NutriStudents K-12®
Menu Freedom. Tools for Success.

CustomerService@NutriStudentsK-12.com

ADMINISTRATIVE REVIEW TOOLKIT

MenuFreedom.com

Username: _____

Password: _____

INTRODUCTION

NutriStudents K-12® understands how stressful a USDA Administrative Review can be. This toolkit provides general recommendations to help you prepare for the review process; specific regulations and requests may vary by state. Please contact our Client Relations Team (CustomerService@NutriStudentsK-12.com) with any questions, or for further clarification or information on the resources available within the NutriStudents K-12® Client Portal.

YOUR NEXT STEPS

☐ Prepare all menus according to the standardized recipes

☐ Complete all daily Food Production Records (FPRs) for each age group and meal period, including Salad Bar FPRs (if applicable)

☐ Gather Child Nutrition (CN) Labels and/or Product Formulation Statements (PFS) for each item served/sold for each meal

☐ Review your state specific guidelines and gather the requested documents/records

- o *This document provides a General Checklist for commonly requested materials; your state may have additional requirements*

☐ Use the links and resources we have provided

- o *You can find a list of external links to additional training resources and information on topics regulated by the USDA that may be covered during your Administrative Review on pages 11-13*

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BREAKFAST MEALS

☐ Menus (Calendar Report)

  o *Although a nutrient analysis may not be requested by the state reviewer, our "Calendar Report" verifies that each menu meets the HHFKA nutrient guidelines for calories, fat and sodium.*

☐ Food Production Records

  o *Your records must be completed accurately, reflecting all prepared meals, meal counts, temperatures and leftovers, and initialed by the person completing each day's report.*

☐ Standardized Recipes

  o *Should your recipe include more than one product selection, you will identify the item used by placing a symbol (asterisk) next to or highlighting it.*

☐ Child Nutrition Labels & Product Formulation Statements

  o *Remove the product CN Label from the original carton/box or take a clear picture of it.*

  o *Watermarked CN Labels from the manufacturers' websites should only be used when accompanied by an original invoice dated for the week of review.*

  o *Product Formulation Statements (PFS) are used when a processed product item is not CN Labeled.*

☐ Other Reports

  o *You may be requested to provide additional documents including, but not limited to: the HHFKA Checklist (Certification Worksheet), Contribution Report and/or Statement of Menu Approval.*

OFFER VS. SERVE

☐ Guidelines can be found on page 6.

MY TO-DO LIST

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LUNCH MEALS

☐ Menus (Calendar Report)

   o *Although a nutrient analysis may not be requested by the state reviewer, our "Calendar Report" verifies that each menu meets the HHFKA nutrient guidelines for calories, fat and sodium.*

☐ Food Production Records

   o *Your records must be completed accurately, reflecting all prepared meals, meal counts, temperatures and leftovers, and initialed by the person completing each day's report.*

☐ Standardized Recipes

   o *Should your recipe include more than one product selection, you will identify the item used by placing a symbol (asterisk) next to or highlighting it.*

☐ Child Nutrition Labels & Product Formulation Statements

   o *Remove the product CN Label from the original carton/box or take a clear picture of it.*

   o *Watermarked CN Labels from the manufacturers' websites should only be used when accompanied by an original invoice dated for the week of review.*

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☐ Other Reports

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OFFER VS. SERVE

☐ Mandatory or Optional

- o *Optional for all age-grade groups at breakfast*
- o *Mandatory for 9-12 age-grade group at lunch*
- o *Typically optional for K-5 and 6-8 age-grade groups at lunch, but we recommend you verify this with your state agency*

☐ Signage

- o *Post meal signage in visible location for foodservice staff and students*

☐ Daily Offerings

- o *For breakfast, at least four components must be available*
- o *For lunch, all five components must be available*

☐ Required Components

- o *Three items must be selected by each student*
- o *One selection must be a ½ cup of fruit or vegetable or ½ cup combination of both fruit and vegetable*

☐ Salad Bars

- o *Minimum portion sizes are consistent with the meal pattern for the age-grade group*
- o *Daily offerings meet vegetable subgroup requirements*
- o *Complete daily FPRs to reflect amount planned, served, leftover, temperature and initials*

☐ Point of Service

- o *Staff is trained on identifying a reimbursable meal*
- o *POS is physically located at the end of the service line*

MY TO-DO LIST

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AFTER-SCHOOL MEALS

☐ Menus (Calendar Report)

- o *Although a nutrient analysis may not be requested by the state reviewer, our "Calendar Report" verifies that each menu meets the HHFKA nutrient guidelines for calories, fat and sodium.*

☐ Food Production Records

- o *Your records must be completed accurately reflecting all prepared meals, meal counts, temperatures and leftovers, and initialed by the person completing each day's report.*

☐ Standardized Recipes

- o *Should your recipe include more than one product selection, you will identify the item that was used by placing a symbol (asterisk) next to or highlighting it.*

☐ Child Nutrition Labels & Product Formulation Statements

- o *Remove the product CN Label from the original carton/box or take a clear picture of it.*
- o *Watermarked CN Labels from the manufacturers' websites should only be used when accompanied by an original invoice dated for the week of review.*
- o *Product Formulation Statements (PFS) are used when a processed product item is not CN Labeled.*

☐ Other Reports

- o *You may be requested to provide additional documents including, but not limited to: the HHFKA Checklist (Certification Worksheet), Contribution Report and/or Statement of Menu Approval.*

AFTER-SCHOOL SNACKS

☐ Snacks are served after the school day has ended and are only claimed on school days

☐ Meal counts are taken at the point of service

☐ Monthly counts validate the number of snacks served to eligible children and claimed for reimbursement

☐ Anonymity of children receiving free and reduced-price snacks is protected

☐ The Point of Sale (POS) is located at the end of the service line

SMART SNACKS

☐ Fundraising Policies

- *Verify fundraising policies (for foods/beverages sold during the school day) meet the nutrition standards or include a state-approved exemption*

☐ Nutritional Compliance

- *Documentation is available for each food and beverage item sold to verify nutritional compliance with the Smart Snacks Guidelines*

- *This may include, but may not be limited to: Inventory records, CN Labels, Product Formulation Statements, Smart Snack "Calculator" Results, etc.*

☐ Foods – All areas comply, including:

- *A La Carte*

- *Vending*

- *School Store*

- *Food Cart*

- *Fundraisers*

- *Other*

☐ Beverages – All areas comply, including:

- *A La Carte*

- *Vending*

- *School Store*

- *Food Cart*

- *Fundraisers*

- *Other*

MY TO-DO LIST

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GENERAL CHECKLIST

Some or all the following documentation may be requested as part of your state's Administrative Review. You may choose to use this checklist to ensure further compliance with state-specific and USDA guidelines.

ACCESS & REIMBURSEMENT

- ☐ Sample free and reduced-price application mailing
- ☐ Template notification letters of approval/denial/change of benefits and direct certification
- ☐ Verification documentation to show that applications were approved correctly
- ☐ Documentation of claims for reimbursement for (monthly) meal counts

CIVIL RIGHTS

- ☐ USDA-approved "And Justice For All" poster displayed
- ☐ Informational materials available in the appropriate translation(s), as needed
- ☐ Program materials include the nondiscrimination statement and procedure for filing a complaint
- ☐ Documentation of civil rights training for staff and supervisors

FOOD SAFETY

- ☐ Each meal site has a food safety plan based on Hazard Analysis Critical Control Point (HACCP)
- ☐ Written standard operating procedures (SOPs) are up-to-date and available at each site
- ☐ Check with your local health department for specific regulations on health inspections
- ☐ A copy of the most recent inspection report is posted in a location visible to program participants; citations must be corrected
- ☐ At least one employee must have their Food Manager certificate posted in a conspicuous place within the kitchen area

GENERAL CHECKLIST (cont'd)

You may choose to use this general checklist to ensure further compliance with state-specific and USDA guidelines.

LOCAL WELLNESS POLICY

☐ A copy of the Wellness Policy is available and reflects evaluation

☐ The policy is posted on the school website (public schools only)

ON-SITE MONITORING

☐ Each School Food Authority (SFA) with more than one site may need to conduct an on-site review of the lunch and/or breakfast meal service (to verify compliance with counting and claiming practices) for each site under its jurisdiction

OUTREACH

☐ Copies of reminders or monthly menus sent to households to communicate the availability of the Breakfast Program

☐ Records showing assistance in local efforts to provide a Summer Food Service Program

PROFESSIONAL STANDARDS

☐ List of all School Nutrition Program staff members and their position

☐ Documentation the Foodservice Director (hired after July 1, 2015) meets the education and/or experience hiring requirements and eight hours of food safety training completed within the last five years

☐ Documentation of training topic, date(s), and number of hours completed for each employee

WATER AVAILABILITY

☐ Drinking water is available at no charge to all students during breakfast and lunch

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LINKS & RESOURCES

- ☐ [Administrative Review Training: General Administrative Review Q&A](#)
- ☐ [After School Snacks](#)
- ☐ [Child and Adult Care Food Program (CACFP)](#)
- ☐ [Civil Rights Training Materials by State](#)
- ☐ [CN Labeling](#)
- ☐ [Farm to School](#)
- ☐ [Food Buying Guide](#)
- ☐ [Food Safety](#)
- ☐ [Fresh Fruit & Vegetable Program (FFVP)](#)
- ☐ [Local Wellness Policies](#)
- ☐ [National School Lunch Program (NSLP)](#)
- ☐ [Nutrition Standards for School Meals](#)
- ☐ [Offer vs Serve Guidance & Manual](#)
- ☐ **On-Site Monitoring -** Check your state DOE website for the "On-Site Review Form"
- ☐ [Product Formulation Statement (PFS) Evaluation Checklist](#)
- ☐ [Professional Standards](#)
- ☐ [Salad Bars](#)
- ☐ [School Meals – USDA Policies](#)
- ☐ [School Breakfast Program (SBP)](#)
- ☐ [Smart Snacks](#)
- ☐ [Special Milk Program (SMP)](#)

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LINKS & RESOURCES (cont'd)

- ☐ [Summer Food Service Program (SFSP)](#)

- ☐ [State Agency Contacts](#)

- ☐ [Team Nutrition](#)

- ☐ [USDA Foods](#)

- ☐ [Verification Toolkit](#)