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TO: SFA's Selected for an Administrative Review in SY 2016-17

DATE: May 13, 2016

FROM: Cheriee Watterson, CANS Assistant Program Director

RE: Recommended Review Preparation: Summary and Self Evaluation Checklist

This letter is notification that your School Food Authority is scheduled to receive a School Nutrition Program Administrative Review (AR) in school year 2016-2017.

The AR looks at your school nutrition program compliance with federal rules. With so many rule changes over the past few years many sponsor agencies are finding it difficult to keep up. One of our many roles in administering the Federal Child Nutrition Programs is to provide assistance to South Dakota School Food Authorities (SFA's) on how program rules apply to them and how those rules must be implemented. The stress associated with an AR is greatly reduced when the SFA is running a program that follows the rules.

The AR is a significant change from the old review model called a Coordinated Review Effort or CRE. These reviews include a very detailed look at several areas of the program that have not been looked at before. This review also looks at all of the new requirements.

Please refer to the SY16-17 *Summary and Self Evaluation Checklist*. **This checklist should be used at least a few months before your review is scheduled as a mini internal review that will help you check on your program.** Your review begins as soon as you receive the "Off-Site Assessment" document in the fall. The schools that run the best School Nutrition Programs will have this self evaluation checklist completed over the summer and all issues identified resolved just after school starts in August.

Over the past three years, the School Nutrition Program review team has noticed there are several program requirement areas that can cause serious problems during the review. The following is a list of those areas and suggestions to ensure program compliance. I suggest reviewing these areas first and then move onto the Summary and Self Evaluation Checklist.

Meal Counts
Establish an accurate meal count at the Point of Sale (or an APPROVED alternate POS) for ALL places meals are served (cafeteria, in school suspension, breakfast in the classroom, etc.)
Ensure that manual meal counts are clear and legible
Ensure that all meal count sheets at the point of sale and throughout the claim consolidation process are retained on file and not thrown away
Menu Review
Ensure that planned menus meet both <u>daily</u> and <u>weekly component</u> and <u>vegetable subgroup</u> requirements
Review labels to ensure that all grain products served must meet the whole grain rich requirement (at the time of this letter, there is no whole grain rich waiver for SY16-17)
Ensure that <u>daily</u> Production Records for all reimbursable meals and snacks claimed are completed properly each day. Watch the 2 production record webinars posted on the CANS NSLP website (http://doe.sd.gov/cans/nslp.aspx) for assistance
Resource Management
Track non-program food <u>revenue</u> . Non-program foods are: adult meals, extra milk, food sales like a la carte, etc.
Track non-program food <u>cost</u> . Non-program foods are: adult meals, extra milk, food sales like a la carte, etc.
Ensure revenue from non-program foods goes into the food service account
Ensure that non-program food <u>revenue</u> is greater or <u>at least equal to</u> total non-program food <u>cost</u>
SFA-Wide Compliance
Ensure that all sites within the SFA are in compliance with all areas identified in the Self-Evaluation Checklist including:
All sites listed in your iCAN School Nutrition Program agreement
Any <u>colony schools</u> operating the School Nutrition Program within your SFA
Any other sites that receive vended meals that the SFA claims for reimbursement
Special Areas
Ensure that ALL students participating in the Special Milk Program do not have access to the breakfast or lunch program meals
Ensure proper contract management and oversight of the Food Service Management Contract if used (<i>see attached FSMC Monitoring form for additional checklist items</i>)

The AR will include all of the new program requirements, below is a list of suggestions to make sure your SFA is following the new rules. The full checklist contains a more thorough review of these areas.

Professional Standards
Retain documentation for all staff members that fall under Professional Standards requirements: all kitchen staff, POS meal count person, person that determines free/reduced eligibility, etc.
Ensure the hiring standards are met
Procurement
Establish a procurement method that follows the most restrictive of state and local requirements
SFA must establish a Code of Conduct
SFA must comply with Buy American clause
Procurement methods must promote fair and open competition
Documentation of all procurement must be retained on file as required
Smart Snacks
Retain documentation of all smart snack compliant snacks sold in the school, including foods sold as la carte
Ensure that vending machines that are on during the school day are stocked with Smart Snack approved items. Retain documentation on file.

Please review the *Summary and Self Evaluation Checklist* for a closer look at all program areas to determine whether your SFA is following the requirements. The School Nutrition Programs are a big program and have a lot of rules. A proper self evaluation will take time. There is great value in doing your own evaluation before the official review begins. You will likely save yourself some corrective action and possible fiscal assessment. Once you receive the review forms at the beginning of SY2016-17 by email your review officially starts. After you have those documents any assistance provided by CANS staff becomes a part of your review.

As Benjamin Franklin wisely said "An ounce of prevention is worth a pound of cure."

If you have questions about this letter, the self evaluation checklist, or the AR please email DOE.SchoolLunch@state.sd.us or call the CANS office and ask to speak to a School Nutrition Program Specialist at (605)773-3413.