

**Michigan Department of Education  
School Nutrition Programs  
Administrative Review 2014-2015  
Off-Site Assessment Tool**

<b>SCHOOL FOOD AUTHORITY:</b>				
School Year:				
<b>Module: Certification and Benefit Issuance</b>				
100.	Does the SFA meet one of the following criteria: <ul style="list-style-type: none"> <li><input type="checkbox"/> SFA-wide Special Provison Non-Base Year (Provison 2/3)</li> <li><input type="checkbox"/> RCCI, <b>without</b> day students</li> <li><input type="checkbox"/> SFA-wide Community Eligibility Provision</li> </ul> Note: If one of the above is checked, skip questions 101 – 205 and proceed to question 300.			MDE ONLY
				TA CAR
<input type="checkbox"/> N/A				
101.	Who is the determining official for certifying household applications?			MDE ONLY
				TA CAR
(Names and/or position titles):				
102.	Was the SFA required to conduct an Independent Review of Applications in the previous or current school year?  If yes, please identify in the Comments section who is responsible for the second review of applications.	YES	NO	MDE ONLY
				TA CAR
(Names and/or position titles):				

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103.	Does the SFA use an electronic or manual <b>application approval system</b> ?	<b>Electronic</b>	<b>Manual/ Combination</b>	MDE ONLY
	Does the SFA use an electronic or manual <b>benefit issuance system</b> ?			TA  CAR

*Electronic application system* means household applications are submitted by the household through a web-based or scanned application system. The system has limited to virtually no manual data entry by the SFA. Records are kept at the SFA electronically. All direct certification matches at the SFA level are completed with a computer match.

*Manual application system* means household applications are submitted by the household to the SFA. SFA completes eligibility determination and direct certification matches and enters data manually into a system and/or keeps written records. Hard copy records are kept on file at the SFA.

If the SFA has implemented an electronic system, but one or more aspect of the application processing is conducted manually (e.g., applications are submitted online, and also on paper – SFA staff processes paper applications) the reviewer will consider it a manual/combination system. This would include instances where SFA staff are entering paper applications into the online electronic system for determinations.

*Electronic benefit issuance system* means that the transfer of a student’s benefits to the Point of Service document is completed through a computerized system. The system has limited to virtually no manual data entry by the SFA; however, updates to benefits may be made manually in the electronic system. Benefit issuance identification and rosters are kept electronically.

*Manual benefit issuance system* means that the transfer of a student’s benefits to the POS document is completed manually by the SFA. All updates to benefits are made manually by the SFA. Benefit issuance identification and rosters are manually developed. Hard copy records are kept on file at the SFA.

If the SFA has implemented an electronic system, but one or more aspect of the benefit issuance process is conducted manually (i.e., the SFA has an electronic benefit issuance system at most sites, but utilizes rosters/tickets/tokens or any other benefit issuance method at some sites and SFA staff must manually make updates to those alternate systems), the reviewer will consider it a manual/combination system.

104.	At the beginning of the school year, how is benefit status handled for children who have not submitted an application for the current school year?	MDE ONLY
		TA
		CAR

Comments:

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<b>105.</b>	How long does the applications approval take from the date the SFA receives the application from the household?	MDE ONLY
		TA
		CAR
Comments:		
<b>106.</b>	Within the SFA, who has access to the applications within the system?	MDE ONLY
		TA
		CAR
(Names and/or position titles):		
<b>107.</b>	When and how are households notified of students' certified eligibility? How are denied households notified?	MDE ONLY
		TA
		CAR
Comments:		



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110.	Who at the SFA receives the direct certification documents from the state or local agency, and who is responsible for issuing and updating the benefit list?	MDE ONLY
<b>Program</b>	<b>Name/title of person receiving DC documents from SA</b>	<b>Name/title of person issuing direct certification benefits to students</b>
SNAP		
TANF		
FDPIR		
Homeless		
Migrant		
Foster Children		
Head Start		
Even Start		
111.		YES NO MDE ONLY
	Does the SFA use the direct certification notification letter provided by the State agency?	TA CAR
	If no, does the letter contain all required information, and is it approved by the State agency? <b>(Obtain a copy of the letter used.)</b>	YES NO N/A MDE ONLY TA CAR
Comments:		

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112.	What is the SFA's procedure for extending free school meal eligibility to all children who are members of a household in which one person in that household is receiving SNAP, TANF, or FDPIR benefits?			MDE ONLY
Comments:				TA  CAR
113.	Does the benefit issuance system identify how eligibility was determined? (e.g., through application, direct certification, etc.)	YES	NO	MDE ONLY
				TA  CAR
Comments:				
114.	Who has access to the benefit issuance system and/or documentation?			MDE ONLY
(Names and/or position titles):				TA  CAR
115.	How are benefits issued and distributed to students? (e.g., via electronic system with code numbers for students, ticket system)			MDE ONLY
Comments:				TA  CAR

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116.	How are eligibility determinations transferred to the benefit issuance document?	MDE ONLY
Comments:		TA  CAR
117.	How are benefit issuance document(s) transferred to the point of service system?	MDE ONLY
Comments:		TA  CAR
118.	How are eligibility status updates made to the point of service benefit issuance document(s)?	MDE ONLY
Comments:		TA  CAR
119.	How frequently are updates made to the point of service benefit issuance document(s)?	MDE ONLY
Comments:		TA  CAR

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120.	Does the benefit issuance document indicate the date changes were made in the system?	YES	NO	MDE ONLY	
				TA  CAR	
Comments:					
121.	How and when are the following changes made to the point of service benefit issuance document: a) new students b) transfer students c) withdrawn students d) 30 day carryover of prior eligibility				MDE ONLY
					TA  CAR
Comments:					
a.					
b.					
c.					
d.					

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<b>122.</b>	<p>Is there a backup system for updating benefit issuance document(s)?</p> <p>If yes, describe the backup system for updating benefit issuance document(s).</p>	<b>YES</b>	<b>NO</b>	<b>MDE ONLY</b>
				TA  CAR
Comments:				

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Module: Verification				
200.	Obtain a copy of the SFA's most recently submitted FNS-742 (Verification Collection Report).	YES	NO	MDE ONLY
	a. Did the SFA choose the correct verification sample size?			TA  CAR
	b. Did the SFA verify the correct number of applications based on their verification sample size?			TA  CAR
	c. Was the most recent report timely and accurate?			TA  CAR
	If no, is this a recurring problem?			TA  CAR
Comments:				

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<b>201.</b>	Who serves as the SFA's verifying official?	MDE ONLY
(Name and/or position title):		TA  CAR
<b>202.</b>	Who serves as the confirming official?	MDE ONLY
(Name and/or position title or software used is acceptable):		TA  CAR
<b>203.</b>	Describe the SFA's verification process (including SFA's verification for cause process).	MDE ONLY
Comments:		TA  CAR
<b>204.</b>	Has the SFA completed the SA's verification training? List who and when.	MDE ONLY
		TA  CAR
Comments:		

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<b>205.</b>	Does the SFA use an electronic system to identify error-prone applications? If yes, what software does the SFA use?	<b>YES</b>	<b>NO</b>	MDE ONLY
				TA  CAR
Comments: <div style="border: 1px solid black; height: 150px; margin-top: 5px;"></div>				

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Module: Meal Counting and Claiming				
300.	Does the SFA use an electronic or manual system to count and consolidate reimbursable meals?	Electronic	Manual/ Combination	MDE ONLY
				TA  CAR
<p><i>Electronic System</i> means meal counts are generated by an automated Point of Service (POS) system that may connect to the claim for reimbursement. Electronic systems have the ability to identify a student’s benefit category, tally daily meal counts, transfer daily meal counts to the SFA, consolidate meal counts for the SFA, and/or submit the claim for reimbursement. The system is limited to virtually NO MANUAL data entry at the POS. Meal counts are kept electronically.</p> <p><i>Manual System</i> means meal counts are generated by a manual Point of Service system. Meal counts are manually tallied, consolidated, and transferred to the SFA. Consolidation of meal counts by the SFA is completed manually. Hard copy records are kept on file.</p> <p>If the SFA has implemented an electronic system, but one or more aspect of the benefit issuance process is conducted manually (e.g., the SFA has an electronic POS, but utilizes a roster at an alternate service location and SFA staff manually enters meal counts from the alternate service location), the reviewer will consider it a manual/combination system.</p>				
301.	How does the SFA’s point of service system identify a student’s eligibility? Include all types of distinct counting methods (e.g., check-off list for grades 1-3, tickets for grades 4-8).			MDE ONLY
Comments:				TA  CAR

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302.	Does the SFA have a backup system to their primary meal counting and claiming system should the primary system fail/not operate? If YES, describe backup system.	YES	NO	MDE ONLY
				TA CAR
Comments:				
303.	How often are cashiers and substitute cashiers trained on the meal counting and claiming system (including the backup system)?			MDE ONLY
Comments:				TA CAR
304.	At the end of meal service, how does the SFA obtain the daily meal counts by category from each school's point(s) of service?			MDE ONLY
Comments:				TA CAR
305.	What are the SFA's meal counting and claiming policies and procedures for the following situations :			
a) Offer vs. Serve?			N/A	MDE ONLY
				TA CAR

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b) Incomplete/Non-Reimbursable Meals?			TA CAR
c) Second Meals?		N/A  	TA CAR
d) Visiting student meals?		N/A  	TA CAR
e) Adult and non-student meals?		N/A  	TA CAR
f) Student worker meals?		N/A  	TA CAR
g) A la carte?		N/A  	TA CAR
h) Field trips?		N/A  	TA CAR

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i) Lost, stolen, misused, forgotten or destroyed tickets, tokens, IDs, and PINS?		N/A	TA
			CAR
j) Charged and/or pre-billed/prepaid meals?		N/A	TA
			CAR
k) Students without funds to pay for meals?		N/A	TA
			CAR
l) New students without approved certification of free or reduced-price benefits?		N/A	TA
			CAR
306.	What procedures are used as internal controls to ensure the meal counts do not exceed enrollment or attendance adjusted enrollment?		MDE ONLY
Comments:			TA
			CAR

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307.	<b>Electronic Systems Only:</b>  Are meal counts automatically consolidated?  If YES, does the software program contain edits and internal controls?  If NO, when and how are edit checks and internal controls completed?	YES	NO	N/A	MDE ONLY
					TA  CAR
Comments:					
308.	Have alternate points of service been approved by the SA?	YES	NO	N/A	MDE ONLY
					TA  CAR
Comments:					
309.	Describe the number and types of alternate points of service operating during each meal service (e.g., meals in classrooms, bus).				MDE ONLY
Comments:					TA  CAR

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310.	If a school has more than one meal service line, how does the point of service system prevent duplicate or second meals from being claimed?	MDE ONLY
Comments:		TA  CAR
311.	At the site level, how are the total daily meal counts by category submitted to the SFA for consolidation?	MDE ONLY
Comments:		TA  CAR
312.	Describe the SFA's procedures for consolidating daily meal counts by category for each site to process the claim for reimbursement, if applicable.	MDE ONLY
Comments:		TA  CAR

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<b>Module: Dietary Specifications and Nutrition Analysis</b>	
<b>600.</b>	Based on the results of the <i>Meal Compliance Risk Assessment Tool</i> , what site has been selected for the targeted menu review?
School selected for targeted menu review:	
<b>601.</b>	How will the SA proceed with the targeted menu review?
<input type="checkbox"/> <b>Option 1: Complete the Dietary Specifications Assessment Tool</b> <input type="checkbox"/> <b>Option 2: Validate Existing Nutrient Analysis</b> <input type="checkbox"/> <b>Option 3: Conduct Nutrient Analysis</b> <input type="checkbox"/> <b>Option 4: Use FNS-approved Process Utilizing FNS-Approved Menu Planning Tools</b>	
<b>602.</b>	If Option 1 is selected, what initial risk level has been assigned for the targeted menu review site based on the results of the <i>Dietary Specifications Assessment Tool</i> ?
<input type="checkbox"/> N/A Risk Level:	

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Module: Civil Rights		
800.	What is the non-discrimination statement used for appropriate Program materials? Please provide exact language.	MDE ONLY
Comments:		TA  CAR
801.	Provide a copy of the School Food Authority's public release.	MDE ONLY
		TA  CAR
802.	Is there a need for services for Limited English Proficient (LEP) households? If so, what services does the SFA provide?	MDE ONLY
Comments:		TA  CAR

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<b>803.</b>	What is the SFA’s procedure for receiving and processing complaints alleging discrimination within FNS School Meal Programs? If procedures are written, provide a copy.			MDE ONLY
Comments:				TA  CAR
<b>804.</b>	Has the School Food Authority received any written or verbal complaints alleging discrimination in FNS Programs in the current or prior school year? <b>If yes, please provide the following information: date, nature of complaint, and agency complaint was reported to.</b>	<b>YES</b>	<b>NO</b>	MDE ONLY
Comments:				TA  CAR
<b>805.</b>	How are students with special dietary needs accommodated?			MDE ONLY
Comments:				TA  CAR

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806.	<p>When was the SFA's most recent civil rights training for staff who interact with program applicants or participants (e.g., cafeteria staff, F/R application approval staff) and their supervisors?</p> <p>Who attended these trainings?</p> <p>What topics were covered by the training?</p> <p>Provide supporting documentation for the responses.</p>	MDE ONLY
<p>Comments:</p>		<p>TA</p> <p>CAR</p>
807.	<p>How does the SFA collect racial/ethnic data?</p> <p>How often is this information collected?</p> <p>Provide documentation to support the response.</p>	MDE ONLY
<p>Comments:</p>		<p>TA</p> <p>CAR</p>

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Module: SFA On-site Monitoring		
900.	How does the SFA ensure that all schools are meeting program requirements? For example, how and when is monitoring conducted?	MDE ONLY
Comments:		TA  CAR

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<b>Module: Local School Wellness Policy</b>		MDE ONLY
1000.	Provide a copy of the current Local School Wellness Policy.	TA  CAR
1001.	How does the public know about the Local School Wellness Policy? Provide documentation to support the response (or appropriate web address(es)).	MDE ONLY
Comments:		TA  CAR
1002.	When and how does the review and update of the Local School Wellness Policy occur? Provide documentation to support the response (or appropriate web address(es)).	MDE ONLY
Comments:		TA  CAR
1003.	Who is involved in reviewing and updating the Local School Wellness Policy? What is their relationship with the SFA?	MDE ONLY
Comments:		TA  CAR
1004.	How are potential stakeholders made aware of their ability to participate in the development, review, update, and implementation of the Local School Wellness Policy? Provide documentation to support the response (or appropriate web address(es)).	MDE ONLY
Comments:		TA  CAR

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1005.	Provide a copy of the most recent assessment on the implementation of the Local School Wellness Policy.	MDE ONLY
		TA
		CAR
1006.	How does the public know about the results of the most recent assessment on the implementation of the Local School Wellness Policy? Provide documentation to support the response (or appropriate web address(es)).	MDE ONLY
Comments:		TA
		CAR

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<b>Module: Smart Snacks</b>		
1100.	What are the SFA's food sale policies? List all types of sales to include the selling of non-food items in combination with food items.	MDE ONLY
Comments:		TA  CAR
1101.	What is the SFA's process for determining compliance with non-packaged or recipe (combination foods that do not label) food items?	MDE ONLY
Comments:		TA  CAR
1102.	How does the SFA account for accompaniments when determining whether food items meet the Smart Snack standards?	MDE ONLY
Comments:		TA  CAR

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<b>Module: School Breakfast and Summer Food Service Program Outreach</b>		
1600.	How did the SFA inform households of the availability of the School Breakfast Program prior to (or at the beginning) of the school year and provide reminders about the availability of the School Breakfast Program throughout the school year?	MDE ONLY
Comments:		TA  CAR
1601.	How did the SFA inform eligible households about the availability and location of free meals for students via the Summer Food Service Program?	MDE ONLY
Comments:		TA  CAR

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Indicate any additional federal programs that will be examined during this review:
<input type="checkbox"/> Afterschool Snack Program <input type="checkbox"/> Seamless Summer Option <input type="checkbox"/> Fresh Fruit and Vegetable Program <input type="checkbox"/> Special Milk Program

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**\*\* For Community Eligibility Provision ONLY \*\***

**Not applicable (if no schools in the SFA operate Community Eligibility Provision, skip this page)**

2109.	Are non-federal funds being properly allocated to account for the difference of offering all meals to students at no cost?	YES	NO	MDE ONLY
				TA  CAR
Comments:				
2110.	<p>What procedures are used to apply the established ISPs to the current School Year’s claims for reimbursement? (Documentation supporting establishment of ISP and corresponding claiming percentages will be verified during completion of the On-site Review Assessment Tool)</p> <p>If applicable, were adjustments made to the ISP and corresponding claiming percentages being utilized in the current SY? If yes, describe the procedure used for the adjustment.</p>			MDE ONLY
Comments:				TA  CAR