

Administrative Review Frequent Findings and Best Practices

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Administrative Review

- ▶ The Healthy Hunger-Free Kids Act of 2010 (HHFKA), required USDA to update the Administrative Review process.
 - ▶ Three-year review cycle
- ▶ The Administrative Review provides a comprehensive evaluation of school meals programs by the Michigan Department of Education (MDE) and includes both Critical and General Areas of Review.

Areas of Review

<p>Critical Areas:</p> <ul style="list-style-type: none"> ▶ Access and Reimbursement ▶ Certification and Benefit Issuance ▶ Verification ▶ Counting and Claiming ▶ Meal Pattern and Nutritional Quality <ul style="list-style-type: none"> ▶ Meal Components ▶ Offer versus Serve ▶ Dietary Specifications 	<p>General Areas:</p> <ul style="list-style-type: none"> ▶ Local School Wellness Policy ▶ Smart Snacks ▶ Water ▶ Food Safety ▶ School Breakfast Program and Summer Food Service Program Outreach ▶ Civil Rights ▶ Self Monitoring ▶ Reporting and Record Keeping ▶ Professional Standards (NEW 2015-2016) ▶ Resource Management
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Access and Reimbursement Findings

Incomplete Applications

- ▶ Missing income/frequency
- ▶ Missing last 4 digits of the social security number or box not checked indicating no social security number
- ▶ Missing household members
 - ▶ Person that signed application is not included in household info
- ▶ Incorrect Food Assistance Program number, must be a 9 digit number that will start with a "1"; for example 132465879

Access and Reimbursement Best Practices

Double check your free and reduced price applications

- ▶ Call households to get missing info
 - ▶ Income
 - ▶ Frequency
 - ▶ Social Security numbers
 - ▶ Add missing household members
- ▶ Write any changes on F/R application, date and initial

Use the *Eligibility Manual for School Meals*

- ▶ www.michigan.gov/schoolnutrition
 - ▶ Under Guidance click on *Eligibility Certification and Verification*
 - ▶ Under Guidance click on *Eligibility Manual for School Meals*

Pull the Direct Certification Report monthly

Benefit Issuance Roster pulled for the Administrative Review should only have free and reduced price students on it

Access and Reimbursement Findings

Verification Issues

- ▶ Not complete by November 15
- ▶ Documentation not submitted for all dollar values as indicated on the free and reduced price application
- ▶ Correspondence is not kept
- ▶ Benefit issuance is not changed based on verification determination
- ▶ Verification collection report not submitted
- ▶ Verification notification letter is incomplete

Access and Reimbursement Best Practices

- ▶ Keep all letters sent and document any phone calls made to households.
- ▶ Make any required changes to benefit issuance documentation as required from the outcomes of the verification process by November 15.
- ▶ Refer to *Steps to Conducting Verification*
 - ▶ www.michigan.gov/schoolnutrition
 - ▶ Under Guidance, click on *Steps to Conducting Verification*

Access and Reimbursement Findings

Counting and Claiming

- ▶ Adult Meals being claimed for reimbursement
- ▶ Second Meals being claimed for reimbursement
- ▶ Claims do not match roster sheets
- ▶ Unacceptable point of service for Breakfast in the Classroom
- ▶ No edit checks
- ▶ Overt identification of F/R status

Access and Reimbursement Best Practices

- ▶ Ensure POS system does not "add in" adult meals and/or second meals
- ▶ Have a second person count roster sheets
- ▶ Use an excel sheet to add daily/monthly meal counts

Refer to *USDA's Meal Counting and Claiming Manual*

- ▶ www.michigan.gov/schoolnutrition
 - ▶ Under Guidance, click on *Counting and Claiming*
 - ▶ Under Guidance, click on *USDA Meal Counting and Claiming Manual*

Nutritional Quality and Meal Pattern Findings & Best Practices

Insufficient Quantities

- ▶ Use measuring spoons, pre fill containers, provide examples for students on the line, utilize the meal component tool

Vegetable Subgroups not available at all Points of Service

- ▶ Rotate all subgroups through each line, vegetable accessible to all students

OVS issues at lunch - Students not taking 3 components with one component equal to a ½ cup fruit and/or vegetable

- ▶ Have a fruit and/or vegetable at end of line near cashier, hold regular OVS trainings for staff, signage telling students they need to take a fruit/vegetable
- ▶ Refer to *Offer Versus Serve Guidance for the NSLP and the SBP*

OVS issues at breakfast- 4 items must be offered from 3 different components and students must take 3 items with one item equal to a ½ cup fruit and/or vegetable

- ▶ Bag items, signage, training for staff

Nutritional Quality and Meal Pattern Findings & Best Practices

Signage missing or incomplete

- ▶ Required for Non-OVS and OVS buildings for lunch and breakfast
- ▶ OVS must indicate a ½ cup fruit and/or vegetable is required

Two varieties of milk not being offered at breakfast and lunch

- ▶ Make sure 2 varieties of milk are always available; can be skim and 2%

Salt packets or shakers available to students

- ▶ Use seasonings other than salt

Always remember to:

- ▶ Use Standardized Recipes
- ▶ Utilize Cycle Menus
- ▶ Utilize Meal Component (6 Cent) Tool to determine if you have met daily and weekly minimum requirements

General Areas of Program Compliance Outreach

FINDINGS

- ▶ No School Breakfast Program and/or Summer Food Service Program Outreach

BEST PRACTICE

- ▶ Conduct School Breakfast Program outreach three or more times per year
 - ▶ Outreach must include: place, time and cost of breakfast
- ▶ Provide families with a link to the SFSP Map:
 - ▶ [www://www.mcgl.state.mi.us/schoolnutrition/](http://www.mcgl.state.mi.us/schoolnutrition/)

General Areas of Program Compliance Local Wellness Policies (LWP)

FINDINGS

- ▶ Local Wellness Policies (LWP) have not been updated or assessed

BEST PRACTICE

- ▶ Begin updating your Local Wellness Policies to meet the new requirements
- ▶ More information is available at:
 - ▶ <http://healthymeals.nal.usda.gov/school-wellness-resources>

General Areas of Program Compliance Civil Rights

FINDINGS

- ▶ The "And Justice for All" poster not posted
- ▶ Incorrect Non-Discrimination Statement
- ▶ No current documentation of Civil Rights training(s)
- ▶ No Civil Rights Complaint Procedure and log

BEST PRACTICE

- ▶ Use the information on our Civil Rights website:
 - ▶ www.michigan.gov/schoolnutrition
 - ▶ Under Guidance, click on *Civil Rights Guidance*

General Areas of Program Compliance Food Safety

FINDINGS

- ▶ Inspections not posted in a public location
- ▶ Food Safety Plans that were outdated
- ▶ Food Safety Plans that were not relevant to current operations

BEST PRACTICE

- ▶ Post current Local Health Department Inspections in a publicly visible location
- ▶ Review for adequacy and update your Food Safety Plan yearly
 - ▶ Make sure that all POS locations are included in Food Safety Plan

General Areas of Program Compliance Onsite Monitoring

FINDINGS

- ▶ Self-Monitoring not completed by February 1st for NSLP
- ▶ After School Snack Program self-monitoring not completed 2 times per year
 - ▶ In the 1st four weeks of operation and again in the second half of the school year

BEST PRACTICE

- ▶ Conduct Self-Monitoring of the NSLP at all buildings prior to February 1st
- ▶ Conduct self-monitoring of the After School Snack two times per year

General Areas of Program Compliance Reporting and Record Keeping

Community Eligibility Provision (CEP) approval documentation not being retained

- ▶ Enrollment and certification documentation that was used to determine your Identified Student Percentage (ISP) must be kept on file.

Report must be submitted on time

- ▶ Claims, SFA-VCR, MEGS+ Applications

Thank you for joining us!

▶ School Nutrition Programs Unit:

- ▶ 517-373-3347
- ▶ MDE-SchoolNutrition@michigan.gov
- ▶ www.michigan.gov/schoolnutrition
