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State Superintendent
of Public Instruction

Administrative Review 101

California Department of Education
Nutrition Services Division

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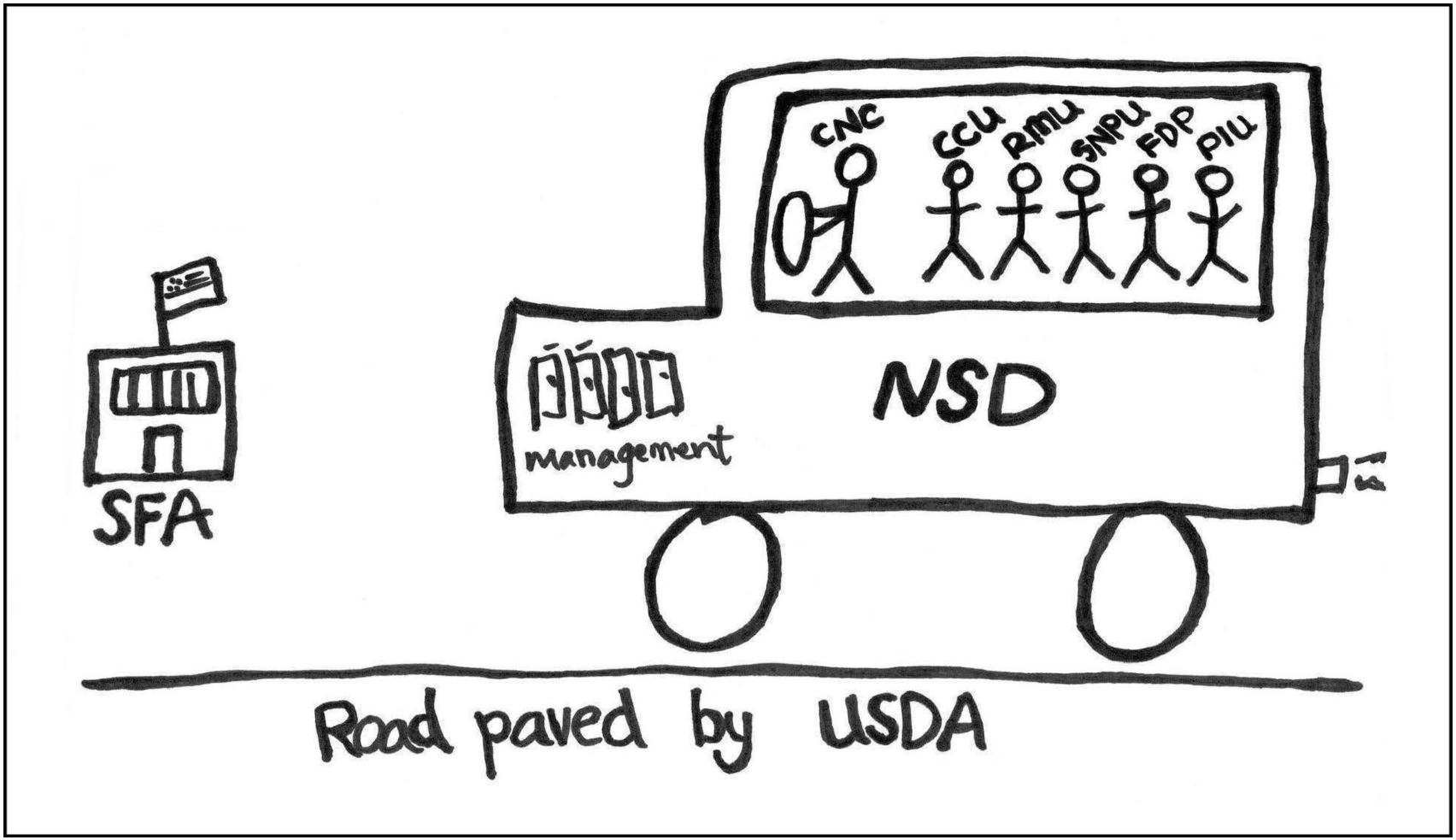
Administrative Review Vision



As we begin to discuss the Administrative Review (AR) activities, we would like to share our AR vision statement:

The Nutrition Services Division (NSD) coordinates expertise and staffing from across the Division to effectively and consistently conduct successful ARs of

every school food authority (SFA) participating in School Nutrition Programs (SNP) once within the three-year review cycle.

This is our AR Change Management logo. You will see that the NSD is driving a bus to your agency on a road paved by the U.S. Department of Agriculture (USDA) in order to conduct an AR. There are many people inside the bus because our AR team involves many units that contribute to your and our success.

To help ensure that all sponsors are on the same page, or you might say the same bus, we will now provide an overview of the AR.

What Is an Administrative Review?

- Purpose of administrative review
- Three segments:
  1. Prereview – Off-site Assessment Tool in the CNIPS
  2. On-site review
  3. Post-review

The AR is mandated by the USDA and is a program evaluation process designed to ensure that SFAs comply with National School Lunch Program (NSLP), School Breakfast Program (SBP), and other SNP requirements.

One major change to the AR is the addition of a prereview component. The new administrative review process allows for specific aspects of the AR to be reviewed before we come to your administrative office. The new AR process includes three main segments: prereview, on-site activities, and post-review. For the prereview segment, there is a series of questions that you will be asked to complete in the Child Nutrition Information and Payment System (CNIPS). These questions are referred to as the Off-site Assessment Tool. The on-site review begins with an entrance conference and includes our site visits and the review of specific documentation. Upon completion of the on-site review, the reviewer will conduct an exit conference to summarize our observations and findings and to discuss corrective actions, as needed. The post-review includes a formal electronic report in the CNIPS and the collection and evaluation of corrective action.

What Is an Administrative Review?

Five Key Sections:

1. Meal Access and Reimbursement
2. Meal Pattern and Nutritional Quality
3. Resource Management
4. General Program Compliance
5. Other Federal Program Reviews

The AR is comprised of five key sections, each of which is summarized on the handout “What Is an Administrative Review?” in two bullet points: what the section covers and why the section is part of the AR. A copy of this document is on the last two pages of this presentation. You may wish to scroll down to the last two pages now and print and use the document as a reference. Additional details can be found in the Administrative Review Manual maintained by the USDA. The manual is located in the CNIPS Web site in the Applications, Download Forms section.

The AR has five key sections:

1. Meal Access and Reimbursement
2. Meal Pattern and Nutritional Quality
3. Resource Management
4. General Program Compliance
5. Other Federal Program Reviews

Each of these sections is described on the handout titled “What Is an Administrative Review?”

AR 101: Meal Access and Reimbursement

Certification and Benefit Issuance

- Meal application processing
- Point of service
- Review ensures students receive meals for which they are eligible

The Meal Access and Reimbursement section includes three areas of review. The first of the three is Certification and Benefit Issuance. This area of review looks at the eligibility of individual students for free and reduced-price meals and your process for determining their eligibility. In most cases, we will review a sample of meal applications at the SFA level. After reviewing your process for determining the correct eligibility category for each student, we review your point-of-service documents to ensure that the correct eligibility category is assigned and claimed for individual students. The AR ensures that eligible children receive meals to which they are entitled, which is also tied to your reimbursement claim.

7 *Code of Federal Regulations* (7 *CFR*) Section 210.18(b)(2)(i)

USDA School Meals Eligibility Manual

AR 101: Meal Access and Reimbursement

Verification

- Collect back-up documentation for meal application
- Review ensures process completed and deadlines met

Next your verification process is reviewed. The USDA requires sponsors that collect meal applications to request back-up documentation to verify the information reported on a meal application for a select group of households. We will look at your process to ensure that all mandated steps are completed and you met all of the required timelines. The verification process is explained in great detail in the USDA School Meals Eligibility Manual. The manual is located on the CNIPS Web site in the Applications, Download Forms section.

7 *CFR*, Section 245.6(a)

USDA School Meals Eligibility Manual

AR 101: Meal Access and Reimbursement

Meal Counting and Claiming

- Accurately count meals served to eligible students
- Claim consolidation
- Review ensures accurate reimbursement claims and no overt identification

Meal counting and claiming is the third area in Meal Access and Reimbursement. This includes your process for counting meals as students are served and your process for consolidating and claiming meals. The USDA requires all SFAs to accurately count, consolidate, and claim meals in the correct eligibility category on your monthly reimbursement claim in the CNIPS. We are also required to observe your meal service to ensure that there is no overt identification. The USDA does not allow SFAs to give children a different meal or require them to get their meals in a separate line because they are eligible for a reduced-price or free meal.

7 *CFR*, Section 210.7(c)(1)

AR 101: Meal Pattern and Nutritional Quality

Meal Components and Quantities

- Examine one week of menus plus all back-up documentation
- Review ensures menus meet all daily and weekly requirements

The second section of the AR is Meal Pattern and Nutritional Quality. This part of the AR includes the evaluation of menus to ensure that all meal pattern requirements are met for breakfast and lunch. We will review a selected week of menu production records, recipes, and documentation of crediting to the meal pattern, such as Child Nutrition (CN) labeling and Product Formulation Statements. We will watch meal preparation in your kitchen and observe the meal service to see if the meals claimed for reimbursement contain all of the required components or food items. The purpose of this review section is to ensure that all planned menus meet the daily **and** weekly requirements.

7 *CFR*, Section 210.8

7 *CFR*, Section 220.10

AR 101: Meal Pattern and Nutritional Quality

Offer versus Serve (OVS)

- Required for high school lunch, optional for all others
- Required signage
- Certain number of items and components required

Some of you may use offer versus serve (OVS) at your districts. This process allows students to decline one or more food items offered as part of a reimbursable meal. This is required for all high school sites for lunch, but is optional for all other grade groups and for breakfast. The USDA has posted an OVS Handbook on their Web site at http://www.fns.usda.gov/sites/default/files/SP57-2014a.pdf.

At sites that utilize OVS, signage is required at the beginning of the food service line for breakfast and lunch. The signage is to assist students in identifying everything included in a reimbursable meal.

The review ensures that OVS is implemented correctly and that you have appropriate signage for your school population and menu design.

Offer Versus Serve, Guidance for the National School Lunch Program and the School Breakfast Program, School Year 2014-2015

AR 101: Meal Pattern and Nutritional Quality

Dietary Specification and Nutrient Analysis

- Risk assessment tool
- Calories, saturated fat, trans-fat, and sodium

The last area in Meal Pattern and Nutritional Quality section is Dietary Specification and Nutrient Analysis, for which the USDA provides a risk assessment tool. The tool identifies the depth of review needed and allows the reviewer to focus on error prone areas. If required, the reviewer will evaluate the requirements for calories, saturated fat, trans-fat, and sodium by reviewing a specified week of your menus at a specified site. Artificial trans-fat is prohibited in all federal meal programs. The AR ensures that menus comply with the USDA dietary standards for calories, saturated fat, trans-fat, and sodium.

7 *CFR*, Section 210.10(f)

AR 101: Resource Management

1. Enrollment
2. Past Audit Findings
3. Maintenance of Nonprofit School Food Service Account
4. Paid Lunch Equity
5. Revenue from Nonprogram Foods
6. Indirect Costs

The next part of the AR is Resource Management.

This part will use the Resource Management Risk Indicator Tool (RIT). The RIT is designed to assess potential risk and is not intended to be a comprehensive evaluation.

The RIT includes 6 sections of potential risk integral to the financial health of the SFA:

1. Enrollment
2. Past Audit Findings
3. Maintenance of the Nonprofit School Food Service Account
4. Paid Lunch Equity
5. Revenue from Nonprogram Foods
6. Indirect Costs

At least one question is asked under each section of the RIT, some sections contain multiple questions that may indicate risk (risk indicators). Regardless of how many risk indicators are triggered in any one section of the RIT, only one indicator per section is counted towards an SFA's overall risk assessment (flag). For example, if a section has two questions and the answers provided by the SFA to both questions indicate risk, only one flag will be assessed for that section.

If three or more flags are triggered in the RIT, then the CDE must conduct a comprehensive administrative review.

Note: You will benefit greatly if you collaborate with your accountant or chief business official on the Resource Management part of the AR.

Let's begin by examining the questions that you will need to answer in your RIT.

AR 101: Resource Management

Enrollment

700. Is the SFA's enrollment 40,000 students or more?

Question 700 is not intended to identify whether or not the SFA violated a specific federal regulation. Instead, the USDA includes the question because large SFAs (SFAs with an enrollment of 40,000 students or more) are at a higher risk of having potential issues with the financial management of their Café Fund.

If the SFA answers “Yes” to the question, then a risk indicator is triggered.

Since this section of Resource Management has only one question, if a risk indicator is triggered, then “Flag” for this section is triggered.

AR 101: Resource Management

Past Audit Findings

701. Did the SFA have any financial findings related to the CNIPS on previous administrative reviews?

Question 701, similar to the previous question, is not intended to reveal whether or not the SFA has violated a federal regulation.

In this case, the question is intended to identify if the SFA has had past issues managing their Café Fund. If the SFA has had past issues, then there is a potential risk of ongoing Café Fund management issues. Furthermore, the question provides the CDE with an opportunity to check on the status of the past findings and confirm that the SFA has implemented the required changes to the management of their Café Fund.

If the SFA answers “Yes” to the question, then a risk indicator is triggered.

Since this section of Resource Management has only one question, if a risk indicator is triggered, then a “Flag” for this section is triggered.

AR 101: Resource Management

Maintenance of Nonprofit School Food Service Account

702. Did the SFA have a separate financial account for the nonprofit school food service?

703. Did the SFA conduct a year-end review of total revenues and expenses to determine the school food service's nonprofit status?

As we go through the questions 702-706 for the Maintenance of the Nonprofit School Food Service Account section of the RIT, you will discover that this section of the RIT will focus on whether the SFA is tracking their revenues, expenses, and inter-fund transfers; the financial health of the Café Fund, and if the Café Fund account balance exceeds its regulatory limitation as described at Title 7, *Code of Federal Regulations* (7 *CFR*), sections 210.2, 210.14(c), and 210.19(a)

Question 702 is intended to determine if the SFA has a separate account to track their Program revenues and expenses as required by the following federal regulations and laws.

If the SFA responds with a "No," then a risk flag will be triggered.

Question 703 is intended to determine if the SFA conducts year-end-reviews of their general ledger to reconcile their financial account and determine the status of their Program in accordance with the federal regulations listed above.

If the SFA answers "No," then a risk flag will be triggered.

AR 101: Resource Management

Maintenance of Nonprofit School Food Service Account

704. Did the SFA have year-end expenses in excess of revenues, requiring a general fund transfer to cover the balance?

705. Did the SFA transfer funds out of the nonprofit food service account to support other school operations during the school year?

Question 704 is intended to determine how well the SFA is managing their Café Fund. If the SFA has excess net cash resources to cover their net losses and there are no transfers from other funding sources into the Program to cover their losses, the SFA can respond to this questions with a "No."

If the SFA responds with a "Yes," then a risk indicator is triggered. In other words, SFAs that required transfers from the district's general fund to cover the Café Fund's net losses are considered as high risk.

Question 705 is intended to determine if the SFA is in violation of 7 CFR 210.14(a) which states that the cafeteria fund account can only be used for the operation and maintenance of the nonprofit food service.

If the SFA responds with a "Yes," then a risk indicator is triggered.

Note: A "Yes" response does not necessarily indicate that the SFA is misappropriating funds. For example, an allowable instance of Café Funds to support district operations would be if the SFA and the district have entered into a fully executed loan agreement at market rates.

AR 101: Resource Management

Maintenance of Nonprofit School Food Service Account

706. Did the SFA complete a process to ensure its compliance with the net cash resources limitation to a level at or below the three months' average expenses? This process could include a current SA [state agency] Approved Plan to address the resources that exceed the net cash resource limitation.

Question 706 is intended to determine if the SFA has a process in place to ensure compliance with the net cash resource (NCR) 3-month limitation as required by 7 *CFR*, sections 210.2, 210.9(b)(2), 210.14(b), and 210.19(a)(1).

If the SFA does not have excess NCR, then the SFA is in compliance and the answer to this questions should be "Yes."

If the SFA is in excess of its NCR limitation **and** the SFA is not on a state approved plan (e.g., spending plan, budget agreement), then the SFA must answer "No."

If the SFA responds with a "No," then a risk indicator will be triggered.

If at least 1 risk indicator is triggered for questions 702-706 , then a "Flag" for this section is triggered.

AR 101: Resource Management

Paid Lunch Equity (PLE)

707. Did the SFA charge the minimum target paid lunch price at all sites or use the USDA Paid Lunch Equity Tool to evaluate its paid lunch prices?

The next section of RIT is Paid Lunch Equity. According to Title 7, *Code of Federal Regulations* (7 *CFR*), Section 210.14(e), SFAs are required to raise their paid lunch prices to a federal minimum level, or be in the process of raising their paid lunch prices to the federal minimum level. The following three questions from the Paid Lunch Equity section of the RIT are intended to determine if the SFA is in compliance with federal regulations.

The following three questions are included in the Resource Management section in order to determine if the SFA is operating their Program in accordance with 7 *CFR*, Section 210.14(e).

Question 707 is intended to determine if the SFA has already met its obligation to raise its paid lunch prices to the federal minimum. If not, did the SFA use the USDA Paid Equity Lunch Tool to calculate what the minimum price the SFA's lunch prices should be.

If the SFA has not done both, then a risk indicator is triggered.

AR 101: Resource Management

Paid Lunch Equity (PLE)

708. Did the SFA use nonfederal funds to support its paid lunch prices?

709. Did the SFA increase its paid lunch prices if the Paid Lunch Equity Tool indicated an increase in the paid lunch price was required?

Question 708 is intended to determine if the SFA is using nonfederal funds to offset paid lunch price increases. Although the use of nonfederal funds to offset paid lunch price increases is allowable, the USDA has identified this activity has a potential risk to the Café Fund. Therefore, if the SFA answers "Yes," then a risk indicator is triggered.

The SFA can answer N/A to this question if all of its sites are on Provisions or the Community Eligibility Provision.

Question 709 is intended to determine if the SFA is complying with federal regulations to raise their prices. If the SFA answers "No," then a risk indicator is triggered.

If at least 1 risk indicator is triggered for questions 707-709 , then a "Flag" for this section is triggered.

AR 101: Resource Management

Revenue from Nonprogram Foods

710. Did the SFA use the USDA Nonprogram Food Revenue Tool or an alternative method to calculate its nonprogram food costs and revenue?

The next section of Resource Management is Revenue from Nonprogram Foods. According to Title 7, *Code of Federal Regulations* (7 *CFR*), Section 210.14(f), SFAs must ensure that the Café Fund does not subsidize the sale of nonprogram food (food purchased with federal monies and sold outside a reimbursable meal).

What are the examples of nonprogram food? **Nonprogram Food refers to food sold in a participating school other than a reimbursable meal and is purchased using funds from the school food service account of the school.** This includes a la carte foods and beverages, meals that are catered, meals you vend to another school, meals sold to adults, and second meals served to students. Non-program foods also includes single items from the reimbursable meal that are sold individually, for example, a slice of pizza or carton of milk.

Question 710 is intended to determine if the SFA is using the USDA approved tool to determine if the SFA is pricing its nonprogram food appropriately. If the SFA answers "No," then a risk indicator is triggered. If the SFA did not sell nonprogram foods (including adult meals) or beverages then the SFA should answer "N/A" to question 710.

AR 101: Resource Management

Revenue from Nonprogram Foods

711. Was the SFA's proportion of total revenue from the sale of nonprogram foods to the total revenue of the school food service account equal to or greater than the proportion of total food costs associated with obtaining nonprogram foods to the total costs associated with obtaining program and nonprogram foods from the account?

Question 711 is intended to determine if the SFA's ratio of revenue from non-program food sales to total revenue is greater than or equal to the ratio of non-program food cost to total food cost.

If an SFA has responded "N/A" to Question 710, then the SFA should answer Question 711 with a "Yes" in order to avoid a false risk indicator.

If the SFA answers "No," then a risk indicator is triggered.

If at least 1 risk indicator is triggered for questions 710-711 , then a "Flag" for this section is triggered.

AR 101: Resource Management

Indirect Costs

712. Were indirect costs charged to the SFA's nonprofit school food service account?

The next section within Resource Management is indirect costs.

Question 712 is intended to determine if the district charges the SFA indirect costs. As per 2 *CFR*, sections 200.412 to 200.415 indirect costs are allowable, however the USDA has identified this item of cost as potentially resulting in incorrect charges to the Café Fund by the district

If the SFA answers “Yes” to the question, then a risk indicator is triggered.

Since this section of Resource Management has only one question, if a risk indicator is triggered, then a “Flag” for this section is triggered.

AR 101: Resource Management

Online Resources

- Cafeteria Fund Guidance Web page **http://www.cde.ca.gov/ls/nu/sn/cafefundguide.asp**

- School Fiscal Services Division (*CSAM*) **http://www.cde.ca.gov/fg/ac/sa/**

There are many resources for an SFA to refer to in order to assist them in managing their Café Funds.

The Cafeteria Fund Guidance Web page contains the following resources:

- Federal and State Resources
- SNP Presentations
- Frequently Asked Questions
- US Department of Agriculture Capital Expenditure Approved List
- Management Bulletins
- Contact Information
- Related Content

In addition to the Cafeteria Fund Guidance Web page is the School Fiscal Services Division *California School Accounting Manual*, also referred to as *CSAM*. *CSAM* is an invaluable accounting resource for all school districts and county offices of education.

AR 101: General Program Compliance

Civil Rights

- Covers laws, regulations, policies, and guidance related to nondiscrimination in child nutrition programs
- AR ensures equal benefits without discrimination

Civil Rights is one of the general program areas of compliance.

The state agency must determine whether the SFA is complying with civil rights requirements. The following supporting documentation may be requested:

- A copy of the SFA' s public release
- Procedure for receiving and handling civil rights complaints
- Number and description of complaints alleging discrimination in the current and prior school year
- SFA's civil rights training for staff
- Procedures for collecting racial/ethnic data
- Location of "And Justice for All" poster
- Nondiscrimination statement on pertinent materials
- Meals for children with special dietary needs

The civils rights review ensures that all children are receiving equal benefits without discrimination.

Food and Nutrition Service (FNS) 113

AR 101: General Program Compliance

SFA On-site Monitoring

- At least 1 on-site review of the lunch meal counting and claiming system if > 1 school under its jurisdiction
- AR ensures monitoring completed within appropriate timeframes for each site

SFAs with more than one school are required to perform at least one on-site review of the lunch counting and claiming system in use in each school under its jurisdiction by February 1 of each year. Compliance will be assessed at each school selected for review.

The focus of the on-site monitoring is the timing it occurred (by February 1), if corrective action was necessary to address counting and claiming problems, and if the corrective action was successful in resolving the problems. It is okay to identify issues and to correct them on the site monitoring form.

7 *CFR*, Section 210.8(a)(1)

AR 101: General Program Compliance

Local School Wellness Policy (LSWP)

- Student health
- Ensures district participation:
  - Prevention of obesity and chronic disease
  - Promotion of healthy school environment

Wellness is another general area of compliance.

Schools play a critical role in promoting children's health, preventing childhood obesity, and preventing diet-related chronic diseases. To foster a healthy school environment, the Healthy, Hunger-Free Kids Act of 2010 (HHFKA) requires each sponsor to establish a comprehensive Local School Wellness Policy (LSWP). It is important that the entire district participates in the LSWP – not just food service.

You will learn more about the requirements of the LSWPs during your prereview workshops. You may also view the CDE's LSWP Web page at http://www.cde.ca.gov/ls/nu/he/wellness.asp for more information.

AR 101: General Program Compliance

Competitive Foods and Beverages

- Foods and beverages sold to students, on school campus, from midnight through 30 minutes after the school day, outside of the school meal program

- District responsibility – all entities must maintain records showing compliance

There are both state and federal requirements for this general area of competitive foods and beverages. The federal requirements are called Smart Snacks in School. All foods and beverages sold to students, on school campus, during the school day (from midnight through 30 minutes after the end of the official school day), outside of the reimbursable meal program must meet state and federal competitive food requirements.

Competitive foods and beverages can include a la carte items, foods and beverages sold in vending machines, school stores, or those sold for fundraising. The reviewer will evaluate a minimum of 10 percent of the competitive foods and beverages sold by each entity within the month of review in schools selected for review. If there are noncompliance issues, the review is authorized to review more than 10 percent and/or beyond the month of review.

Districts now have a responsibility to demonstrate compliance with competitive foods requirements. The reviewer will request nutrition documentation from each entity responsible for competitive food sales, which may include entities outside the school food service such as parent-teacher associations, parent-teacher organizations, associated student body groups or other extracurricular student groups.

7 *CFR*, Section 210.11

AR 101: General Program Compliance

Water

- Availability of potable water to all students during lunch where meals are served and during breakfast when served in the cafeteria
- Review ensures that children have access to water during meal service times

The goal of the water review is to ensure that children have access to water during lunch where meals are served. Additionally, students must have access to water during breakfast when served in the cafeteria.

The reviewer must determine at each site selected for review whether free potable water is available at breakfast and lunch within certain designated areas as described above.

7 *CFR*, Section 210.10(a)(1)(i)

AR 101: General Program Compliance

Food Safety

- Two health inspections requested
- Health inspection located in public view
- Temperature logs
- Written food safety plan
- AR ensures compliance with local health codes

The general area of Food Safety covers the safe handling, storage, preparation, and service of food in schools. Some of the documents being reviewed are:

- Two health inspections requested
- Health inspection located in public view
- Temperature logs
- Written Hazard Analysis Critical Control Point (HACCP) plan
- On-site food storage dates and condition of foods

7 *CFR*, Section 210.9(a)(14)

AR 101: General Program Compliance

Reporting and Recordkeeping

- Submission and maintenance of reports and the possession of records according to record retention requirements

The reviewer must determine if reports are submitted as required and maintained for a period of three years after submission of that final claim for the fiscal year. If audit findings have not been resolved, the three-year period is extended as long as required for the resolution of audit issues.

Records include but are not limited to:

- Claims for reimbursement including the supporting documentation
- Approved and denied free and reduced meal applications
- Menus and food production records
- Audit reports and written responses
- Wellness policy and associated documentation

7 *CFR*, Section 210.15

AR 101: General Program Compliance

SBP and SFSP Outreach

- Inform households of the availability of:
  - Breakfast meals
  - Summer meals – National Hunger Clearing House Hotline 866-348-6479 (English) or 877-842-6273 (Spanish)

SFAs must inform eligible households of the availability of breakfast meals offered under the SBP. This must be done at the beginning of the school year and multiple times throughout the school year.

Schools are required to conduct Summer Food Service Program (SFSP) outreach prior to the end of the school year. Even if the school is not participating in the SFSP, the school must inform the families of the availability and location of SFSP meals.

Schools may reach out to the CDE or advocacy groups to determine the location of SFSP sites.

7 *CFR*, sections 210.12(d)(1) and (2)

AR 101: Other Federal Program Reviews

Afterschool Snacks

- Meal pattern requirements
- Inclusion of educational activities
- Accurate counting and claiming
- SFA site monitoring

The reviewer examines the afterschool snack program documentation for each school selected for review that operate the snack program in order to ensure the following:

- Nutritional requirements are met
- Inclusion of the mandated educational or enrichment activities
- Accuracy of meal counting and claiming
- Completion of snack monitoring within the first four weeks of school and once prior to the end of the school year

7 *CFR*, Section 210.9(c)

AR 101: Other Federal Program Reviews

Fresh Fruit and Vegetable Program

- Claim validation
- Site observation (minimum one)
- Timing
- Food safety and sanitation
- Access

The Fresh Fruit and Vegetable Program (FFVP) is a grant program for elementary schools which gives students exposure to and consumption of a variety of fresh fruits and vegetables. The review ensures that participating schools are proper stewards of federal funds and operate the program as prescribed by the USDA.

The reviewer must ensure that each participating SFA in the FFVP is operating the program as prescribed:

- Claim validation
- Site observation
- Access to all enrolled children
- Timing outside of the meal service
- Public notification
- Safety and sanitation methods

AR 101: Other Federal Program Reviews

Seamless Summer Feeding Option (SSFO)

- Serve summer meals using SNP meal patterns
- Observe one meal service
- Evaluate site eligibility, meal counting and claiming, and menus

The Seamless Summer Feeding Option (SSFO) permits SFAs to serve meals during the summer and other school vacation periods using the same meal service rules and claiming procedures they use during the regular school year. Some of the rules that govern the SFSP also apply to the SSFO. For example, the type of sites and site eligibility are defined by the SFSP regulations. There is not time in this presentation to review all of the requirements of the SSFO. You should contact your SNP analyst for more information or visit the CDE SSFO Web page located at http://www.cde.ca.gov/ls/nu/sn/ssfo.asp.

In terms of the AR, we will complete all of the following:

- Observe at least one site's meal service
- Assess the site's procedures for counting and claiming meals
- Evaluate menus

Note: If you operate a closed SSFO site, you can choose to serve the primary grade group participating in your program, but you need preapproval from your SNP analyst.

AR Questions, please contact
Field Services Unit
916-323-4558

Thank you for joining us!

This concludes our summary of the AR. You will be provided more details during your prereview workshop and will have an opportunity to ask questions.

Thank you for your ongoing commitment to provide quality meals to our California students.

We look forward to seeing you at the prereview workshop.