

## **Administrative, Financial and Procurement Review Areas**

### **ADMINISTRATIVE REVIEW**

The Administrative Review (AR) assesses the operation of the National School Lunch Program (NSLP), School Breakfast Program (SBP), and/or Seamless Summer Option to ensure compliance with program regulations (7 CFR 210, 220, and 245). The Administrative Review (AR) is divided into two parts: Critical Areas of Review and General Areas of Review. The Critical Areas of the AR is divided into two parts: Performance Standard One and Performance Standard Two. In addition, the AR also contains the Resource Management review, also called the Financial Review.

#### **Critical Areas of Review**

Performance Standard One (PS-1) -- areas that are reviewed to determine that each child was provided the proper meal benefits and that meals are properly counted and claimed for reimbursement.

##### *Certification and Benefit Issuance and Verification:*

- Applications
- Rosters
- Categorical Eligibility (Direct Certification, Homeless, Migrant, Foster, Head Start, Early Head Start, Runaway)
- Verification documentation

##### *Meal Counting and Claiming:*

- Point-of-Service System, Daily Record/Accuclaim Edit Check, Reimbursement Claims
- Meals claimed for reimbursement are served only to children eligible for free, reduced price, and paid lunches, breakfasts and afterschool snacks
- Meals are counted, recorded, consolidated, and reported through a system which consistently yields correct claims

Performance Standard Two (PS-2) -- areas that are reviewed to determine that meals served to students are prepared, offered, and served according to the daily and weekly meal pattern requirements for the appropriate age/grade groups.

##### *Meal Components and Quantities:*

- Lunches and breakfast meals claimed for reimbursement by the school food authority (SFA) contain food items/components as required by program regulations
- Completed and accurate Food Production Records, Child Nutrition (CN) Labels/Product Analysis
- Age/grade groups, meeting minimum portions
- Offer versus Serve

##### *Dietary Specifications:*

- Meeting minimum requirements for calories, saturated fat, trans fat, and sodium
- Nutrient Analysis

## **General Areas of Review**

- Implementation of Free and Reduced-Price Policy Statement
- Public Announcement/Media Release
- Overt Identification
- Onsite Monitoring Responsibilities
- Proper Postings and Non-Discrimination Statements of Program Materials
- Complaint Policy
- Reporting and Record Keeping
- Local School Wellness Policy
- Food Safety/Health Inspections
- Civil Rights
- Equipment Grants
- Competitive Food (Smart Snacks)
- Professional Standards
- Water
- School Breakfast Program (SBP) and Summer Food Service Program (SFSP) Outreach

## **Other Federal Programs (Critical and General Areas) \***

- Fresh Fruit and Vegetable Program (FFVP)
- After School Snack Program (ASSP)
- Seamless Summer Option (SSO)
- Special Milk Program (SMP)

*\*Please note: Not all areas will apply to all Contracting Entities*

## **Resource Management (Financial Review)**

The Resource Management review is also called the Financial Review. The *Resource Management Summary* assesses potential risks for the Resource Management portion of the Administrative Review. The summary must be completed and submitted at least **four** weeks prior to the On-site Review. If risk is identified or if the *Resource Management Summary* is not submitted by the due date, a Comprehensive Resource Management Review will be conducted.

- Maintenance of the Nonprofit School Food Service Account
- Paid Equity Lunch
- Revenue from Nonprogram Foods
- Indirect Costs

## **Procurement Review**

The Procurement Review (PR) assesses the SFA's procurement procedures, solicitations, contracts and supporting documentation to ensure compliance with USDA procurement regulations and guidance (2 CFR 200). The PR includes food service management company (FSMC) contracts.