

SCHOOL NUTRITION PROGRAM

**Administrative Review Documents Needed**

This form may be used by the School Food Authority (SFA) to assist in preparing for the Administrative Review (AR). Listed are the documents to upload to the School Nutrition Accountability Software (SNACS) or keep for the onsite portion of the AR.

SNACS How-to-Guides

* [SNACS and the Administrative Review in a Nutshell](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/snacs-AR-in-a-nutshell.pdf)
* [Using SNACS for the Administrative Review](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/using-snacs-ar.pdf)
* [Uploading Documentation](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/uploading-documents-snacs.pdf)
* [Adding a New User](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/adding-new-user-snacs.pdf)

# **DPI School Nutrition Program Contracts**

[ ] [Online Contract](https://dpi.wi.gov/nutrition/online-services) – confirm that the contract accurately reflects program participation and staff

[ ] [Permanent Agreement](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/permanent-agreement.pdf) – review for SFA responsibilities

**Meal Applications, Direct Certification (DC), and Benefit Issuance (BI)**

Please see the DPI [Free and Reduced Meal Eligibility](https://dpi.wi.gov/school-nutrition/program-requirements/free-reduced-meal-eligibility) webpage for more information.

Eligibility is reviewed at the SFA level, not just the schools selected for the AR.

**Upload the following documents to SNACS**:

[ ] Benefit issuance (BI) list from the review month showing students that qualify for meal benefits. This should be in ***Excel format.*** Refer to the [Benefit Issuance List in a Nutshell](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/benefit-issuance-list-in-a-nutshell.pdf) for BI list requirements.

[ ] Sample of application packet distributed to households for the current school year including:

* + Application for free and reduced-price meals
	+ Instructions/How to Apply
	+ Parent/Guardian Information Letter/Frequently Asked Questions

[ ] Sample of Sharing of Information with Other Programs/fee waiver letter

[ ] Samples of household notification of benefits letters

[ ] Income Eligibility Guidelines used

[ ] Copy of public release, including name(s) of media and other organizations where submitted

**Keep for On-Site AR:**

[ ] Meal applications for the current school year (including denied applications)

[ ] DC lists for the current school year

[ ] Documentation for homeless, migrant, runaway, or Head Start students

[ ] Documentation for foster students:

* + DC match file showing an E code, or
	+ Free and reduced-price meal application with box checked to indicate foster status, or
	+ Court/agency documentation which proves foster status

# **Verification**

Please see the DPI [Verification](http://dpi.wi.gov/school-nutrition/national-school-lunch-program/verification) webpage for more information.

Verification is reviewed at the SFA level, not just schools selected for the AR.

**Upload the following documents to SNACS**:

[ ] Samples of household Verification notification letters (i.e., “We MUST CHECK Your Application” letter and “We HAVE CHECKED Your Application” letter)

**Keep for On-Site AR:**

[ ] All current school year verification materials

* Verification Tracker Forms (if utilized)
	+ Sampling method used per DPI notification
	+ Documentation to support sample size selection
	+ Applications selected for verification
	+ Signature of Confirming Official on applications selected for verification
	+ Documentation from the households selected for verification to support eligibility
* Documentation of all follow up attempts with households

# **Community Eligibility Provision (CEP)**

Please see the DPI [CEP](http://dpi.wi.gov/school-nutrition/national-school-lunch-program/community-eligibility) webpage for more information.

**Keep for On-Site AR:**

[ ] Copy of CEP Notification Letter

[ ] Certification documentation used to determine the Identified Student Percentage (ISP) for the initial approval year and all documentation from updates made in following years (if applicable), including:

* + Approval packet documentation from DPI
	+ DC lists used to establish the ISP
	+ Documentation for extension of eligibility for DC
	+ Lists from homeless/migrant liaison

# **Meal Counting and Claiming**

Please see the DPI [Claiming](https://dpi.wi.gov/school-nutrition/program-requirements/claiming) webpage for more information.

**Keep for On-Site AR:**

[ ] Daily point of service documents supporting monthly claims for reimbursement for all programs

[ ] Edit checks used prior to submission of monthly claims for reimbursement

[ ] Documentation to support annual reimbursement claims for the following state programs (if applicable):

* Wisconsin School Day Milk Program (WSDMP)
* Elderly Nutrition Improvement Program (EN)

# **Financial/Resource Management**

Please see the DPI [Financial Management](https://dpi.wi.gov/school-nutrition/program-requirements/financial-management?rdt=)webpage for more information.

**Upload the following documents into SNACS**:

[ ] Copy of the SFA’s Unpaid Meal Charges policy (how negative meal accounts are handled)

[ ] Copy of Non-Profit Food Service Account portion of the PI-1505 (state auditor) for public schools

[ ] Documentation showing how indirect costs are converted to direct costs (if applicable)

[ ] Supply Chain Assistance Tracker

**Keep for On-Site AR:**

[ ] Documentation to show the unpaid meal charge policy was communicated to all households at the beginning of the school year, when students transfer into the school, and to all staff responsible for carrying out the policy

**The NPC may also request all or some of the following Resource Management documents:**

Non-profit School Food Service Account:

[ ] Year-end statement of revenues and expenses

[ ] General ledgers

[ ] Other documentation showing revenues and expenditures to/from nonprofit food service account (e.g., balance sheets, invoices, receipts) for the prior school year and/or current school year

[ ] One month of detailed ledger revenues/expenditures

Paid Lunch Equity (not applicable if non-pricing):

[ ] Copy of the current year’s completed “*Paid Lunch Equity Tool*”, if required

[ ] If non-federal funds were transferred to Food Service in addition to, or in lieu of, raising lunch prices, provide a copy of the general ledger showing the funds that were transferred at the beginning of the school year

Revenue from Non-Program Foods

[ ] Completed [DPI Non-program Food Revenue Tool/Price Calculator](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/non-program-food-price-calculator.xlsx)

[ ] Invoices for products or services provided by school food service to internal and external organizations (e.g., catering, vending machines, school store, vended meals, staff meetings, etc.)

# **Civil Rights**

Please see the DPI [Civil Rights](http://dpi.wi.gov/school-nutrition/national-school-lunch-program/civil-rights) webpage for more information.

**Upload the following documents to SNACS**:

[ ] [School Food Authority-Civil Rights Compliance Self Evaluation Form-National School Lunch Program (PI-1441](http://dpi.wi.gov/sites/default/files/imce/forms/doc/f1441.doc)) form (complete by October 31 annually)

[ ] Documentation, including attendance roster and date of training, to support that the annual [Civil Rights webcast](https://media.dpi.wi.gov/school-nutrition/civil-rights-training/story.html) or PowerPoint was reviewed by all staff involved in school food service operations

[ ] Procedure/policy for receiving and handling school food service [civil rights complaints](https://dpi.wi.gov/school-nutrition/program-requirements/civil-rights#complaints)

[ ] A copy of Civil Rights complaints alleging discrimination in the current and prior school year

[ ] Documentation showing types of services provided to Limited English Proficient households

[ ] Procedure/policy for accommodating students with special dietary needs

**Keep for On-Site AR:**

[ ] Supporting documentation for special dietary accommodation requests

[ ] USDA “And Justice for All” poster displayed where meals are served and visible to participants. Note: the [2019 version of the poster](https://www.usda.gov/sites/default/files/documents/JFAgreen508.pdf) should be displayed (11x17 size) until further notice from USDA

[ ] Ensure the full [Non-Discrimination Statement](https://dpi.wi.gov/school-nutrition/program-requirements/civil-rights#nds) is posted on the school nutrition area of the SFA’s website.

* + The [2022 version](https://www.fns.usda.gov/civil-rights/usda-nondiscrimination-statement-other-fns-programs) is required for all public SFAs.
	+ A private religious SFA may use the [2015 version of the NDS](https://www.fns.usda.gov/cr/FNS-2015-Nondiscrimination-Statement#:~:text=In%20accordance%20with%20Federal%20civil,color%2C%20national%20origin%2C%20sex%2C) and [2019 version of the poster](https://www.usda.gov/sites/default/files/documents/JFAgreen508.pdf), if there is a conflict with Title IX and the governing religious tenets

# **On-Site Monitoring**

Please see the DPI [Onsite Monitoring](https://dpi.wi.gov/school-nutrition/program-requirements/on-site-monitoring) webpage for more information.

The following documents are required for SFAs with more than one participating school site.

**Upload the following documents to SNACS**:

[ ] SFA on-site monitoring form(s) completed for each participating site by February 1 for the [NSLP](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/nslp-onsite-monitoring.doc)

[ ] SFA on-site monitoring form(s) completed for 50% of participating sites by February 1 for the [SBP](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sbp-onsite-monitoring.doc)

[ ] If the SFA is reviewed prior to February 1, upload the 2021-22 monitoring forms.

# **Local Wellness Policy (LWP)**

Please see the DPI [Local School Wellness Policy](http://dpi.wi.gov/school-nutrition/wellness-policy) webpage for more information.

**Upload the following documents to SNACS**:

[ ] Copy of current Local Wellness Policy

[ ] A copy of the most recent assessment of the implementation of the School Wellness Policy and how the public was notified of the assessment results

**Keep for On-Site AR:**

[ ] Documentation showing how public input was requested and/or received when developing or assessing the LWP

[ ] Documentation showing how the School Wellness Policy was made available to the public

# **Professional Standards**

Please see the DPI [Professional Standards](http://dpi.wi.gov/school-nutrition/professional-standards) webpage for more information.

**Upload the following documents to SNACS**:

[ ] Copy of [DPI’s template Professional Standards tracking tool](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/dpi-professional-standards-tracking-tool.xlsx) **or** other tracking tool

[ ] A current list of all employees in the SFA with responsibilities for school nutrition program requirements

[ ] Documentation showing a Food Service Director (FSD) hired after July 1, 2015, meets hiring requirements such as an education diploma and a description of school nutrition experience

[ ] Documentation showing a Food Service Director (FSD) hired after July 1, 2015, has completed required food safety training (8 hours within 5 years prior to or 30 days after start date)

# **Food Safety**

Please see the DPI [Food Safety](http://dpi.wi.gov/school-nutrition/food-safety) webpage for more information.

**Keep for On-Site AR:**

[ ] Two most recent food safety inspection reports for each reviewed site

[ ] Food safety plan specific to each site

[ ] Documentation to show the Food Safety Plan has been reviewed annually and updated if necessary

[ ] Temperature logs for previous 6 months

# **Summer Food Service Program Outreach (SFSP)**

Please see the DPI [Outreach](https://dpi.wi.gov/school-nutrition/program-requirements/outreach) webpage for more information.

Note: The following documents are required for all SFAs, *even if not participating in the SFSP*

**Upload the following documents to SNACS**:

[ ] Documentation that SFSP outreach occurred before the end of the 2022-23 school year to ensure families are informed of the availability and location of SFSP meals

# **School Breakfast Program Outreach (SBP)**

Please see the DPI [Outreach](https://dpi.wi.gov/school-nutrition/program-requirements/outreach) webpage for more information.

**Keep for On-Site AR:**

[ ] Documentation to show that families were informed of the availability of reimbursable meals served under the SBP periodically throughout the year

# **Afterschool Snack Program (ASP)**

Please see the DPI [Afterschool Snack Program](http://dpi.wi.gov/school-nutrition/after-school) webpage for more information.

**Upload the following documents to SNACS**:

[ ] Completed on-site monitoring forms to show monitoring occurred twice per year with the first review occurring in the first four weeks of the start of the ASP

[ ] Documentation to show afterschool enrichment activities are available to all students

[ ] Documentation, including attendance roster and date of training, to support that the annual [Civil Rights webcast](https://media.dpi.wi.gov/school-nutrition/civil-rights-training/story.html) was reviewed by all staff involved in ASP

**Keep for On-Site AR:**

[ ] Point of service documents to support monthly claims

[ ] Daily menus and production records

# **Special Milk Program (SMP)**

Please see the DPI [Special Milk Program](http://dpi.wi.gov/school-nutrition/milk-programs/special-milk)webpage for more information.

**Keep for On-Site AR:**

[ ] Point of Service documents to support monthly claims

[ ] For those participating in the pricing plan with free milk option, documentation to support the correct eligibility status is being applied to each participating student (e.g., benefit issuance list, direct certification runs, applications)

# **Wisconsin School Day Milk Program (WSDMP)**

Please see the DPI [WSDMP](http://dpi.wi.gov/school-nutrition/milk-programs/wisconsin-school-day-milk)webpage for more information.

**Upload the following documents to SNACS**:

[ ] Documentation to support the cost per ½ pint of milk submitted as part of the annual claim for reimbursement

[ ] Documentation to support milk provided in the WSDMP is produced in Wisconsin

**Keep for On-Site AR:**

[ ] Point of Service documents to support the annual claim

[ ] Documentation to support the correct eligibility status is being applied to each participating student (e.g., benefit issuance list, direct certification runs, applications)

Updated October 2023