

Check List for Additional Administrative Review (AAR)

ALL ITEMS MUST BE AVAILABLE FOR THE AAR

Free and Reduced Price School Meal Eligibility Documentation for Review Period from Selected Buildings

All *approved* Free and Reduced Price School Meals Family Applications

All *denied* Free and Reduced Price School Meals Family Applications

Official Direct Certification documentation for eligible students

Documentation used to extend Categorical Eligibility to siblings/other household members

Benefit Issuance lists with free and reduced-price students

Counting and Claiming Documentation

A copy of the most recent School Meals Program SM-4012-SL Claim for Reimbursement submitted on MEIS

All meal count records with edits for the review period (*daily, weekly, or monthly*)

Complete Verification File for District

Copies of original Free and Reduced Price School Meals Family Application with attached Verification documentation (*i.e., letters, copies of check stubs, and all calculations made by school district personnel*)

Letter from Department of Human Services with verification of case numbers (*if applicable*)

Completed Verification Summary Sheet (*see Administrative Policy #4 SY 2009-10*)

A copy of the Local Educational Agency Review System (LEARS) summary page

General Area Items

School calendar of days in session for all building(s) selected