

SCHOOL NUTRITION PROGRAMS (SNP) ADMINISTRATIVE REVIEW TIMELINE

Note: All Review correspondence will be sent to the **Chief Administrator** and the **Primary Contact** listed on the CN PEARS Sponsor Application. Review this information on your Sponsor Application and validate that all information, including proper name, title, and email addresses, are current.

OFF-SITE ASSESSMENT

Twelve weeks prior to the Month of the On-Site Review:

- Announcement Letter indicating the month of the on-site review will be sent to the School Food Authority (SFA).
- SFA access to the off-site Assessment forms in CN PEARS will be granted. Access will be granted for approximately 6 weeks.
- A separate correspondence will be sent to the SFA that includes specific information and documentation that will be required as part of the Resource Management portion of the off-site component. If applicable, Audit Specialists will also send reminder emails to the SFA four weeks prior to the established deadline and again one week prior to the established deadline.

Approximately six weeks after the Announcement Letter:

- SFA access to the off-site assessment forms in CN PEARS will be terminated. All off-site questions must be answered by the SFA by this deadline.

Approximately six weeks prior to the Month of the On-Site Review:

- The SFA will receive the Appointment Letter via email with the following information:
 - Instructions for submitting the Benefit Issuance list of all students eligible for free and/or reduced-priced meals.
 - Site(s) selected for the on-site review(s).
 - Instructions for the in-depth menu review including the nutrient analysis.
 - Attachment with list of information and documentation required for the on-site review.
- The Lead Reviewer, Audit Specialists, and Public Health Nutrition Consultants will review the SFA responses to the off-site questions.
- The **Lead Reviewer** will contact the SFA and:
 - Determine and identify the school that is chosen for the in-depth menu review and nutrient analysis (if more than one school must be reviewed).
 - If applicable, identify the students eligible for free and/or reduced-priced meals that are selected for review. (Not applicable for SFAs operating CEP.)
 - Provide any applicable Technical Assistance based on the SFA response to the off-site questions.
 - Request additional information or clarification, if applicable.
 - Request information concerning meal service times for the school(s) selected for review.
- **Audit Specialists** will contact the SFA and:
 - Provide any applicable Technical Assistance based on the SFA response to the off-site Resource Management questions.
 - Request additional information or clarification, if applicable.
 - Identify if the SFA will require a Comprehensive Review of Resource Management that may include an On-Site Review of Financial Records.

Public Health Nutrition Consultants will contact SFA and:

- Provide any applicable Technical Assistance based on the SFA response to the off-site **Local Wellness Policy** questions.
- Provide any applicable Technical Assistance based on the SFA responses to the off-site **Professional Standards** questions.
- Request documentation to support claim for the test month for **Fresh Fruit and Vegetable** Program.
- Request additional information or clarification, if applicable.

Approximately two weeks prior to the specific date of the On-Site Review:

- The SFA will receive an email from the Lead Reviewer indicating:
 - The specific date and time of the on-site review.
 - The specific meal types that will be reviewed at the school(s) selected for review.

ON-SITE REVIEW

During the On-Site Review the Lead Reviewer will:

- Conduct an Entrance Conference with the SFA Administrative and Food Service staff to discuss the scope of the Administrative Review.
- Validate that the information provided by the SFA on the off-site assessment is current and an actual representation of the SFAs practices and procedures.
- Conduct meal observations.
- Validate the SFA compliance with all SNP regulations.
- Provide Technical Assistance.
- Conduct the Exit Conference at which time a Preliminary Assessment Report will be provided. This report will identify findings and potential fiscal action based on the Administrative Review.

POST REVIEW

Month following the On-Site Review:

- If potential fiscal action was identified, the SFA must submit the Claim for Reimbursement for the month of the on-site review in CN PEARS by the 15th of the following month.

Approximately four weeks after the Exit Conference:

- If applicable, the State Agency will grant SFA access to the Corrective Action documents on CN PEARS. Email will be sent to the SFA with deadline for responding to the Corrective Action.

Within sixty days after the Exit Conference:

- If applicable, deadline for the SFA response to the Corrective Action.