

I'm not a witch at all. I'm Dorothy Gale from Kansas.  
 Frequent Administrative Review Findings and Best Practices, too!!!

Michigan Department of Education | 481-276-3000  
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Access and Reimbursement Findings

- Incomplete Applications
  - Missing income/frequency
    - Circle \$0 or indicate no income
  - Missing last 4 digits of the social security number or must indicate no social security number
  - Missing household members
  - FAP number is incorrect, must be a 9 digit # that will start with a "1"; for example 132465879

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Access and Reimbursement Best Practice

- Double check your free and reduced price applications
  - Call households to get missing info
  - Write any changes on F/R application, date and initial
- Use the *Eligibility Manual for School Meals*
  - [www.michigan.gov/schoolnutrition](http://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
- The Benefit Issuance Roster pulled for the Administrative Review should only have free and reduced price students on it

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### 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
    - What types of documentation is valid?
  - Correspondence is not kept
  - Benefit issuance is not changed based on verification determination

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### Access and Reimbursement Best Practice

- Refer to *12 Steps to Conducting Verification*
  - [www.michigan.gov/school\\_nutrition](http://www.michigan.gov/school_nutrition)
    - Under Guidance, click on 12 Steps to Conducting Verification
- 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**

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### Access and Reimbursement Findings

- Counting and Claiming
  - Adult Meals being claimed for reimbursement
  - Second Meals being claimed for reimbursement
  - Unacceptable point of service for Breakfast in the Classroom
  - Claims do not match roster sheets

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### Access and Reimbursement Best Practice

- 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](http://www.michigan.gov/schoolnutrition)
    - Under Guidance, click on Counting and Claiming
    - Under Guidance, click on USDA Meal Counting and Claiming Manual

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### Nutritional Quality and Meal Pattern Findings

- Insufficient Quantities
- Vegetable Subgroups not available at all Points of Service
- OVS issues at lunch – Students not taking 3 components with one component(s) equal to a ½ cup fruit and/or vegetable
- OVS issues at breakfast- Not offering enough items for proper OVS
- Signage missing or incomplete
  - Required for Non-OVS and OVS buildings
    - OVS must indicate a ½ cup fruit and/ vegetable is required
- Two varieties of milk not being offered at breakfast and lunch
- Salt packets or shakers available to students

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### Nutritional Quality and Meal Pattern Best Practices

- Insufficient Quantities – use measuring spoons, pre fill containers, provide examples for students on the line
- Rotate all subgroups through each line
- OVS issues at lunch – 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- (must offer 4 items, students must take 3) bag items, signage, training
- Make sure 2 varieties of milk is always available
- Remove salt packets and shakers
- Standardized Recipes and Cycle Menus
- Utilize 6 Cent Tool to determine if you have enough components in the correct portion size

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### Resource Management Findings

- Unallowable Costs
  - Playground Aides
  - Equipment that is not solely used for food service
- Paid Lunch Equity is not implemented
- Adult Meal pricing structure is not adequate
- Non-Program Foods pricing structure is not adequate
- Indirect Cost
  - Only the \$25,000 of a contract can be included
  - Charging Indirect Costs for prior school years

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### Resource Management Best Practices

- Implement a district wide charging policy
- Use the Paid Lunch Equity tool to set prices yearly
- Use the adult meal price formula to set prices yearly
- Use the USDA Indirect Cost Guidance available at: [http://www.fns.usda.gov/sites/default/files/SP41-2011\\_os.pdf](http://www.fns.usda.gov/sites/default/files/SP41-2011_os.pdf)

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### General Areas of Program Compliance Findings

- No School Breakfast Program and/or Summer Food Service Program Outreach
- Local Wellness Policies that have not been updated or assessed
- Civil Rights
  - The "And Justice for All Poster" not posted
  - Incorrect Non-Discrimination Statement
  - No current documentation of Civil Rights Trainings
  - No Civil Rights Complaint Procedure and Logs

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### General Areas of Program Compliance Best Practices

- Conduct School Breakfast Program outreach three or more times per year.
- Provide families with the SFSP Map: <http://www.mcgi.state.mi.us/schoolnutrition/>
- Begin updating your Local Wellness Policies to meet the new requirements. More information is available at: <http://healthymeals.nal.usda.gov/school-wellness-resources>
- Use the information on our Civil Rights website: [http://www.michigan.gov/mde/0,4615,7-140-43092\\_50144-194532--,00.html](http://www.michigan.gov/mde/0,4615,7-140-43092_50144-194532--,00.html)

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### General Areas of Program Compliance Findings

- Food Safety
  - Inspections not posted in a public location
  - Food Safety Plans that were outdated
  - Food Safety Plans that were not relevant to current operations
- Self-Monitoring not completed by February 1<sup>st</sup> for NSLP
- AfterSchool Snack Program self-monitoring not completed 2 times per year.
  - In the 1<sup>st</sup> four weeks of operation and again in the second half of the school year.

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### General Areas of Program Compliance Best Practices

- 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
- Conduct Self-Monitoring of the NSLP at all buildings prior to February 1<sup>st</sup>
- Conduct self-monitoring of the AfterSchool Snack two times per year

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## Training Plan for SY 2014-2015

- Invitation Only Training for those SFAs being reviewed.
- Resource Management:
  - ½ Day, regional trainings in July and August
- All Other Sections:
  - Access and Reimbursement, Nutritional Quality and Dietary Standards, General Program, and Other Federal Programs
  - 1 Day, regional trainings in September and October

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## Questions

Contact Information

- [mde-schoolnutrition@michigan.gov](mailto:mde-schoolnutrition@michigan.gov)
- 517-373-3347
- [www.michigan.gov/schoolnutrition](http://www.michigan.gov/schoolnutrition)

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