



Mastering the Review

Tools for Confident Compliance

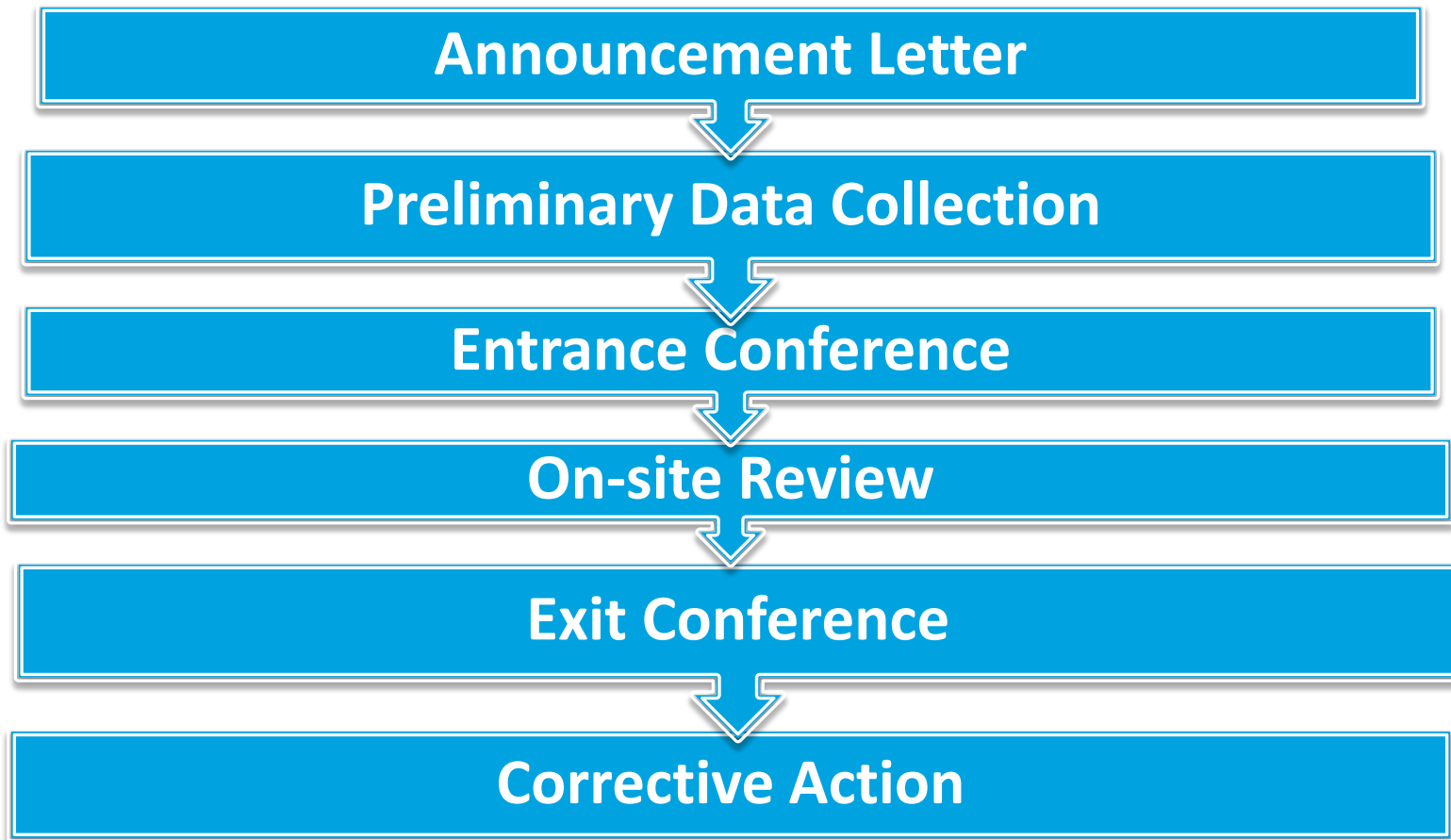


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Overview of the AR Process

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Meal Compliance & Accountability Review (MCAR) Monitors

- Cook and Collar Counties
 - Latricia London
 - Mary Newman
 - Jessica Smith
 - Matthew Whitaker
- Northwest
 - Paul Hansen
- Northwest Central
 - Harley Hepner
- Northeast Central
 - Kari Perkins
- West Central
 - Carol Montague
- East Central
 - Andrea Gregory
- Central
 - Judy Foster
- Metro East
 - Abby Beckmann
- South
 - Kim Nesler



Meal Compliance & Accountability Review (MCAR) Goals



Assess compliance with program requirements



Provide technical assistance



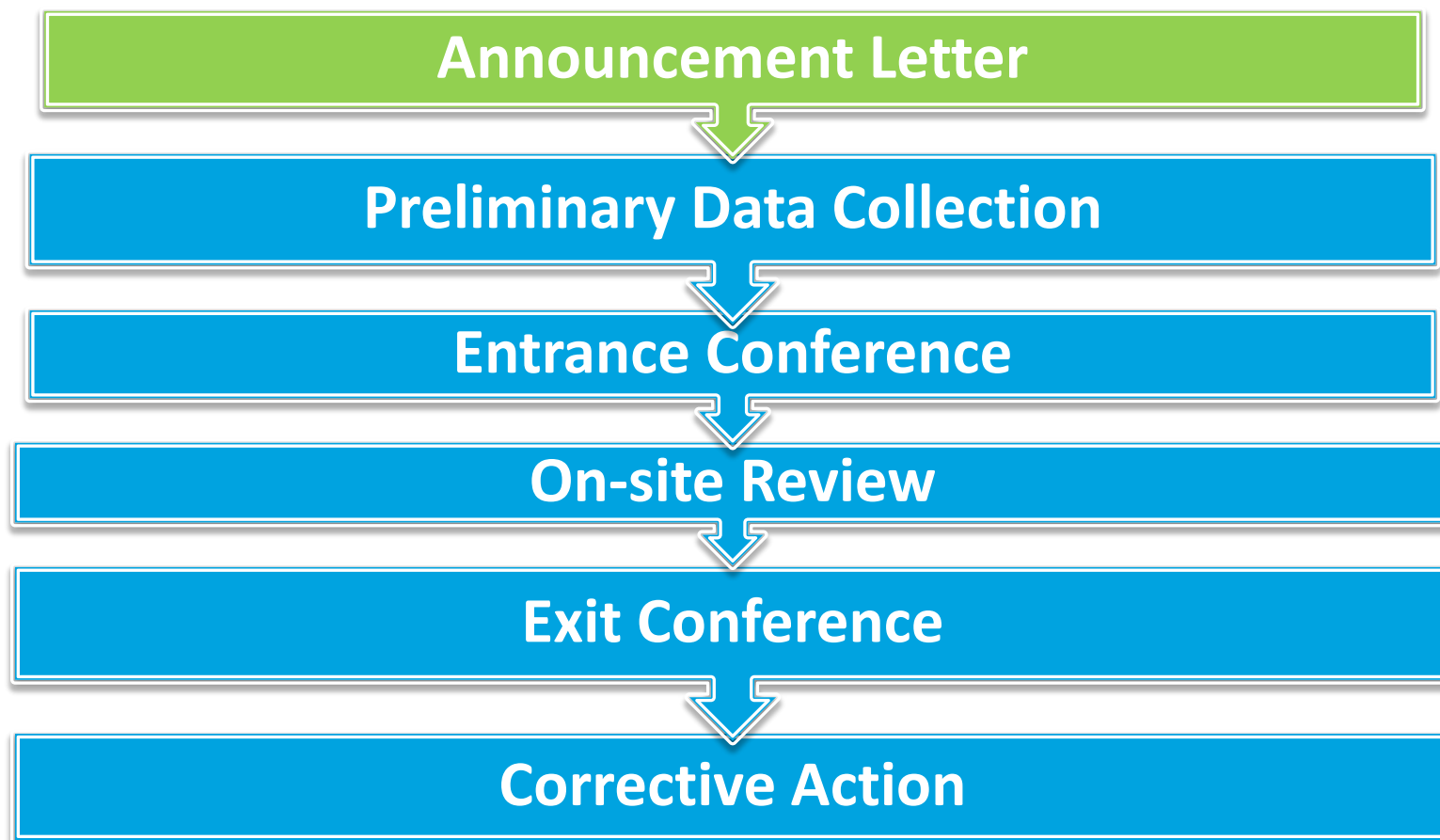
Recommend corrective action



Ensure integrity of program payments

The Announcement Notice


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Announcement Letter

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Thorton SD 154 (07-016-1540-02).xlsx	Dietary Specs	Dietary Specs Tool	
Menu worksheet gr K-8.xls	FY20 Breakfast Worksheet	Menu Worksheet(s)	2/6/2020 11:11:13 AM
FY20 Lunch K-8 - Thorton SD 154 (07-016-1540-02).xls	FY20 Lunch Worksheet	Menu Worksheet(s)	2/6/2020 11:11:13 AM
decf8209-f355-45ef-9fc2-992a740df6a0.pdf	School Nutrition Programs - administrative review - Announcement letter	Announcement Letter	11/23/2019 1:24:21 AM
777188ff-0de3-45c4-969e-3685ef960735.pdf	Auto-Generated Approval Letter	Approval Letter	11/2/2019 1:01:09 AM
777188ff-0de3-45c4-969e-3685ef960735.pdf	Auto-Generated Approval Letter	Approval Letter	10/30/2019 12:01:33 AM
777188ff-0de3-45c4-969e-3685ef960735.pdf	Auto-Generated Approval Letter	Approval Letter	7/12/2019 12:01:33 AM
		Code of Conduct	



Illinois State Board of Education

100 North First Street, Springfield, Illinois 62777-0001
www.isbe.net

Darren Reisberg
Chair of the Board

Dr. Carmen I. Ayala
State Superintendent of Education

November 23, 2019 Agreement No.

Our records indicate you are eligible for a School Nutrition Programs Administrative Review. Financial Management reviews are areas of the Administrative Review which include Resource Management and Procurement for Fiscal Year 2019 (2018-2019 school year). The Illinois State Board of Education Nutrition Department (ISBE) is required to review School Food Authorities (SFAs) to ensure compliance that all applicable purchases meet federal procurement statutes/executive orders and to ensure federal regulations that support the financial health of the school meal program's nonprofit food service account are followed as outlined in 7 CFR 210.21(c) and 2 CFR part 200.

- IWAS generated letter to the listed Authorized Representative
- Delivered in the fall
- Retrieve a copy of the letter under the paperclip icon in WINS



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Web-based Illinois Nutrition System (WINS)

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Alerts [-]

No Sponsor alerts. Please use the Show Existing Site Alerts link below.

Show existing site alerts

Comments/Notes [-]

Aug thru Dec 2018 claims resubmitte... View

Show existing site notes

City of Chicago SD 299 (15-016-2990-25)

To change the contact information, please refer to the instructions under the Help/Question icon at the top of the screen.

+Add Contact

+Add Address

Mailing Address

City of Chicago SD 299
42 W Madison St 2nd Flr
Chicago, IL, 60602-4413(Cook)
[Show Map](#)

District Superintendent (Auth. Rep.)

Name:
Title:
Business
Fax
Email:



Sponsor Contact

Name:
Title:

Business
Cellular
Fax
Email:

Sponsor Claim Contact

Name:
Title:
Business
Fax
Email:

Site Contact

Name:
Title:
Business
Fax
Email:

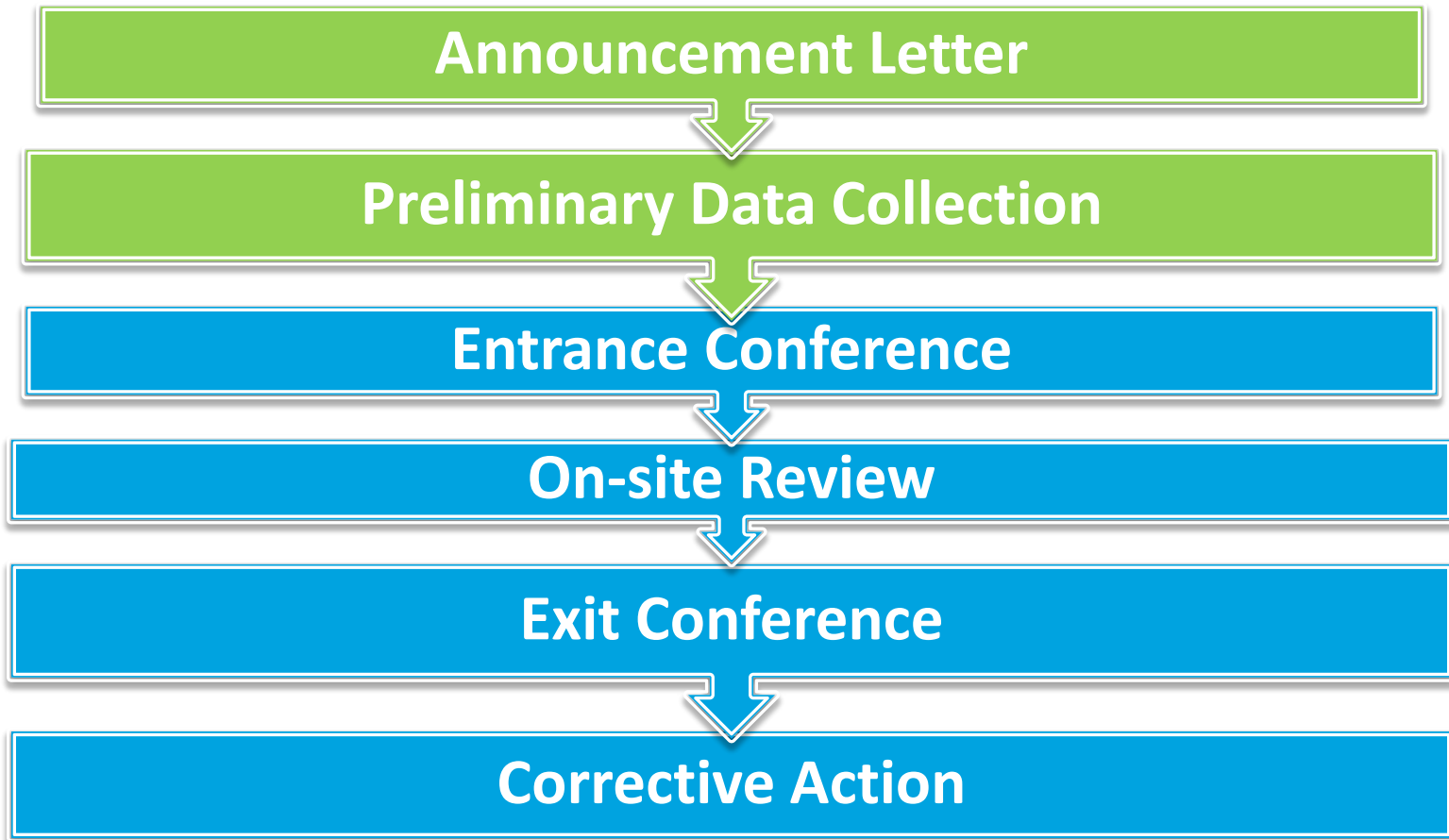
**Is your contact
Information in WINS
updated and accurate?**



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State Board of
Education

Off-Site Preliminary Data Collection

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Preliminary Data Collection

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Eligibility
Documentation

Summary of program
practices/procedures

Dietary Specification
Assessment Tool

Resource
Management

Procurement



Preliminary Data Collection

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Eligibility
Documentation

Summary of
program practices
and procedures

Dietary
Specification
Assessment Tool

Resource
Management

Procurement



Preliminary Data Collection

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Eligibility
Documentation

Summary of program
practices/procedures

Dietary Specification
Assessment Tool

Resource
Management

Procurement



Preliminary Data Collection

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Eligibility
Documentation

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Resource
Management

Procurement



Preliminary Data Collection

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Eligibility
Documentation

Summary of program
practices/procedures

Dietary Specification
Assessment Tool

Resource
Management

Procurement



SNP Administrative Review Checklist

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School Nutrition Programs Administrative Review Checklist

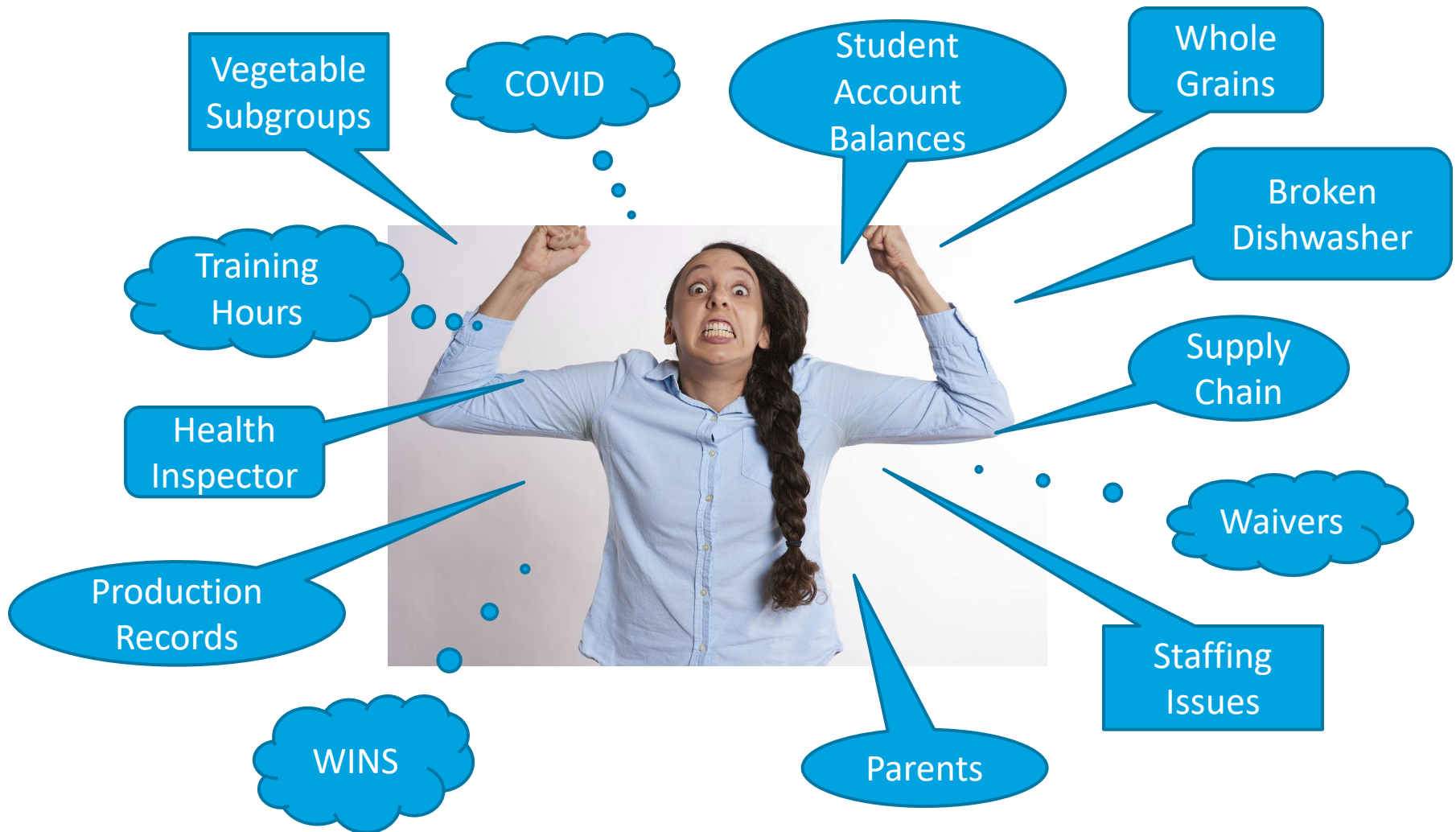
The **School Nutrition Administrative Review** includes an evaluation of the National School Lunch Program, School Breakfast Program, Special Milk Program, Afterschool Snack Program, and/or Fresh Fruit and Vegetable Program. The Illinois State Board of Education reviews program records for compliance with state and federal regulations. This checklist assists in preparing for the administrative review which will include an evaluation of records for the current fiscal year unless otherwise noted.

The [SNP Administrative Handbook](#) is a helpful resource when you have questions or concerns regarding any of the items in this checklist.

Eligibility Documentation

- _____ Official Direct Certification reports will be evaluated.
- _____ Documentation of the extension of benefits will be evaluated. Click here for a sample form: [Extension of Benefits form](#)
- _____ The Direct Certification Notification Letter will be reviewed. Click here for a sample letter: [Direct Certification Notification Letter](#)
- _____ Income applications must contain the required information:
 - Names of all household members
 - All household income and how frequently received
 - Signature of an adult household member
 - Last four digits of the social security number of the adult household member who signs the application
- _____ Temporary Assistance for Needy Families (TANF) or Supplemental Nutrition Assistance Program (SNAP) applications must contain the required information:





Binder-Table of Contents

- Eligibility Documentation
- Verification
- Claim for Reimbursement
- On-Site Reviews
- Menus
- Food & Beverage Requirements
- Sanitation
- Program Outreach
- Professional Standards
- Local Wellness Policy
- Other Programs
- Day of Review

BUILD A BINDER FOR SUCCESS

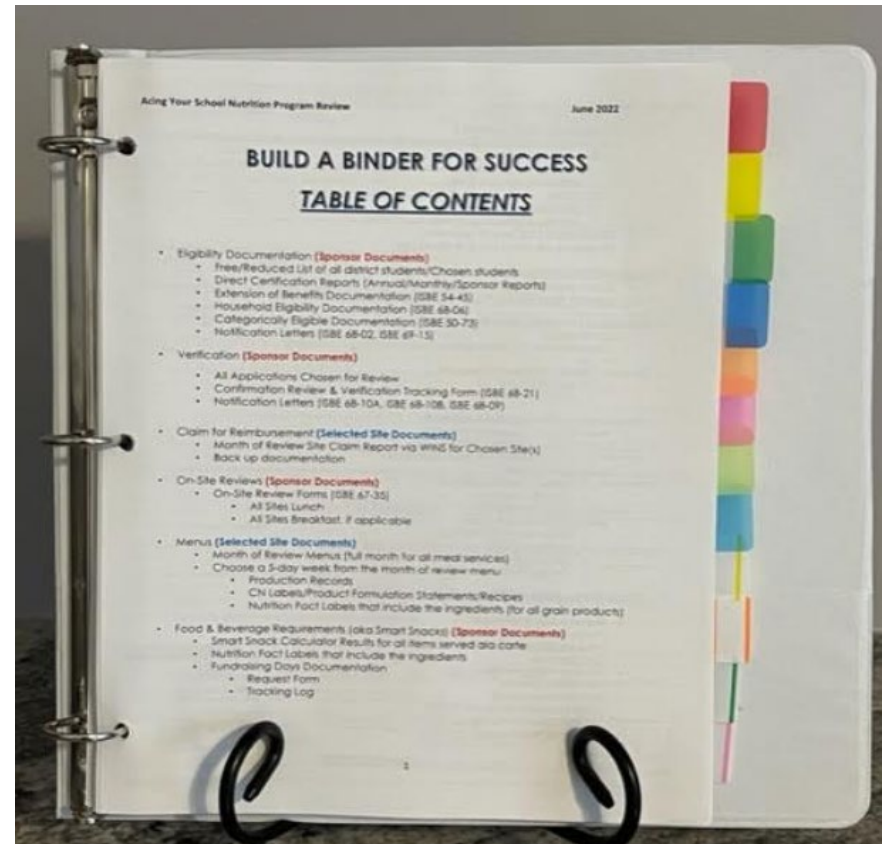
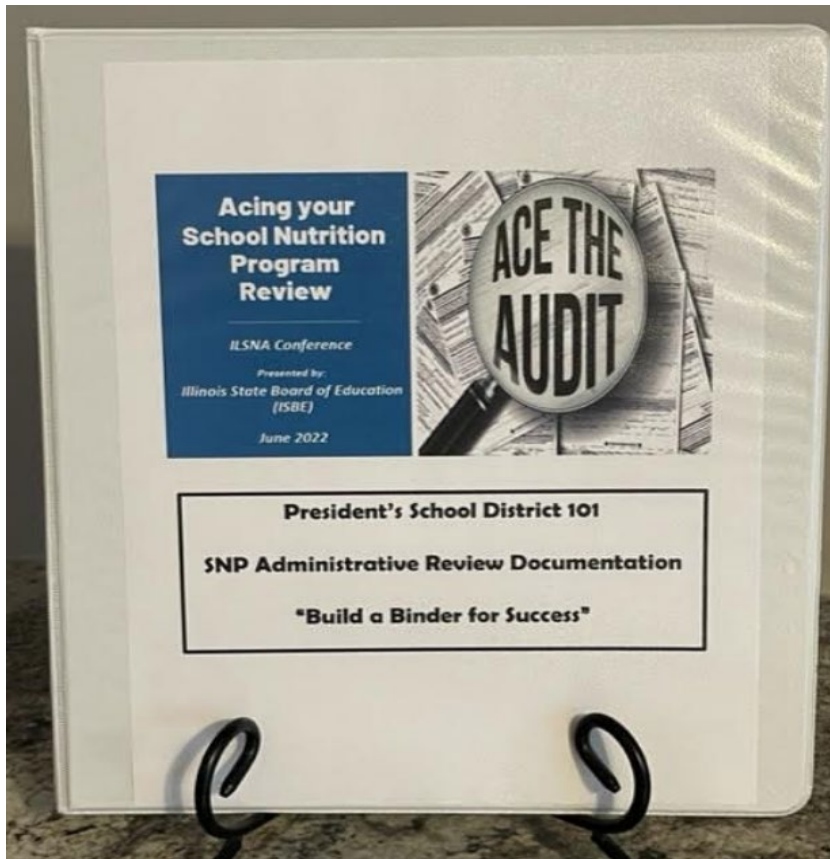
TABLE OF CONTENTS

- Eligibility Documentation **(Sponsor Documents)**
 - Free/Reduced List of all district students/Chosen students
 - Direct Certification Reports (Annual/Monthly/Sponsor Reports)
 - Extension of Benefits Documentation (ISBE 54-45)
 - Household Eligibility Documentation (ISBE 68-06)
 - Categorically Eligible Documentation (ISBE 50-73)
 - Notification Letters (ISBE 68-02, ISBE 69-15)
- Verification **(Sponsor Documents)**
 - All Applications Chosen for Review
 - Confirmation Review & Verification Tracking Form (ISBE 68-21)
 - Notification Letters (ISBE 68-10A, ISBE 68-10B, ISBE 68-09)
- Claim for Reimbursement **(Selected Site Documents)**
 - Month of Review Site Claim Report via WINS for Chosen Site(s)
 - Back up documentation
- On-Site Reviews **(Sponsor Documents)**
 - On-Site Review Forms (ISBE 67-35)
 - All Sites Lunch
 - All Sites Breakfast, if applicable
- Menus **(Selected Site Documents)**
 - Month of Review Menus (full month for all meal services)
 - Choose a 5-day week from the month of review menu
 - Production Records
 - CN Labels/Product Formulation Statements/Recipes
 - Nutrition Fact Labels that include the ingredients (for all grain products)
- Food & Beverage Requirements (aka Smart Snacks) **(Sponsor Documents)**
 - Smart Snack Calculator Results for all items served ala carte
 - Nutrition Fact Labels that include the ingredients
 - Fundraising Days Documentation
 - Request Form
 - Tracking Log

- Sanitation **(Selected Site Documents)**
 - Last 2 Health Inspections (if completed this school year, if not, the 2 inspections from last year)
 - If they didn't do 2 inspections, then your letter the district sent to the HD requesting 2 inspections
 - HACCP Plan
 - Food Safety Template
 - Standard Operating Procedures (SOP's)
 - Temperature Logs (month of review)
- Program Outreach **(Sponsor Documents)**
 - School Breakfast Program Outreach
 - Summer Food Service Program Outreach
- Professional Standards **(Sponsor Documents)**
 - Tracking Tool
 - Documentation to prove training hours (including Civil Rights)
- Required Policies **(Sponsor Documents)**
 - Local Wellness Policy
 - Triennial Assessment
- Other Programs **(Selected Site Documents)**
 - Fresh Fruit and Vegetable Program
 - Claim for Reimbursement
 - Copies of Invoices and Labor Costs
 - Special Milk Program
 - Claim for Reimbursement
 - Monthly Counts
 - Copies of Invoices
 - After School Snack Program
 - Claim for Reimbursement
 - Monthly Counts
 - Menus & Production Records
 - On-Site Reviews for the Snack Program
- Day of Review **(Selected Site Documents)**
 - Meal Counts
 - Menus & CN/PFS/Recipes
 - Production Records
 - Meal Modification Requests
 - ~~Q&A~~ Signage
 - Drinking Water Available
 - Milk Variety Offered
 - Portion Size Accurate
 - Other Programs Reviewed On-Site
 - Health Inspection Posted
 - Civil Rights Poster Posted



Build a Binder for Success



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The Entrance Conference On-Site

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The On-Site Review

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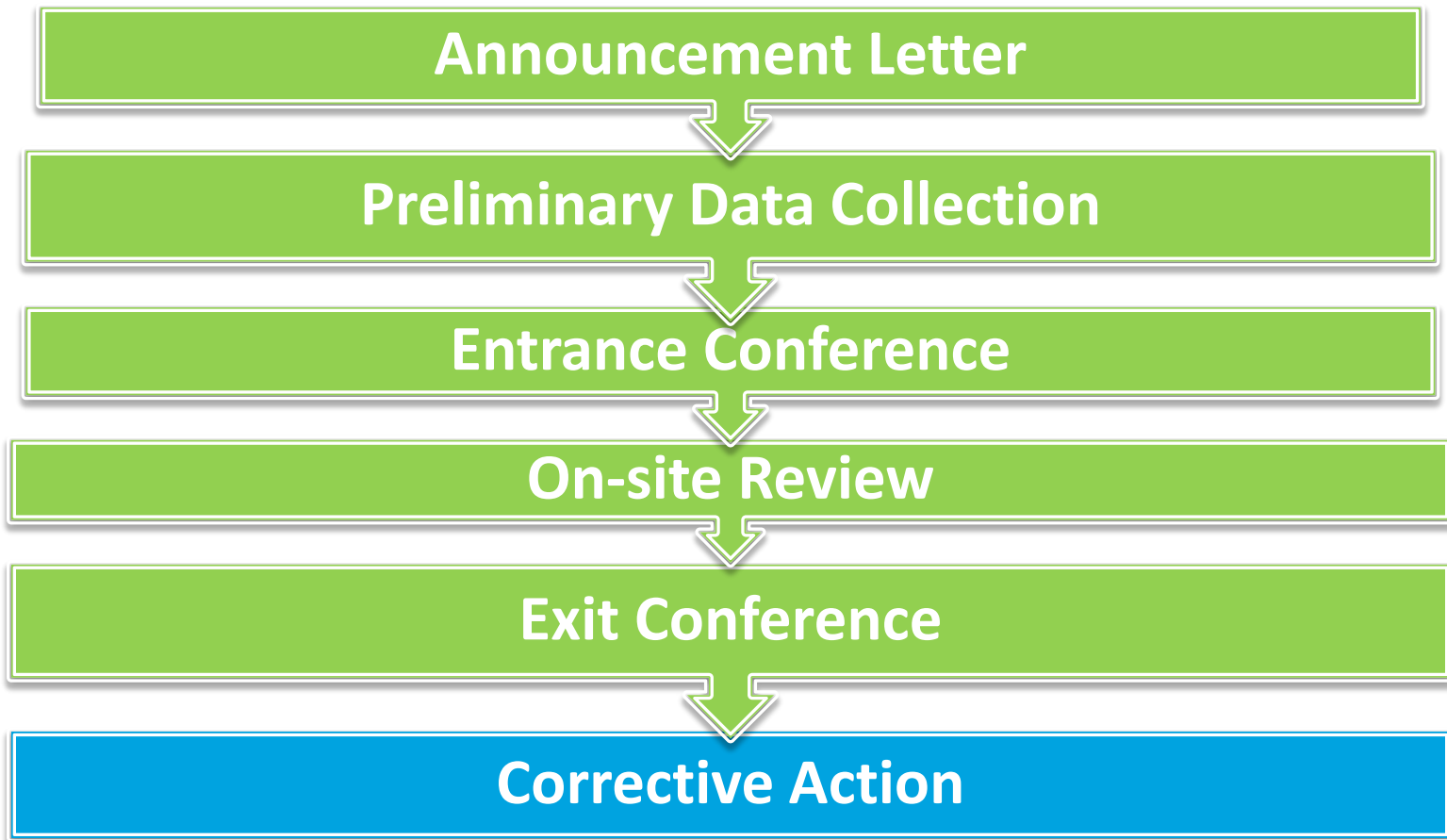
A Comprehensive Review

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Section 1	Section 2	Section 3	Section 4	Section 5
Access & Reimbursement	Nutritional Quality/Meal Pattern	Resource Management	General Program Compliance	Other Federal Program Reviews
<ul style="list-style-type: none"> • Eligibility Determination • Benefit Issuance • Verification • Meal Counting & Reimbursement 	<ul style="list-style-type: none"> • Meal Component • Offer versus Serve • Dietary Specification & Nutrient Analysis 	<ul style="list-style-type: none"> • Nonprofit School Food Service Account • Paid Lunch Equity • Revenue from Non-Program Foods • Indirect Costs 	<ul style="list-style-type: none"> • Civil Rights • Professional Standards • On-Site Monitoring • Local Wellness Policy • Smart Snacks • Water • Food Safety • Buy American • Outreach • Recordkeeping 	<ul style="list-style-type: none"> • Fresh Fruit & Vegetable Program • Afterschool Snack Service • Special Milk Program • Seamless Summer Option

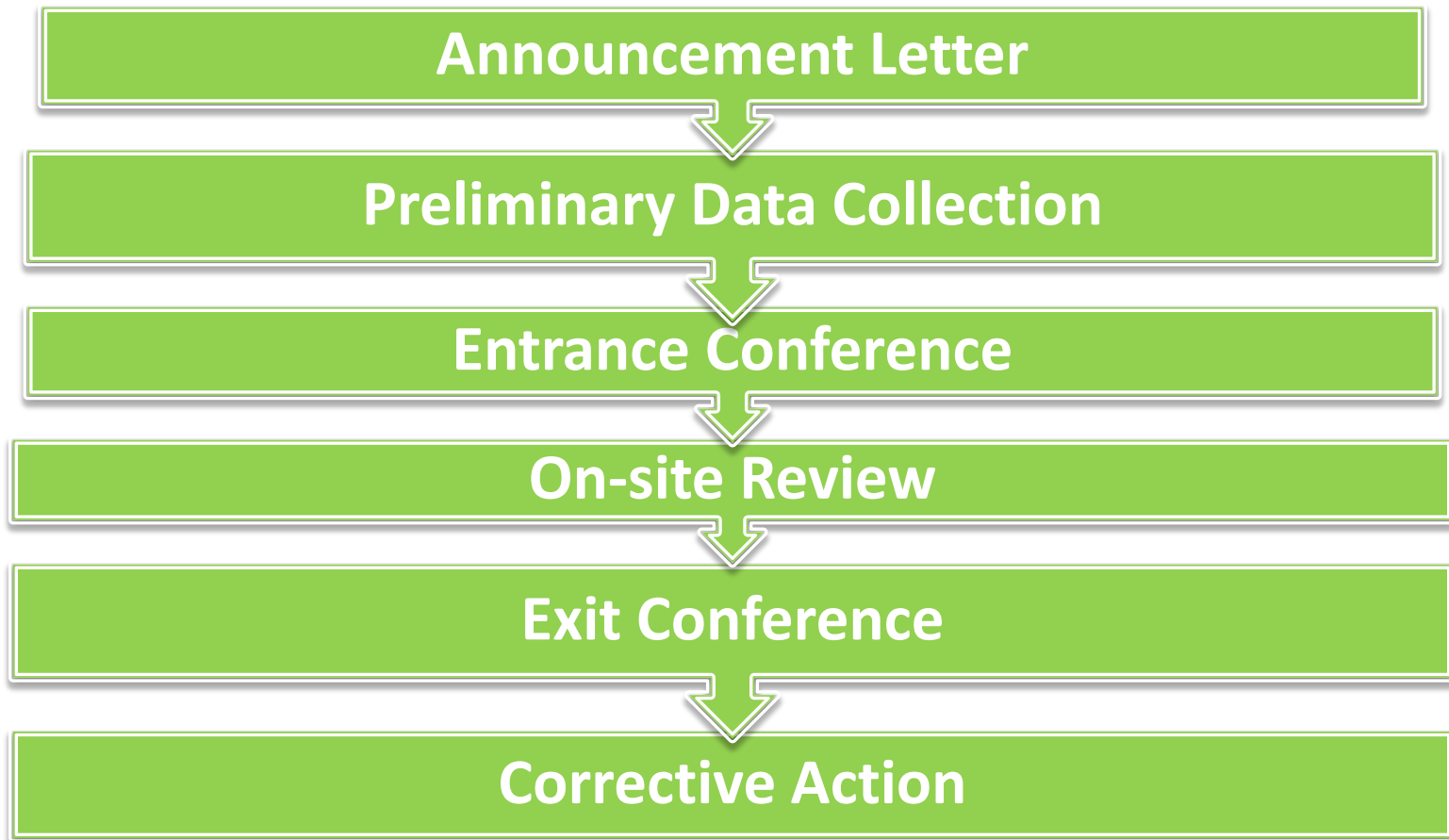
The Exit Conference

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Corrective Action Plan (if applicable)

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Corrective Actions

- Corrective actions are typed in WINS and due within 30 days of notification.
 - Reminders and links sent via alerts in WINS.
 - Multiple reminders can lead to withholding reimbursement.
 - Consider the following points as you prepare your corrective actions.
 - What procedures were implemented to address the citation?
 - Who is responsible for implementation?
 - How was staff informed?



Corrective Action Plan (CAP)

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2018 [Search]

Name	Number	Program Year	Program	Review Type	Status
		2018	Child and Adult Care Center Food Program	Administrative	Waiting for response

[Return to home screen](#)

Click on the “pencil icon” to the left to open your citations

Step 9 - Type corrective action responses to each citation in the text box provided, or if a check box is provided, check the box to indicate that you agree.

Question	Citation / Response	Agree	Resolved
6209	The meal service was not conducted at the approved meal service time. The site did not begin serving meals until after the approved meal service end time. The site must follow the approved meal service times or changes must be made to the site application.	<input type="checkbox"/>	<input type="checkbox"/>
Sponsor Response	<div></div>		
<div>Save Responses</div>			

Step 10 - Click the Submit/Save button to submit your corrective action responses to ISBE

Save Responses

Step 11 - Check back periodically to see if your responses were accepted or if more information is required.



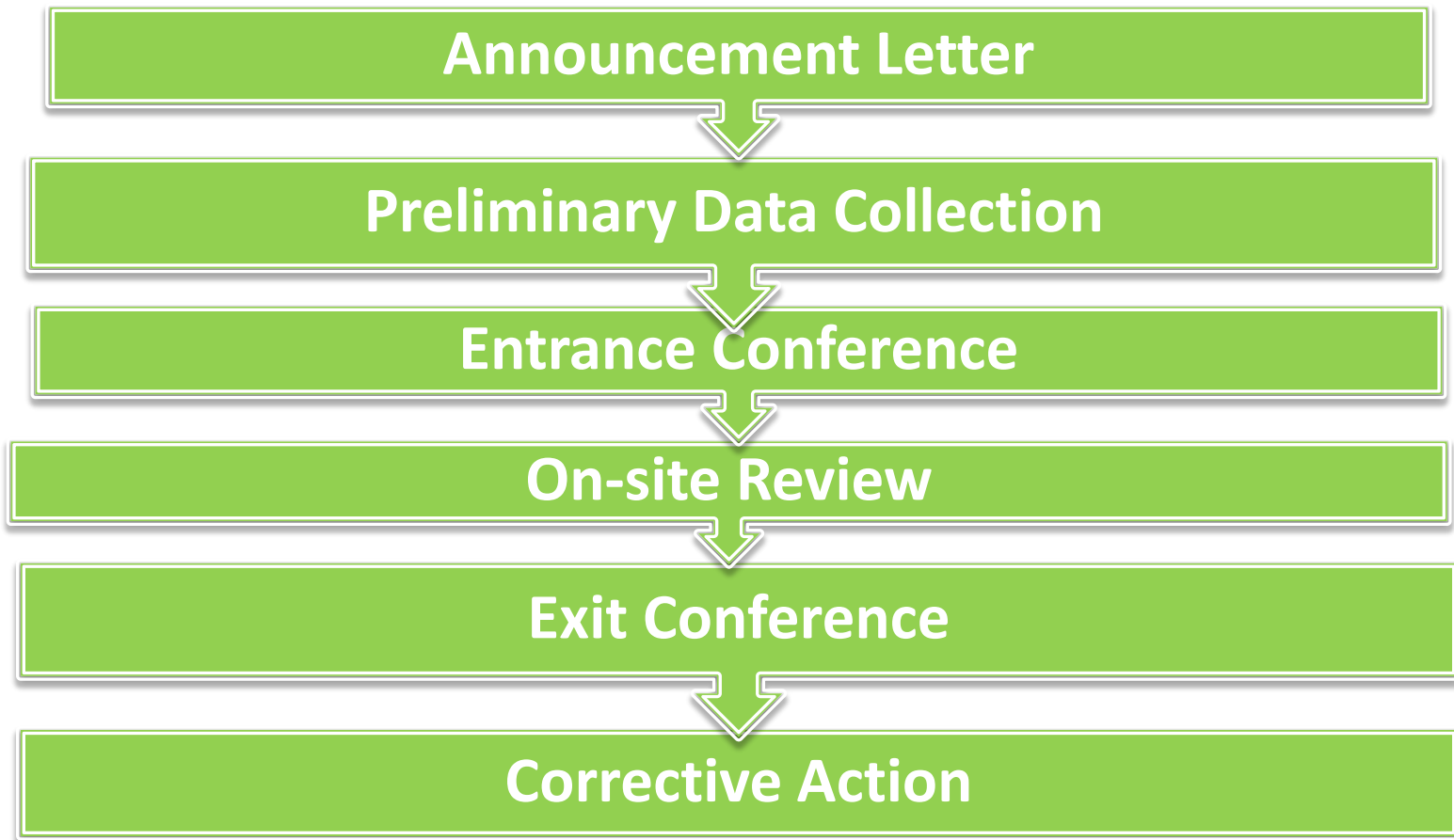
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Closure Letter

- When citations for both the MCAR and RM review have been addressed, WINS will generate one SNP administrative review closure letter.
- Fiscal assessments, if any, will be communicated.
 - If fiscal action is over \$600, you will be provided appeal procedures.
 - If the assessment holds, Funding & Disbursements will either adjust a future claim in the amount of the assessment or will contact you for repayment by check.

Monitoring

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NUTRITION
School Nutrition Programs
National School Lunch Program

Monitoring and Review Information

RESOURCES

- [A to Z Index of School Nutrition Programs](#)

NUTRITION

MONITORING AND REVIEW INFORMATION

Administrative Review Process

The Administrative Review is an assessment conducted by the Illinois State Board of Education (ISBE) of the School Food Authority's (SFA) administration of the NSLP and SBP, and other school nutrition programs. The objectives of the Administrative are to determine whether the SFA meets program requirements, provide technical assistance, secure any needed corrective action, and assess fiscal action, if applicable.

ISBE must conduct Administrative Reviews of all SFAs participating in the NSLP and/or SBP at least once during each three-year review cycle period, provided that each SFA is reviewed at least once every 4 years.

- [SNP Administrative Review Checklist](#) 
- [SNP Administrative Review Checklist for CEP Districtwide Sponsors](#) 
- [Dietary Specifications Assessment Tool](#) 
- [Meal Compliance Assessment Tool](#) 
- [Resource Management Guidance and Resources](#)
- [Review Resource List](#) 
- [School Meals Administrative Review Q & A](#) 
- [SFAs Tentatively Selected for SY 22-23 Administrative Reviews](#) 
- [School Nutrition Programs Back to School Conference](#)
 - [Build a Binder for Success - Acing your School Meals Administrative Review \(Monitoring, Part 2\)](#) 
 - [PowerPoint Presentation](#) 
 - [Build a Binder for Success](#) 

Reviews Conducted by the School Food Authority

- [After School Snack Program Review \(67-80\)](#) 
- [NSLP and SBP On Site Review - Assessment of School's Meal Counting and Claiming Procedures \(67-35\)](#) 



You're going to do great!



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