contribution	13. Recipe #	Planned Portions and Serving Sizes										19. Total Amount Prepared (Lbs., Quarts, Gallons, #10 Cans, or Pans)	20. Quantity Sent to Each Site					
			14. Age/Grade		15. Age/Grade		16. Age/Grade		17. Adults		18. A La Carte			20a.	20b.	20c.	20d.		
			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		Site	Site	Site	Site		
6. Meat/Meat Alternate																			
7. Grain																			
8. Vegetable																			
9. Fruit																			
10. Milk																			
11. Other/ Condiment																			

Breakfast Meal Components



Meal components and quantities



Why would a reviewer need to observe the serving line?

Milk varieties

Properly implementing offer versus
serve or straight-serve



What's your role?



What is your role on the serving line?



Why might a reviewer need to observe an active delivery?





What might a reviewer ask during an active delivery?



When do you temp the foods?

What is your process if there are damaged goods?



Walk me through how you validate the invoice?



What's your role?

What is your role in deliveries?





If you offer smart snacks or snack bars, what might the reviewer need to observe and why?



If you offer smart snacks or snack bars, what might the reviewer need to observe and why?

Nutrition facts labels

New Label / What's Different?

Servings:
larger,
bolder type

New:
added sugars

Change
in some
nutrients
required

Nutrition Facts

8 servings per container
Serving size 2/3 cup (55g)

Amount per serving
Calories 230

% Daily Value*

Total Fat 8g **10%**
Saturated Fat 1g **5%**
Trans Fat 0g

Cholesterol 0mg **0%**

Sodium 160mg **7%**

Total Carbohydrate 37g **13%**

Dietary Fiber 4g **14%**

Total Sugars 12g

Includes 10g Added Sugars **20%**

Protein 3g

Vitamin D 2mcg 10%

Calcium 260mg 20%

Iron 8mg 45%

Potassium 240mg 6%

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

Serving sizes
updated

Calories:
larger type

Daily Values
Updated

Actual
amounts
declared

New
footnote



United States Department of Agriculture



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 1/2-cup servings.
- CN Crediting: 1/2 cup apples credit as 1/2 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.
- For culinary techniques and recipe ideas, visit the [Institute of Child Nutrition](#) or [USDA's Team Nutrition](#).

Food Safety Information

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

Visit us at www.fns.usda.gov/usda-fis

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

Protein 0g

Source: [USDA FoodData Central](#)

Allergen Information: Product does not contain any of the 8 major allergens designated by the FDA.

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

USDA Food Fact Sheets

If you offer smart snacks or snack bars, what might the reviewer need to observe and why?

Product formulation statements

EXAMPLE Product Formulation Statement for Documenting Grains in Child Nutrition Programs
(Crediting Standards Based on Exhibit A Weights per Ounce Equivalent)

Program operators should include a copy of the label from the purchased product package in addition to the following information on letterhead signed by an official company representative. Program operators have the option to choose the crediting method that fits their specific menu planning needs.

Product Name: Wheat Smile Pancakes Code No.: 14005

Manufacturer: ABC Bread Company Serving Size: 2 pancakes – 50g (1.75 oz.)

I. Does the product meet the whole grain-rich criteria? Yes ☐ No ☐

II. Does the product contain non-creditable grains? Yes ☐ No ☐ How many grams?
(Products with more than 0.24 ounce equivalent (oz eq) or 3.99 grams (g) for Groups A-G or 6.99g for Groups H and I of non-creditable grains do not credit toward the grains requirement for school meals.)

III. Use Exhibit A: Grain Requirements for Child Nutrition Programs in the Food Buying Guide for Child Nutrition Programs (FBG) to determine if the product fits into Groups A-G (baked goods), Group H (cereal grains) or Group I (RTE breakfast cereals). (Different methodologies are applied to calculate the grains contribution based on creditable grains. Groups A-G use the standard of 16g creditable grains per oz eq; Groups H and I use the standard of 28g creditable grains per oz eq or volume.)

Indicate which Exhibit A Group (A-I) the product belongs: C

DESCRIPTION OF PRODUCT PER EXHIBIT A	PORTION SIZE OF PRODUCT AS PURCHASED	WEIGHT OF ONE OZ EQ AS LISTED IN EXHIBIT A	CREDITABLE AMOUNT
	A	B	A + B
Pancakes	50 grams	34 grams	1.47
Total Creditable Amount			1.25

¹ Total Creditable Amount must be rounded **down** to the nearest quarter (0.25) oz eq. Do **not** round up.

Total weight (per portion) of product as purchased 50g

Total contribution of product (per portion) 1.25 oz eq

I further certify that the above information is true and correct and that a 1.75 ounce portion of this product (ready for serving) provides 1.25 oz eq grains. I further certify that non-creditable grains are **not** above 0.24 oz eq per portion. Products with more than 0.24 oz eq or 3.99g for Groups A-G or 6.99g for Groups H and I of non-creditable grains do not credit toward the grains requirement for school meals.

Signature _____ Title _____

Printed Name _____ Date _____ Phone Number _____

SMART SNACKS
PRODUCT CALCULATOR

ALLIANCE FOR A
HEALTHIER
GENERATION

Smart Snacks Product Calculator Results

Brand:
USDA Foods

Product Name:
100355 - Potatoes, Wedges, low

Serving Size:
85.00 g

First Ingredient:
Potatoes

Your vegetable product meets all nutrient standards for entrees or snack foods.
for sides.

✓ Your product is compliant!

Nutrition Facts

Serving Size 85.00 g ⓘ
Servings Per Container ⓘ

Amount Per Serving

Calories 110

Total Fat (g) 4

Saturated Fat (g) 1

Trans Fat (g) 0

Sodium (mg) 45

Carbohydrates

Total Sugars (g) 0

Vitamin D (%) NA Potassium (%) NA

Calcium (%) NA Dietary Fiber (%) NA

The person or group responsible for the point of sale to students on campus should verify a product's compliance and print their own Calculator results for documentation intended for compliance purposes. Results from this calculator have been determined by the USDA to be accurate in assessing product compliance with the Federal requirements for Smart Snacks in Schools provided the information is not misrepresented when entered into the Calculator.

START OVER **PRINT FOR YOUR RECORDS**

USDA competitive food calculator
printout



Let's talk takeaways.





**“If you stay READY
you never have to GET
READY”**





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!



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER





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, 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) 877-8339.

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/ad-3027.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:

1. mail:

U.S. Department of Agriculture
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:

program.intake@usda.gov

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