

AR for Directors

Shelby Caballero
TDA School Operations
Senior AR Specialist



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER





Meet our Speaker



Shelby Caballero

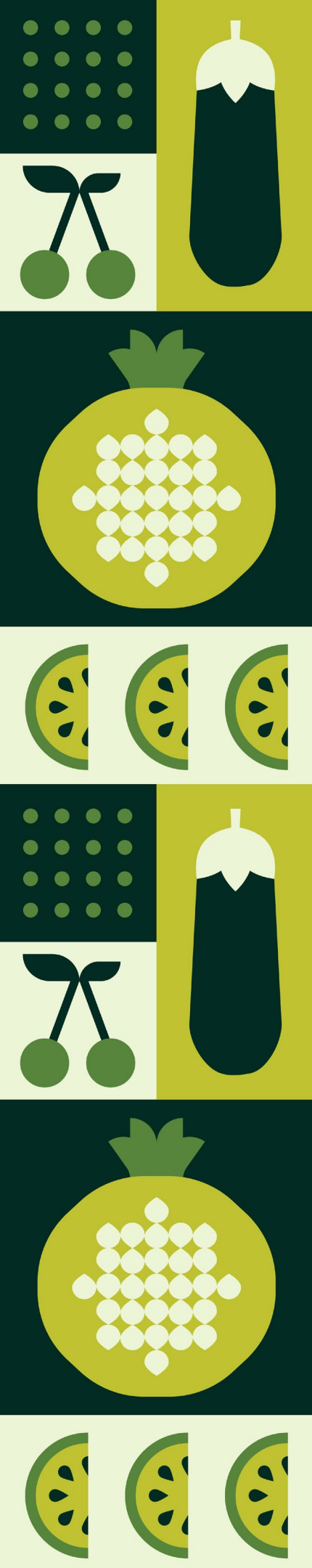
TDA School Operations Senior AR
Specialist

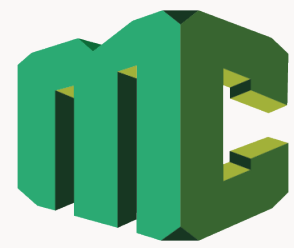


What We Do

TDA Food & Nutrition
School Operations

Questions





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.



Overview

Who, What, When, Where, and Why

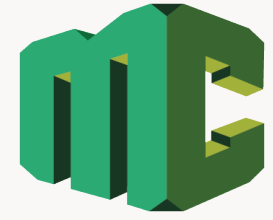
Required Documentation

On-Site Partnership



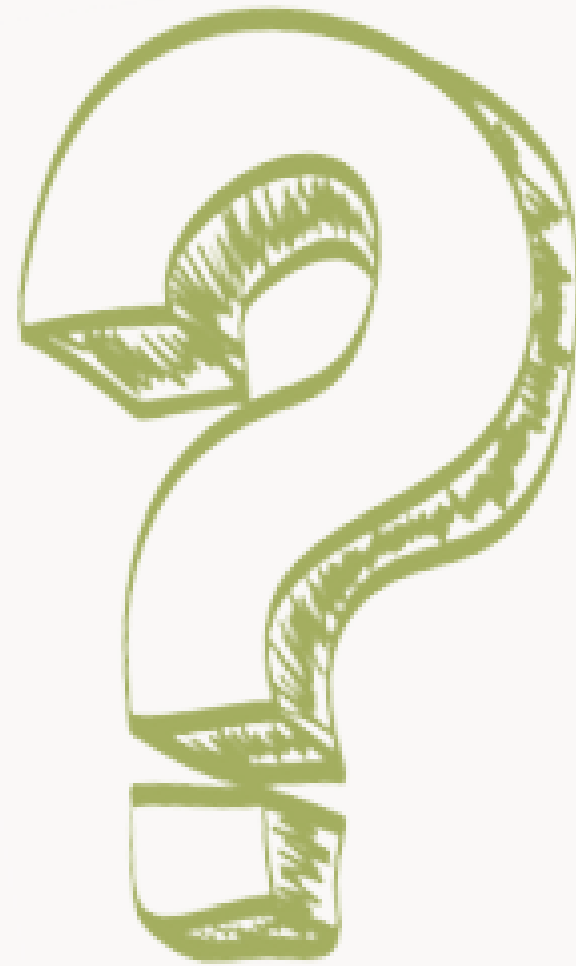
Myth or Truth?

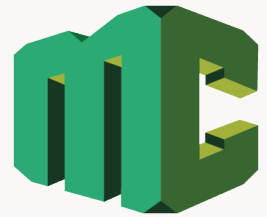
The purpose of the Administrative Review is for Texas Department of Agriculture to assess program operations and identify any areas of noncompliance or operational errors.



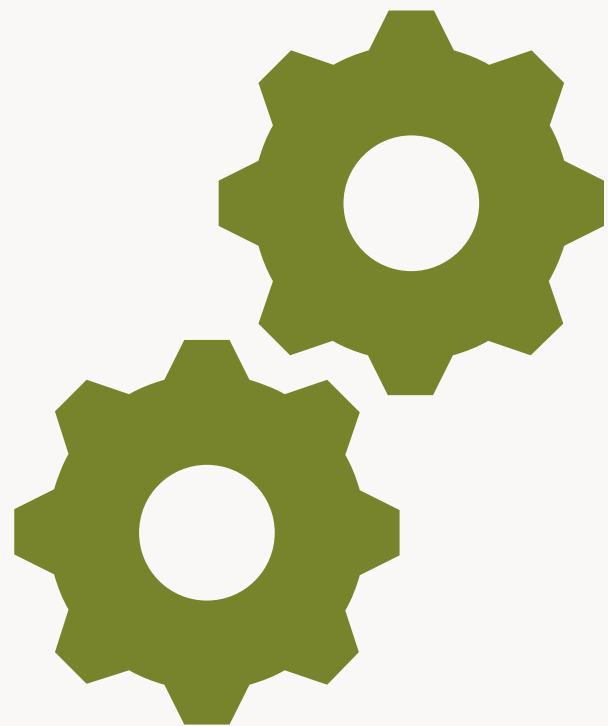
Central Office Visit

Why, Who, What?





Why?



Review Systems &
Processes

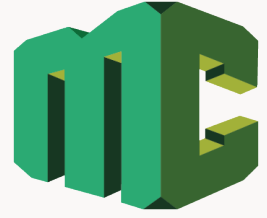


Meeting Program
Requirements



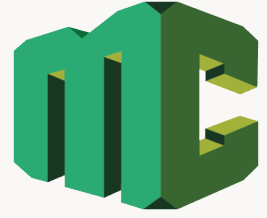
Myth or Truth?

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



Who?





What?

BEFORE



One Week-
Entrance
Conference

DURING

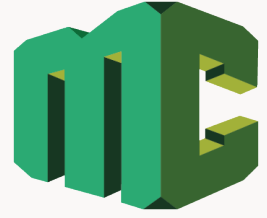


Observe and
Validate

AFTER



Exit Conference



Preparation

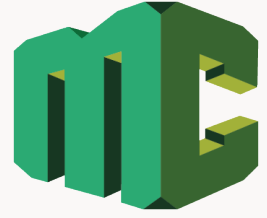
Drives Success





Myth or Truth

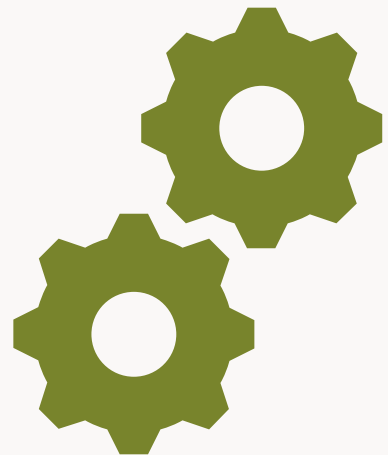
Thorough preparation before the on-site review will increase the likelihood of a successful outcome.



Preparation Drives Success

1

Best Practices



2

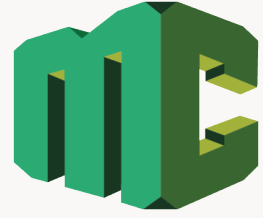
Documentation



3

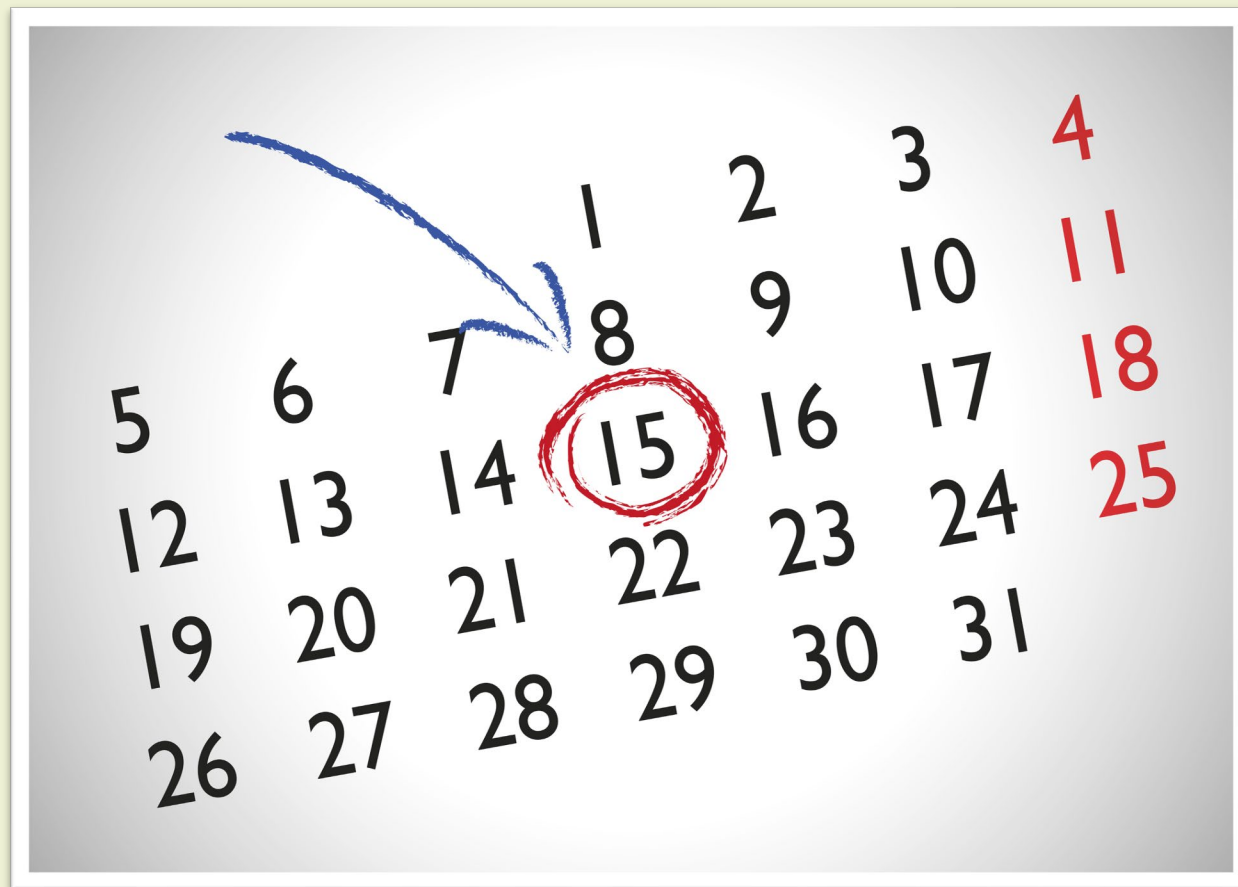
On-Site
Partnership





Best Practices Drive Success

Day of Review



Communicate:

- Ensure key contacts are available

Prepare for:

- Unexpected Emergencies

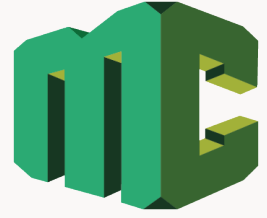
Pre-Prepare:

- Documentation
- On-Site Logistics



Myth or Truth

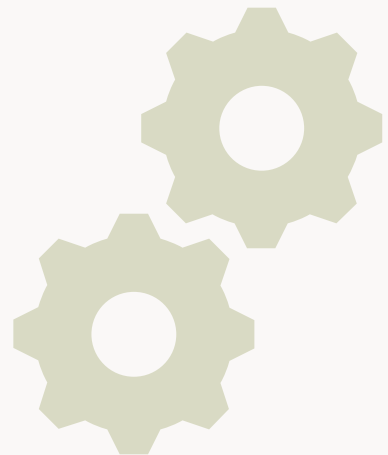
It is appropriate for me to wait to organize all documents for the Day of Review.



Preparation Drives Success

1

Best Practices



2

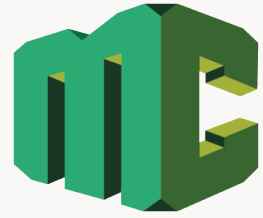
Documentation



3

On-Site
Partnership





Documentation

1 Buy American

2 Recipes

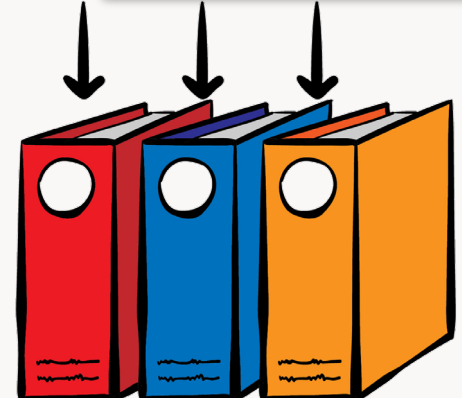
3 CN Labels & Product Formulation

4 Professional Standards

5 Smart Snack Calcs

6 On Site Monitoring Forms

TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER



Documentation

Daily Food Production Record for Central Kitchen

1. Contracting Entity (CE) Name: _____

2. Meal Preparation Site: _____ 4. Meal Service: Breakfast

3. Receiving Sites: _____

Abbreviations used: _____

Food Item	12. Meal Contribution	13. Recipe #	Planned Portions and Serving Sizes																	
			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																				

Day of Review

Completed Food Production Records

Daily Record/Accuclaim Form

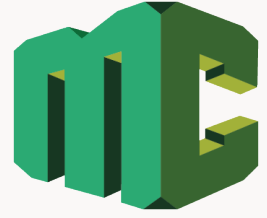
Contracting Entity (CE) _____ Date _____ Number of Lunch Serving Days _____

Site Name _____ Number of Breakfast Serving Days _____

Total Approved Free for Month _____ 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			4 Total		6 Free	7 Paid			
1 Free	2 Reduced	3 Paid	4 Total		6 Free			7 Paid		
1				0					#DIV/0!	
2				0					#DIV/0!	
3				0					#DIV/0!	
4				0					#DIV/0!	

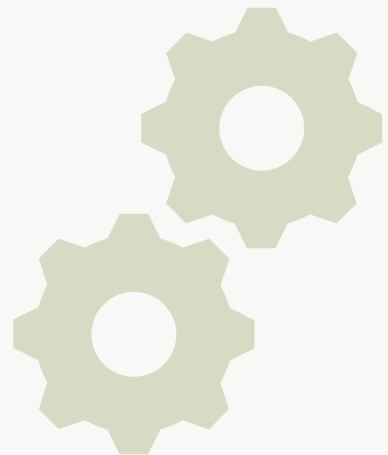
Counts and Edit Checks



Preparation Drives Success

1

Best Practices



2

Documentation



3

On-Site
Partnership





Myth or Truth

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



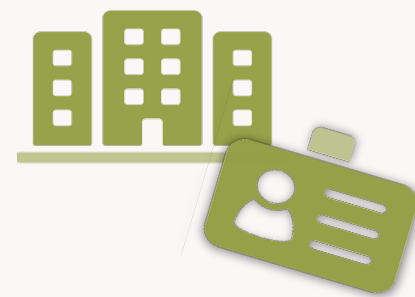
Staff Logistics



Arrival Time



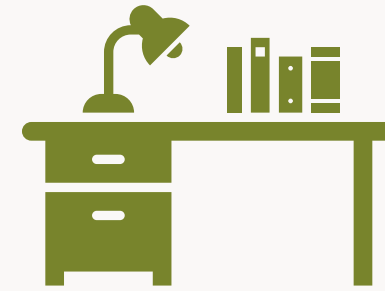
Parking



Building Access



On-Site Partnership



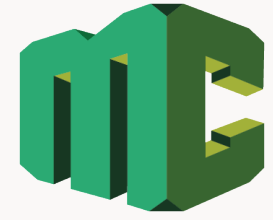
Workspace



Wi-Fi



Printing Method



What to Expect





Day of Review

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

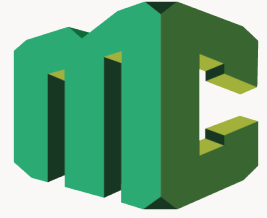
Prep Observation
Service & POS Observation

After Lunch Service: Central Office

Review Documentation

Exit Conference: Central Office

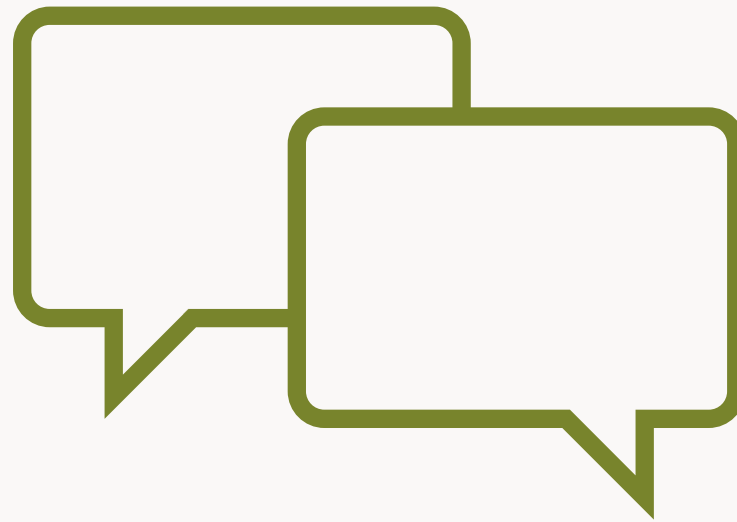
Review Summary



Review Time



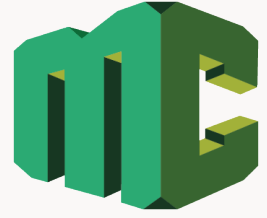
Observations



Central Office Staff
Conversations



Documentation



Exit Conference





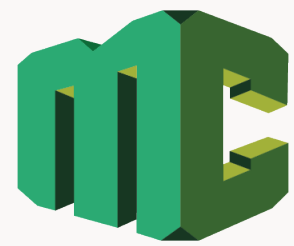
Takeaways

Take Action

Adjust

Keep

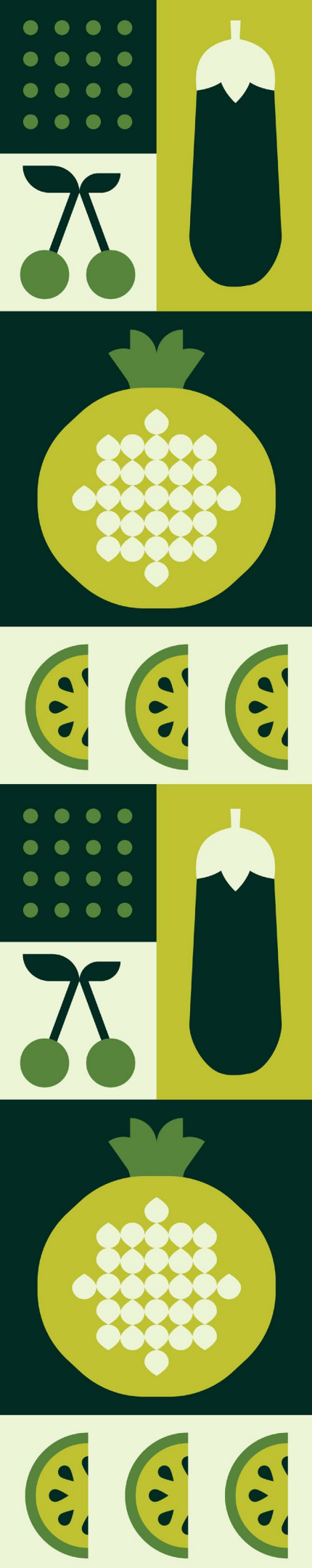
Eliminate



Questions?



Leave Us Your
Feedback!



Contact Us



(877) TEX MEAL
(877) (839-6325)



SquareMeals@Texasagriculture.gov



Squaremeals.org

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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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