

2013-2014 Fresh Fruit & Vegetable Program (FFVP) **Required Items for Administrative Review**

REQUIRED OFF-SITE ITEMS: These items will be requested prior to the review. Adrienne Davenport will determine review month as well as review and report compliance/non-compliance to analyst overseeing the review of each School Food Authority (SFA) and will provide technical assistance related to FFVP. Additional documentation may also be requested.

- Validation for each cost item entered in the claim(s) for reimbursement for the month of review for each selected school. This includes invoices or other records for:
 - Fruits and vegetables
 - Dips (low-fat and fat-free only)
 - Non-food items (e.g., paper supplies, serving bowls and trays, cutting boards and knives, cleaning supplies, trash bags)
 - Wages/salaries and benefits for employees being claimed under either operational or administrative costs

- FFVP School Self-Monitoring Forms for each participating school

- Production records for each day of service during review month. Include portion sizes of fruits, vegetables and dips.

- When requested, provide days, times and locations of FFVP service to allow for on-site review. Please alert analyst of any exceptions to normal schedule during on-site visit.

ON-SITE REVIEW:

The review will be conducted by Adrienne Davenport or another School Nutrition Programs contact during or shortly before or after the overall on-site Administrative Review for the National School Lunch Program. You will be notified during the off-site information request period which school(s) has been selected and when the review will be taking place. If items required for the off-site review (above) have not yet been reviewed at the time of on-site review, they may also be reviewed during this time. Additional documentation may be requested at this time.

FINDINGS AND CORRECTIVE ACTION: Findings and corrective action related to FFVP, if applicable, are included as part of the overall Administrative Review process. Corrective action by the SFA is required for items identified in Corrective Action Plan. Fiscal action will be taken to adjust for any unallowable costs billed to a school's FFVP grant.