



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

MICHAEL P. FLANAGAN
STATE SUPERINTENDENT

July 28, 2014

MEMORANDUM

TO: Superintendents

FROM: Marla J. Moss, Director

SUBJECT: 2014 Administrative Review Trainings

The Healthy, Hunger-Free Kids Act of 2010 (HHFKA) requires a unified accountability system designed to ensure that participating School Food Authorities (SFAs) comply with National School Lunch Program (NSLP) and School Breakfast Program (SBP) requirements. The new Administrative Review provides a comprehensive evaluation of school nutrition programs and includes both Critical and General Areas of Review. The following is a breakdown of the review sections:

- Meal Access and Reimbursement
- Nutritional Quality and Meal Pattern
- Resource Management
- General Program Compliance
- Other Federal Program Reviews

The Michigan Department of Education (MDE) must conduct Administrative Reviews of all schools participating in the NSLP and/or SBP at least once during each three-year review cycle period.

The Administrative Review process is designed to allow MDE to conduct specified aspects of the review off-site and other aspects on-site. During an off-site review, MDE will collect information from what is available or will request information directly from the school. This process allows MDE to gain a better understanding of a school's operations prior to the on-site review, thus providing for a more thorough on-site review while decreasing MDE's on-site review time. The on-site portion of the Administrative Review is intended to validate the information collected off-site and provide an opportunity for MDE to observe the operation of the school nutrition program in selected schools. The objectives of the new Administrative Review are the same as the following former Coordinated Review Effort (CRE) and School Meals Initiative (SMI) objectives: determine whether the school meets program requirements, provide technical assistance, secure any needed corrective action, and assess fiscal action if applicable.

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During September and October 2014, MDE's School Nutrition Programs unit will offer regional trainings to those SFAs that are due for review in School Year (SY) 2014-2015. This one-day training offered will be specific to the Administrative Review sections but will **not** be a comprehensive School Meals Overview training. MDE can accommodate two attendees from each SFA and requests that each SFA send their food service director along with another staff member that will be assisting in preparations for the Administrative Review. A separate training will be held specific to the Resource Management portion of the Administrative Review. While attendance is not mandatory, it is **strongly** suggested as experience indicates that reviews go much smoother with training attendance.

Attached is a registration form for the Administrative Review training. Please submit a separate form for each attendee and indicate each attendee's first and second choice for training dates/locations. Return instructions are located on the form. Seats are reserved on a first-come, first-served basis.

Questions regarding this memo may be directed to the School Nutrition Programs unit at mde-schoolnutrition@michigan.gov.

cc: Scott Little, SNAM/MSBO
Food Service Director

Michigan Department of Education
Office of School Support Services
School Nutrition Programs

Administrative Review Training*
Agenda

8:30 a.m. – 9:00 a.m.	Registration
9:00 a.m. – 9:30 a.m.	Introduction
9:30 a.m. – 10:30 a.m.	Access and Reimbursement
10:30 a.m. – 10:45 a.m.	Break
10:45 a.m. – 12:00 noon	Nutritional Quality and Dietary Specifications
12:00 noon – 12:45 p.m.	Working Lunch: off-site vs on-site
12:45 p.m. – 1:15 p.m.	Resource Management
1:15 p.m. – 1:30 p.m.	Break
1:30 p.m. – 3:00 p.m.	General Area of Review
3:00 p.m. – 4:00 p.m.	Closing/Wrap-Up/Questions

A light boxed lunch will be provided.

*Please note: this is **not** a *School Meals Overview* training. This training is **specific** to the process and format of the Administrative Review to give a better understanding of what is expected. Both the off-site as well as on-site portions for each section of the review will be discussed; however, every regulation that will be monitored will not be discussed due to time constraints. If a refresher on the School Meals Regulations is needed, attendance at the *School Meals Overview* training on August 18 and 19, 2014, at the Kellogg Center in East Lansing is **strongly suggested**.