



SCHOOL NUTRITION PROGRAM ADMINISTRATIVE REVIEW

Required Smart Snacks Documentation

The following checklist will assist the Authorized Representative and/or Food Service Director with actions to take and documents to submit prior to the Administrative Review.

Foods and Beverages

SNACS

Respond to the following questions in SNACS, under the Questionnaire tab:

- 1100. What are the SFA's food sale policies? List all types of sales to include the selling of non-food items in combination with food items.
- 1101. What is the SFA's process for determining compliance with non-packaged or recipe (combination foods that do not label) food items?
- 1102. How does the SFA account for accompaniments when determining whether food items meet the Smart Snack standards?
- 1103. Who is responsible for tracking Smart Snacks compliance at the:
 - a. SFA level?
 - b. School level?
 - c. For foodservice?

- Provide the PHN with the contact information of the person responsible for ensuring Smart Snack compliance.

Upload the following documentation, if applicable:

- Complete labels (name of the food item, brand name, nutrition facts and ingredients) for foods and beverages sold in:
 - A la carte
 - Vending machines
 - School stores
 - Coffee or snack carts
 - Career training or special education classes
 - Snack packs or bagged meals for student athletes
- Documentation to support the Smart Snacks requirements are met:
 - Smart Snacks Tracking Tool
 - Standardized recipes
 - Other
 - [Smart Snacks Product Calculator](#) Results
 - [Smart Snacks Recipe Analyzer Tool](#)

Fundraisers

Upload the following documentation, if applicable:

- Documentation to support exempt fundraisers comply with the state limits, including:
 - Organization name
 - Date(s) and time
 - Description of items sold
 - Location(s)

Use of [Fundraiser Tracking Tools](#), developed by the School Nutrition Team is not required but encouraged.