Oklahoma State Department of Education
Child Nutrition Programs

Child Nutrition Unified System
NSLP Off-site Administrative Review
Quick Reference Guide for School Food Authorities

October 2015
1. SFA User Log-In Instructions

Note: Do not use the back arrow when entering information. It will not save it.

**STEP #1:** Log onto: https://cnp.sde.ok.gov/CNPAdminReview and click “Apply for an Account.” You will be prompted to complete some information. Be sure all the information entered is correct and that you have entered your correct county/district code (88I888) and a four-digit number as your PIN Number. Once the information has been completed, click the “Submit Request for Access to the CNP System” button and your request will be sent to your Child Nutrition consultant for approval. Once your access is approved, and you will be e-mailed a user name and password.

**STEP #2:** Once you receive your user name and password, you can log into the Web site by clicking the Existing User Log-In link in the gold box to the left side of the page. When you log in the first time, you will be prompted that your password has expired. Type in your user name and current password, then enter your new password into the New Password and Confirm New Password fields.

If you want to request access to the CNP Off-Site Administrative Review System to any other person within your organization, have that person log into the Web site and repeat Step #1.

Upon successful log-in to the system, you will be redirected to the ALERTS page. This page was created to allow you to see messages from the Child Nutrition consultant concerning your review. The alerts will default to the New and Open alerts, if you have any. To read an alert, the user shall click the SELECT button for the alert he/she wishes to view. Once the alert is selected, the information for the alert will be displayed.

From the ALERTS page, you will need to click on the OFF-SITE SEARCH link in the gold box to the left side of the page and find the SFA CHECKLIST. Click on the SFA CHECKLIST to see a list of the forms you will need to complete for the review.

The first form in the list will be the SITE SELECTION WORKSHEET. This form must be completed before access to any other forms is granted. The SITE SELECTION WORKSHEET will indicate which school sites your Child Nutrition consultant will need to review. This worksheet is completed by using your SITE EDIT CHECK WORKSHEETS from each of your school sites for the month of OCTOBER.

Next, click on the STATISTICAL SAMPLING GENERATOR and complete this form. This form will show you the list of Free/Reduced-Price Applications that must be pulled for the review. By clicking on the AUTOMATIC button, information from the WAVE concerning each of your free and reduced-price students will appear. The students whose names are highlighted will be the applications that will need to be ready for the Child Nutrition consultant when he/she conducts the on-site portion of the review.

Finally once these two forms are complete, you may begin completing all other forms accessible to you. Your Child Nutrition consultant can be reached through e-mail if you have questions.
2. View Alerts Instructions

When the user clicks on the **View Alerts** option on the navigation pane they will be shown a grid with all alerts that apply.

<table>
<thead>
<tr>
<th>Select</th>
<th>SFA</th>
<th>Admin Review Type</th>
<th>Alert Status</th>
<th>Alert Reason</th>
<th>Open Date</th>
<th>View Date</th>
<th>Closed Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>OKLAHOMA CITY</td>
<td>Off-Site NSLP</td>
<td>New</td>
<td>Site Selection Worksheet</td>
<td>10/03/2013</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Select</td>
<td>OKLAHOMA CITY</td>
<td>Off-Site NSLP</td>
<td>New</td>
<td>Site Selection Worksheet</td>
<td>10/03/2013</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Select</td>
<td>SHAWNEE</td>
<td>Off-Site NSLP</td>
<td>New</td>
<td>Site Selection Worksheet</td>
<td>10/03/2013</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Select</td>
<td>SHAWNEE</td>
<td>Off-Site NSLP</td>
<td>New</td>
<td>Site Selection Worksheet</td>
<td>10/03/2013</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. To read an alert, the user shall select the alert from the data grid.
   a. The user is redirected to an Alert form which displays all data regarding the alert.

2. The Open Date and View Date auto-populates the date and time when the alert is accessed the first time. The Close Date auto-populates the date and time when the user changes the Status from “In Process” to “Closed”.
   a. The status is automatically updated on “New” alerts to display as “In Process” once accessed and are then considered as Open.
   b. Once the alert is closed, the alert is removed from the home page alert data grid.
   c. Find closed alerts by selecting the **View Closed** button.
   d. The user can use the **View New/Open**, **View New**, and **View Closed** buttons to filter their alerts.

![Alert Form](image-url)
3. Types of Checklists

When the user clicks on the **Types of Checklists** button on the left hand menu, the following information displays (Parent Reviews are highlighted in Blue, *=Option for Meal Categories Both, Breakfast or Lunch):

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**Overall Administrative Review Categories**

- Off-Site NSLP
- On-Site NSLP
- Off-Site SBP
- On-Site SBP
- Off-Site Other School Nutrition Program
- On-Site Other School Nutrition Program

**Parent Review Categories**

**Administrative Review**

1) SA Checklist (forms completed by SDE Staff Only)
   - Notification of Administrative Review
   - Dietary Specifications and Nutrition Analysis *
   - Resource Management Risk Indicator Tool
   - Dietary Specifications Assessment Tool

2) SFA Checklist (Some questions answered by the SDE Staff)
   - Site Selection Worksheet
   - Statistical Sample Generator
   - Certification & Benefit Issuance
   - SFA Verification Process
   - Meal Counting & Claiming *
   - Resource Management Module
   - General Program Compliance Module
   - Supplemental SFAs Contracting with Food Service Management Companies

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Documents

- Direct Certification Letter
- FNS-742 Verification Summary Report, Most Recent Year
- USDA Paid Lunch Equity Tool (completed in 2015-2016 school year)
- SFA's 2015-2016 Public Release
- Local School Wellness Policy
- Local School Wellness Policy Public Release/Information
- Local School Wellness Policy Review and Update Policies
- Local Wellness Policy Reviewing and Updating Responsible Parties
- Local Wellness Policy Stakeholder Awareness Policy
- Local Wellness Policy Assessment Implementation
- Civil Rights Complaint Filing Procedures
- Collection of Racial Ethnic Data
- Civil Rights Training Document
3. Types of Checklists (Continued)

3) Site Checklist (Some questions answered by the SDE Staff)

- Meal Compliance Assessment Tool *
- Risk-Based Site Selection Tool Ranking – Meal Compliance *
- Special Provision And Community Eligibility Options

- Nutrient Assessment Menu Worksheet K-5 Breakfast
- Nutrient Assessment Menu Worksheet K-6 Breakfast
- Nutrient Assessment Menu Worksheet K-12 Breakfast
- Nutrient Assessment Menu Worksheet 6-8 Breakfast
- Nutrient Assessment Menu Worksheet 9-12 Breakfast
- Nutrient Assessment Menu Worksheet K-5 Lunch
- Nutrient Assessment Menu Worksheet K-6 Lunch
- Nutrient Assessment Menu Worksheet K-12 Lunch
- Nutrient Assessment Menu Worksheet 6-8 Lunch
- Nutrient Assessment Menu Worksheet 9-12 Lunch
- Nutrient Analyses K-5 Breakfast
- Nutrient Analyses K-6 Breakfast
- Nutrient Analyses K-12 Breakfast
- Nutrient Analyses 6-8 Breakfast
- Nutrient Analyses 9-12 Breakfast
- Nutrient Analyses K-5 Lunch
- Nutrient Analyses K-6 Lunch
- Nutrient Analyses K-12 Lunch
- Nutrient Analyses 6-8 Lunch
- Nutrient Analyses 9-12 Lunch

PSI Reviews

Forms are completed in the same manner as an Administrative Review; i.e., some forms are completed by the SDE Staff

- Notification of Administrative Review
- Site Selection Worksheet
- Statistical Sample Generator
- Certification & Benefit Issuance
- SFA Verification Process
- Meal Counting & Claiming *

- Direct Certification Letter
- FNS-742 Verification Summary Report, Most Recent Year

Technical Assistance Review (From One to All Forms Possible)

Forms are completed by the SDE Staff

- Site Selection Worksheet
- Statistical Sample Generator
- Certification & Benefit Issuance
- SFA Verification Process
- Meal Counting & Claiming *
- Meal Compliance Assessment Tool *
- Risk-Based Site Selection Tool Ranking – Meal Compliance *
- Dietary Specifications and Nutrition Analysis *
- Resource Management Module
- General Program Compliance Module
- Resource Management Risk Indicator Tool
- Dietary Specifications Assessment Tool

Audit (From One to All Forms Possible)

Forms are completed by SDE Staff Only

- Site Selection Worksheet
- Statistical Sample Generator
- Certification & Benefit Issuance
- SFA Verification Process
- Meal Counting & Claiming *
- Meal Compliance Assessment Tool *
- Risk-Based Site Selection Tool Ranking – Meal Compliance *
- Dietary Specifications and Nutrition Analysis *
- Resource Management Module
- General Program Compliance Module
- Resource Management Risk Indicator Tool
- Dietary Specifications Assessment Tool

* Option for Meal Categories of Both, Breakfast or Lunch

For Additional Information:
Child Nutrition Programs
2590 North Lincoln Blvd, Suite 210
Oklahoma City, OK 73105-4599
(405) 521-3327 ☏ fax: (405) 521-2239 ©
4. Checklist Functionality

When the user clicks the **Save** button at the bottom of any of the forms, the **Started** checkbox beside the form name is populated within the checklist.
5. Checklist Functionality (Continued)

When the user clicks the **Submit Form** button at the bottom of any of the forms, the **Completed** checkbox beside the form name is populated within the checklist. Also, the date that the form was submitted will appear beside the checkbox.

![Child Nutrition - Administrative Review Instrument for Schools](image)

<table>
<thead>
<tr>
<th>On-Line Documents</th>
<th>Started</th>
<th>Completed</th>
<th>Approved by CNP</th>
<th>Additional Info Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notification of Administrative Review</td>
<td>✔️</td>
<td>✔️ 9/10/2015</td>
<td>✔️ 9/10/2015</td>
<td>Details</td>
</tr>
<tr>
<td>Dietary Specifications and Nutrition Analysis</td>
<td>❌</td>
<td>❌</td>
<td>❌</td>
<td>❌ Details</td>
</tr>
<tr>
<td>Resource Management Risk Indicator Tool</td>
<td>❌</td>
<td>❌</td>
<td>❌</td>
<td>❌ Details</td>
</tr>
<tr>
<td>Dietary Specifications Assessment Tool</td>
<td>✔️</td>
<td>✔️ 9/25/2015</td>
<td>❌</td>
<td>❌ Details</td>
</tr>
</tbody>
</table>
5. Checklist Functionality (Continued)

When the CNP Staff clicks the CNP Approve button at the bottom of the forms, the Approved by CNP checkbox beside the form name is populated within the checklist. Also, the date that the form was submitted will appear beside the checkbox. SFA’s will not have access to this button.
5. Checklist Functionality (Continued)

When the CNP Staff clicks the **CNP Unapprove** button at the bottom of the forms, the checkmark and date in the **Approved by CNP** column beside the form name, within the checklist will disappear. SFA’s will not have access to this button.

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**Child Nutrition - Administrative Review Instrument for Schools**

**PERRY (520031)**

900 Fir Street

Perry OK 73077-5051

Superintendent: Scott Chenoweth

Authorized Rep: RANAY ROTH

School Year: 2015-2016

**Type of Review:** Off-Site NSLP / Type of Checklist: SA

**Review Period:**


**Forms to be completed by the School Food Authority**

- **On-Line Documents**
  - Notification of Administrative Review: ✔️
  - Dietary Specifications and Nutrition Analysis: ⬜
  - Resource Management Risk Indicator Tool: ⬜
  - Dietary Specifications Assessment Tool: ✔️

**Started**

- ✔️

**Completed**

- 9/10/2015

**Approved by CNP**

- ☑️

**Additional Info Requested**

- Details
5. Checklist Functionality (Continued)

To view the information requested, the user will click on the **Details** hyperlink and the information will appear in the textbox below the checklist.
5. Checklist Functionality (Continued)

Buttons at the Bottom of each Form:

At the bottom of each of the forms, the following buttons show:

- **Save**—Clicking this button saves the information entered in the forms.
- **Submit Form**—Clicking this button signals that all questions have been answered and the form is ready for CNP review.
- **Return to Home Page**—Clicking this button returns the user to Welcome page.
- **Manage Admin Reviews**—Clicking this button returns the user to the Administrative Review Management page.
- **Return to Checklist**—Clicking this button returns the user to the checklist.
6. Site Selection Worksheet Instructions
   
a. This form appears on the SFA, PS1, Audit, and Technical Assistance Checklists.

b. The user will enter all sites that will be reviewed in the site selection worksheet.

c. To insert a site, the user will enter the site information and then click the “Insert” button at the end of the row.

d. To edit a row, the user will click the “Edit” button beside the row to be edited, make any changes needed, and then click the “Update” button to save the changes. If the user decides not to save the changes, they may click the “Cancel” button and the changes will not save.

e. To delete a row, the user will click the “Delete” button at the end of the row to be deleted and the site will be removed from the worksheet.
7. Statistical Sample Generator Instructions

a. This form appears on the SFA, PS1, Audit, and Technical Assistance Checklists

b. User will use the list of students from the WAVE database or manually enter a list through the upload field.

c. If the user will be using the list in the WAVE database they will select the “Automatic” option at the top of the form

d. The students listed in all caps are students that have been selected to be reviewed.
e. If the user selects the “Manual” option, they will be prompted to upload a list of students into the system.

The system will then use that list to determine the information shown on the form.
8. Certification and Benefit Issuance Form:
   a. This form appears on the SFA, PS1, Audit, and Technical Assistance Checklists
   b. Questions 100-122
   c. The user will enter information in each of the fields within the form.
9. SFA Verification Process Instructions
   a. This form appears on the SFA, PS1, Audit, and Technical Assistance
   b. Questions 200-205
   c. The user will enter information in the dropdown fields and textboxes to complete the form.

   200. Obtain a copy of the SFA’s most recently submitted FNS 742
   (Verification Summary Report)

   a. Did the SFA choose the correct verification sample size?

   b. Did the SFA verify the correct number of applications based on their verification sample size?

   c. Was the most recent report timely and accurate?

   If no, is this a recurring problem?
   Comments:

   201. Who serves as the SFA’s verifying official?
   (Name and/or position title)
10. Meal Counting and Claiming Instructions

a. This form appears on the Site, Audit and Technical Assistance Checklists

b. Questions 300-312

c. The user will enter information in the dropdown fields and textboxes to complete the form.

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**Meal Counting and Claiming**

SCHOOL FOOD AUTHORITY: Yukon
DISTRICT: 091027
   600 Maple Street
   Yukon OK 73099
SUPERINTENDENT: Bill Denton
AUTHORIZED REPRESENTATIVE: Unknown
SCHOOL YEAR: 2013-2014
REVIEW PERIOD: 04/01/2014 to 06/01/2014

There is both a Breakfast and a Lunch meal category for this review; to edit click on the appropriate button below.

- Breakfast  ○ Lunch  ○ Both

300. Does the SFA use an electronic or manual system to count and consolidate reimbursable meals?

**Electronic system** means meal counts are generated by an automated Point of Service (POS) system that may connect to the claim for reimbursement. Electronic systems have the ability to identify a student’s benefit category, tally daily meal counts, transfer daily meal counts to the SFA, consolidate meal counts for the SFA and/or submit the claim for reimbursement. The system is limited to virtually NO MANUAL data entry at the POS. Meal counts are kept electronically.

**Manual application system** means meal counts are generated by a manual Point of Service system. Meal counts are manually tallied, consolidated and transferred to the SFA. Consolidation of meal counts by the SFA is completed manually. Hard copy records are kept on file.

**Manual/Combination application system** means the SFA has implemented an electronic system, but one or more aspect of the benefit issuance process is conducted manually (i.e., the SFA has an electronic POS, but utilizes a roster at an alternate service location and SFA staff manually enter meal counts from the alternate service location), the reviewer will consider it a manual/combination system.

301. How does the SFA’s point of service system identify a student’s eligibility? Include all types of distinct counting methods (e.g., check-off list for grades 1-5, tickets for grades 4-8).

**DATE** - BREAKFAST - UPDATED 9/4 AT 8:48 AM - EDITED 11:57 AM
11. **Resource Management Form Instructions:**
   
a. This form appears on the SFA, Audit, and Technical Assistance checklist

b. Questions 700-717

c. The user will enter information in the dropdown fields and textboxes to complete the form.

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**Resource Management**

SCHOOL FOOD AUTHORITY: Snyder

DISTRICT: 381004
Post Office Box 368
Snyder OK 73566

SUPERINTENDENT: Robert Trammell

AUTHORIZED REPRESENTATIVE: Unknown

SCHOOL YEAR: 2013-2014

REVIEW PERIOD: 01/01/2014 to 02/01/2014

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

Comments:

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701. Did the SFA have any financial findings related to the child nutrition programs on previous administrative reviews or audits within the past three years?

Comments:

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

Comments:
12. **General Program Compliance Form Instructions:**
   
a. This form appears on the SFA, Audit, and Technical Assistance Checklists

b. Questions 800-807, 900, 1000-1006, and 1600-1601 and a checklist of additional federal programs that the SFA participates in.

c. The user will enter information in the dropdown fields and textboxes to complete the form.

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**General Program Compliance**

SCHOOL FOOD AUTHORITY: Snyder  
DISTRICT: 381004  
Post Office Box 368  
Snyder OK 73566  
SUPERINTENDENT: Robert Trammell  
AUTHORIZED REPRESENTATIVE: Unknown  
SCHOOL YEAR:  
REVIEW PERIOD: 01/01/2014 to 02/01/2014

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**Civil Rights**

800. What is the non-discrimination statement used for appropriate Program materials (please provide exact language)?

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801. [ ] Provide a copy of the School Food Authority’s public release.

802. Is there a need for services for Limited English Proficient (LEP) households? If so, what services does the SFA provide?

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803. What is the SFA’s procedure for receiving and processing complaints alleging discrimination within FNS School Meal Programs? If procedures are written, provide a copy.

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13. **Supplemental SFA’s Contracting with Food Service Management Companies Form Instructions:**

a. This form appears on the SFA Checklist

b. Questions 1-8

c. The user will enter information in the dropdown fields and textboxes to complete the form.
14. **Meal Compliance Assessment Tool Instructions**

   a. This form appears on the Site, Audit, and Technical Assistance Checklists

   b. Questions 1-9

   c. This tool is to be completed at a minimum for each site that is selected for the administrative review. Making a selection from the “Answer” column will populate a score in the “Score” Column.

<table>
<thead>
<tr>
<th>Meal Compliance Assessment Tool</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCHOOL FOOD AUTHORITY: PERRY</td>
</tr>
<tr>
<td>DISTRICT: 521001</td>
</tr>
<tr>
<td>900 First Street</td>
</tr>
<tr>
<td>Perry, OK 73077-5051</td>
</tr>
<tr>
<td>SUPERINTENDENT: Scott Chenoweth</td>
</tr>
<tr>
<td>AUTHORIZED REPRESENTATIVE: RANAY ROTH</td>
</tr>
<tr>
<td>SCHOOL YEAR: 2015-2016</td>
</tr>
</tbody>
</table>

A meal category of Breakfast, Lunch or Both may apply to this review. If a meal category hasn’t already been identified please make a selection here.

- [ ] Breakfast
- [ ] Lunch
- [ ] Both

**Meal Compliance Assessment Clarification:**

**Question 1:** Indicate which Child Nutrition Programs operate at the site.

**Question 2:** Select the response that best encompasses the age-grade groups served at the site being reviewed. For example, a school serving grades 7-12 would be best represented by the 6-12 overlap response.

**Question 3:** Determine if previous Performance Standard 1 or Performance Standard 2 findings were identified during an administrative review or any follow-up review activities. This includes findings that did not contribute to exceeding the Performance Standard 1 or Performance Standard 2 thresholds. For Performance Standard 2, a yes response is required for any previous findings related to meal components, quantities, vegetable subgroups, calories, sodium, saturated fats, trans fats, milk type, and whole grain-rich food items.

**Question 4:** Indicate how many reimbursable meal service lines operate in the food service area. If the site does not have traditional lines, indicate how many different locations students may select from vegetable subgroup offerings.

**Question 5:** Indicate if the food service area contains any self-service stations. A self-service station or self-service food bar is any place in the food service operation where students serve themselves.

**Question 6:** Indicate if the site utilizes cycle menus. A cycle menu is a set of foods or food items that are different for each day during a cycle and repeats.

**Question 7:** Indicate if meals are served at alternate meal service locations, outside the cafeteria. An alternate meal location is anywhere outside the typical food service area. Alternate meal locations include places such as classrooms, in-school suspension areas, grab & go stations, buses.

**Question 8:** Indicate whether the school received a HealthierUS School Challenge award after January 1, 2010.

**Question 9:** Indicate if the site has a new kitchen manager, cook, or site manager. New means the person has been in the position for one year or less time.
**Meal Compliance Assessment Tool**

This tool is to be completed at a minimum for each site that is selected for administrative review. After scoring each site, the sites will be ranked according to the total scores. The site with the highest score is most at-risk for non-compliance and must receive an in-depth review.

<table>
<thead>
<tr>
<th>School Name</th>
<th>Answer</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shawnee EC Ctr - POTAWATOME</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. In addition to the National School Lunch Program, which of the following Child Nutrition Programs operate at the site?
   - School Breakfast Program: Yes ✔ 15
   - Seamless Summer Option: No ✔ 0
   - After-school Snack Program: No ✔ 0
   - Fresh Fruit and Vegetable Program: No ✔ 0
   - Special Milk Program: Yes ✔ 2.5

2. What are the age/grade groups served in the school?
   - Pre-K: Yes ✔ 0
   - K-5 only (or K-1, K-2, K-3, K-4): No ✔ 0
   - 6-8 only (or 6-7, 7-8): No ✔ 0
   - 9-12 only (or 10-12): No ✔ 0
   - K-8: Yes ✔ 5
   - 6-12: No ✔ 0

3. Were Performance Standard 1 or Performance Standard 2 violations identified at the previous administrative review or during follow-up activities? No ✔ 0
4. How many reimbursable meal service lines are in operation? If the site does not have traditional lines, indicate how many different locations students may select from vegetable subgroup offerings.
   - 1: Yes ✔ 0
   - 2-3: No ✔ 0
   - 4+: No ✔ 0

5. Do students serve themselves foods via food bars, serving stations, and/or salad bars? No ✔ 0
6. Does the site utilize cycle menus? Yes ✔ 10
7. Are meals served at alternate meal service locations? No ✔ 0
8. Is the school a HealthierUS Challenge award recipient certified January 1, 2010 or later? No ✔ 5
9. Does the site have a new kitchen manager, cook, or site manager? No ✔ 0

**Total Points**

| Score | 38 |
15. Risk-Based Site Selection Tool Ranking - Meal Compliance Instructions

a. This form appears on Site, Audit, and Technical Assistance Checklists

b. This form ranks the sites according to the score from the Meal Compliance Assessment Tool.

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**Risk-Based Site Selection Tool Ranking – Meal Compliance**

This sheet indicates the total score for each site. Sort according to the total scored points to rank the sites. The site with the highest score is most at-risk for non-compliance and must receive an in-depth menu review.

<table>
<thead>
<tr>
<th>School Name</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Independence ES</td>
<td>60</td>
</tr>
<tr>
<td>Lakeview ES</td>
<td>87</td>
</tr>
</tbody>
</table>
16. Special Provision and Community Eligibility Options Form Instructions:

a. This form appears on the Site Checklist

b. Questions 2100-2111

c. The user will enter information in the dropdown fields and textboxes to complete the form.
17. Dietary Specifications and Nutrition Analysis Form Instructions:

a. This form appears on the SA, Audit, and Technical Assistance Checklists

b. Questions 600-602

c. The user will enter information in each of the fields within in the form.

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SCHOOL FOOD AUTHORITY: SHAWNEE

DISTRICT: 631093
326 North Union Street
Shawnee OK 74801

SUPERINTENDENT: Dr. Marc Moore
AUTHORIZED REPRESENTATIVE: Dr. Marc Moore
SCHOOL YEAR: 2013-2014
REVIEW PERIOD: 01/21/2014 to 02/21/2014

The meal category for this review has been identified as Breakfast; to add a Lunch form click on the “breakfast” button below.

- Breakfast ○ Lunch ○ Both

600. Based on the results of the Meal Compliance Risk Assessment tool, what site has been selected for the targeted menu review?
School selected for targeted menu review:

601. How will the SA proceed with the targeted menu review?

- Option 1: Complete the Dietary Specifications Assessment Tool
- Option 2: Validate Existing Nutrient Analysis
- Option 3: Conduct Nutrient Analysis
18. Resource Management Risk Indicator Tool Instructions:
   a. This form appears on the SA, Audit, and Technical Assistance Checklists
   b. Questions 700-717
   c. This tool assesses the need for a resource management comprehensive review of the SFA. After selecting an answer for each question, each risk indicator will either be flagged or not according to the total score for that indicator. A risk assessment resulting in three or more indicator’s being flagged must result in a resource management comprehensive review of the SFA.
19. Dietary Specifications Assessment Tool

Below is an example of the Dietary Specifications Assessment Tool completed before the field staff is onsite. This will give an example of some of the questions that could be asked during the onsite visit.

<table>
<thead>
<tr>
<th>Question</th>
<th>Off-Site Review of Documentation/SFA Interview to Determine Risk</th>
<th>On-Site Observation to Validate Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Are specifications considered when purchasing menu items and condiments to limit the following?</td>
<td>Lunch Breakfast Lunch Breakfast</td>
<td>Lunch Breakfast Lunch Breakfast</td>
</tr>
<tr>
<td>a. Saturated Fat</td>
<td>-SELECT-</td>
<td>-SELECT-</td>
</tr>
<tr>
<td>b. Sodium</td>
<td>-SELECT-</td>
<td>-SELECT-</td>
</tr>
<tr>
<td>c. Trans Fat</td>
<td>-SELECT-</td>
<td>-SELECT-</td>
</tr>
<tr>
<td>2. Only low-fat (1 percent milk fat or less, unflavored) or fat-free (unflavored or flavored) milk is used for student consumption and in menu recipes.</td>
<td>-SELECT-</td>
<td>-SELECT-</td>
</tr>
<tr>
<td>3. Low-fat, fat-free milk products are used. This includes yogurt and cottage cheese.</td>
<td>-SELECT-</td>
<td>-SELECT-</td>
</tr>
<tr>
<td>4. Cheese (all varieties including reduced fat) is controlled by placing items in portion cups, portion controlled packaging or the use of appropriate serving size utensils to limit portion size allowed per meal. This includes cheese offered on salad bars.</td>
<td>-SELECT-</td>
<td>-SELECT-</td>
</tr>
<tr>
<td>5. Are non-creditable cheese products offered as part of a reimbursable meal? (Non-creditable cheese includes: cheese sauce without a CN label, cheese product, imitation cheese and powdered cheese).</td>
<td>-SELECT-</td>
<td>-SELECT-</td>
</tr>
<tr>
<td>6. Reduced-fat, low fat, fat-free mayonnaise, sour cream, and/or salad dressings are offered instead of full-fat varieties.</td>
<td>-SELECT-</td>
<td>-SELECT-</td>
</tr>
<tr>
<td>7. Broths and/or soups with low or reduced sodium are used, rather than regular broths and soups.</td>
<td>-SELECT-</td>
<td>N/A</td>
</tr>
<tr>
<td>8. Fresh, frozen, and/or low sodium or no sodium canned vegetables are offered, rather than reduced sodium or regular canned vegetables.</td>
<td>-SELECT-</td>
<td>-SELECT-</td>
</tr>
<tr>
<td>Question</td>
<td>Select</td>
<td>N/A</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td>9. How often are bacon, bacon bits, pepperoni, chow mein noodles, pickles, olives, packaged crackers and/or crusts available to students?</td>
<td>SELECT</td>
<td>N/A</td>
</tr>
<tr>
<td>10. How often are meats such as hot dogs, lunchroom meats (e.g. ham, turkey) and/or sausage offered on the service line and/or salad bar? (All varieties - including reduced and/or low sodium)</td>
<td>SELECT</td>
<td>SELECT</td>
</tr>
<tr>
<td>11. Grilled fruits are packed in water, fruit juice, or light syrup. If only fresh fruit is offered, then select the Always (Value = 1) dropdown response.</td>
<td>SELECT</td>
<td>N/A</td>
</tr>
<tr>
<td>12. Grain-based desserts such as doughnuts, pastries, cakes, and cookies are limited to 2 oz. eq. or less per week for LUNCH. If grain-based desserts are not offered, then select the Always (Value = 1) dropdown response.</td>
<td>SELECT</td>
<td>N/A</td>
</tr>
<tr>
<td>13. How often are grain-based dessert type items such as doughnuts, toaster pastries, cake, muffins, and cookies offered at BREAKFAST?</td>
<td>N/A</td>
<td>SELECT</td>
</tr>
<tr>
<td>14. Other seasonings, such as herbs and spices, are substituted for salt.</td>
<td>SELECT</td>
<td>SELECT</td>
</tr>
<tr>
<td>15. Oil is used in recipes, rather than shortening, margarine, or butter.</td>
<td>SELECT</td>
<td>SELECT</td>
</tr>
<tr>
<td>16. Fat is drained from browned meats and poultry and/or fat is skimmed from broths, soups, stews, or gravies and/or skin is removed from poultry or skinless poultry is used. If browned meats and poultry are not offered, then select the Always (Value = 1) dropdown response.</td>
<td>SELECT</td>
<td>SELECT</td>
</tr>
<tr>
<td>17. Is a deep fat fryer used on-site to prepare school meal items?</td>
<td>SELECT</td>
<td>SELECT</td>
</tr>
<tr>
<td>18. Is butter or margarine added to breads and/or vegetables prior to serving?</td>
<td>SELECT</td>
<td>SELECT</td>
</tr>
<tr>
<td>19. Standardized recipes are followed. All ingredients are weighed or measured with standardized weight or measuring utensils.</td>
<td>SELECT</td>
<td>SELECT</td>
</tr>
<tr>
<td>20. Meal patterns for appropriate age/grade groups are used for menu planning, including the meal patterns and serving sizes.</td>
<td>SELECT</td>
<td>SELECT</td>
</tr>
<tr>
<td>21. How often are extra, non-reimbursable food items (e.g., potato chips, ice cream, pudding and/or gelatin) offered on the menu? Items sold a la carte are exempt.</td>
<td>SELECT</td>
<td>SELECT</td>
</tr>
<tr>
<td>22. Portion sizes for condiments (e.g., hot sauce, ketchup, mustard, salad dressing) are controlled by placing items in portion cups, portion controlled packaging or the use of appropriate serving size utensils to limit portion size allowed per meal.</td>
<td>SELECT</td>
<td>SELECT</td>
</tr>
<tr>
<td>23. Students are offered butter or margarine: a. In the serving line.</td>
<td>SELECT</td>
<td>SELECT</td>
</tr>
<tr>
<td>24. Students are offered salt: a. In the serving line</td>
<td>SELECT</td>
<td>SELECT</td>
</tr>
<tr>
<td>25. Larger portions and/or bonus items and/or seconds are offered (offering portion sizes that are inconsistent with the planned menu). Entries sold a la carte are exempt.</td>
<td>SELECT</td>
<td>SELECT</td>
</tr>
</tbody>
</table>

Indicator the Meals Evaluated:

<table>
<thead>
<tr>
<th>Label</th>
<th>Label</th>
<th>Label</th>
<th>Label</th>
</tr>
</thead>
<tbody>
<tr>
<td>SELECT</td>
<td>SELECT</td>
<td>SELECT</td>
<td>SELECT</td>
</tr>
</tbody>
</table>
20. Submitting a Complete Administrative Review Instructions:
Once the user has completed and submitted all of the forms, they will click the Submit Administrative Review to CNP button at the bottom of the checklist which will submit all forms to the CNP main office.

The following criteria must be met in order to submit a complete review:

- To submit a complete instrument (SA, SFA, Site, etc.) all forms in each checklist must be approved (including the forms with a breakfast and/or lunch option).
- If there are multiple parent reviews (Administrative, PS1, Audit, Technical Assistance) each subordinate review must be submitted before that parent review is considered complete.
- If all instruments have been submitted then the Parent review can be submitted. For example, if the SA, SFA, and Site instruments have been submitted then the overall Administrative Review may be submitted.
- If all parent reviews have been submitted, then the Overall Administrative Review is eligible to be submitted. For example, if the SFA has an Administrative Review, PS1, and Audit Review, each of these parent reviews must be submitted before the overall administrative review can be submitted to the CNP office.
21. Upload or View Documents

The button “Upload or View Documents” launches the File Upload page (see below). For the 1st initial release of the AR, the Nutrient Assessment and the Nutrient Analysis will need to be uploaded differently than it will in the 2nd release. The directions listed below are to be used when uploading the documents; however the steps previous to uploading the Nutrient Assessment for Breakfast and Lunch and then Nutritional Analysis will be different.

- A hard copy of all of the **SFA’s Nutrient Assessment Worksheets** will need to be generated. (This printed information is for all sites that a Nutrient Assessment Worksheet was created.)

- All of the SFA’s Nutrient Assessment Tools will need to be scanned in as one document in PDF format. After the documents have been scanned, they will then become one document for uploading into the AR tool. The documents will be listed as **Nutrient Assessment Worksheet.pdf**

  Example: SFA serves breakfast as a K-12 meal pattern and then lunch as a K-8 and 9-12 meal pattern. All of these documents will be scanned in as one document and then uploaded into the AR document area utilizing the instructions on page 3 of this attachment.

- A hard copy of the **SFA’S Nutrient Analysis** will need to be printed (This printed information is for all sites which a Nutrient Analysis was required).

- All of the SFA’s Nutrient Analysis’s will need to be scanned in as one document in PDF format. After the documents have been scanned, they will then become one document for uploading into the AR tool. The documents will be listed as **Nutrient Analysis.pdf**

  Example: SFA serves Breakfast as a K-12 meal pattern and then Lunch as a K-8 and 9-12, all of these documents will be scanned in as one document and then uploaded into the AR document area.

  Remember that the age grade groups in the Nutrient Assessment Worksheet will need to match the age grade groups utilized in the Nutrient Analysis.
21. Upload or View Documents (Continued)

The steps to upload are

1. Select the document’s name from the drop down
2. Browse to the location where the document is located (must be a PDF)
3. Click Upload File

The document is then added to the list of documents available to view (or delete).