



# SNACS

## *Reviews & Appeals for School Food Authorities*

---

Wisconsin Department of Public Instruction  
125 South Webster Street, P.O. Box 7841, Madison, WI 53707  
Phone: (800) 441-4563, Fax: (608) 267-0363  
<http://dpi.wi.gov>



---

School Nutrition Accountability Software (SNACS)

Phone: (800) 441-4563, Fax: (608) 267-0363

<https://www.snacs.dpi.wi.gov>



*Wisconsin Department of Public Instruction  
SNACS Reviews & Appeals for School Food Authorities*

**Copyright © 2015 Wisconsin Department of Public Instruction**

**Software Version: 6.2**

All rights reserved. No part of this manual shall be reproduced, stored in a retrieval system, or transmitted by any means, electronic, mechanical, photocopy, recording, or otherwise, without the written permission from Wisconsin DPI. No patent liability is assumed with respect to the use of the information contained herein. Although every precaution has been taken in the preparation of this manual, Wisconsin DPI assumes no responsibility for errors or omissions.

**Disclaimer**

Every effort has been made to make this manual as complete and as accurate as possible, but no warranty or fitness is implied. The information provided is on an "as-is" basis. Changes made to the product may not be reflected in this manual.

Wisconsin DPI shall have neither liability nor responsibility for any loss or damages arising from the use of information contained in this manual.

# Table of Contents

<b>Section 1: Guide to Using the Reviews Module</b> .....	<b>5</b>
School Food Authority (SFA) Processes.....	6
<b>Section 2: Preparation</b> .....	<b>7</b>
General Info.....	9
Site Selection Worksheet.....	10
<i>Completing the Site Selection Worksheet</i> .....	11
<b>Section 3: Administration</b> .....	<b>15</b>
Questions.....	16
<i>Making a First Response to a Question</i> .....	17
<i>Resubmitting a Response</i> .....	20
Corrective Action .....	21
<i>Responding to a Rejected Corrective Action Plan</i> .....	25
<i>Viewing a Cancelled Corrective Action Request</i> .....	27
<b>Section 4: Communications</b> .....	<b>29</b>
SFA Review Notifications .....	30
<i>Printing Review Notification</i> .....	30
Correspondence .....	31
<i>Receiving and Sending Correspondence with DPI</i> .....	31
Documents .....	32
<i>Adding a Document</i> .....	32
<i>Updating a Document</i> .....	35
<i>Deleting a Document</i> .....	37
Administrative Review Report.....	38
<i>Sample Administrative Review Report</i> .....	39
<b>Section 5: Appeals</b> .....	<b>43</b>
Listing Appeals.....	44
Viewing Appeal Details.....	45
Viewing Appeal Documents .....	46
<b>Appendix A: Messages</b> .....	<b>47</b>
<b>Index</b> .....	<b>51</b>

◀ *End of Contents* ▶



# Using the Reviews Module

This section includes

- ✓ School Food Authority (SFA) processes.

## School Food Authority (SFA) Processes

### A Preparation

- Review details on **General Info** tab (**Reviews** module)
- Complete Site Selection Worksheet

### B Administration

- Complete initial response to form/tool questions
- Respond to questions flagged for Corrective Action Plan
- Resubmit a response

### C Communication

- View and/or print notifications (letters) from DPI
- Send / receive correspondence (messages) with DPI
- Review and/or print the Administrative Review Report

◀ *End of Section* ▶

# 2 Preparation

This section includes

- ✓ Finding Review details.
- ✓ Completing the Site Selection Worksheet.

# Before a Review Starts

Before a Review starts, the **Reviews** tab only shows past Reviews, if any.

The screenshot shows a web interface with a green header labeled "Reviews". Below the header is a table with a green header row and a white body. The table header row contains the following columns: "Academic Year", "Review Type", "Lead Reviewer", and "Status". The table body contains the text "No records to display."

Academic Year	Review Type	Lead Reviewer	Status
No records to display.			

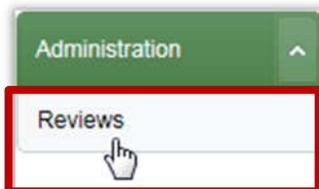
After DPI starts a Review, the Review is listed on the **Reviews** page. The [Review Type](#) is a link to view Review details.

The screenshot shows the same web interface as above, but now with one record in the table. The "Review Type" cell contains a blue hyperlink labeled "Administrative".

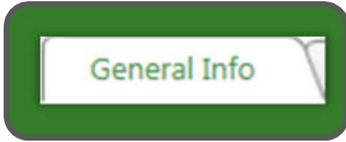
Academic Year	Review Type	Lead Reviewer	Status
2015 - 2016	<a href="#">Administrative</a>	snacs admin	Started

### To display Review details

1. Expand the **Administration** menu and click **Reviews**.
2. Click the [Review Type](#) link.



# General Info



An Administrative Review starts when DPI selects your SFA for review and sends the Confirmation Letter detailing review requirements.

Clicking the **Reviews** tab in SNACS displays a set of tabbed information. The first tab, **General Info**, provides general Review information, such as the type of review being conducted and the Lead Reviewer's name. Details about the Review are shown on the *Review Details* page.

Your SFA has been selected for a Review beginning on 9/17/2015. You will need to submit your Site Selection Worksheet for the Review by 9/24/2015. The figures entered on this form should be from the most recent October data available.

**Review Details: 252527 - Highland School District**

« [Back to Reviews](#)

General Info | Notifications | Site Selection Worksheet | Correspondence (0) | Documents (0)

**Review Info**

Review Type: Administrative  
Review Status: Started

**SA Contact**

Reviewer: snacs admin  
Work Phone #:   
Email: test@test.com

**Your remaining tasks:**

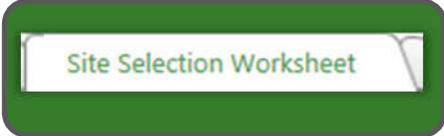
- [Complete your Site Selection Worksheet](#)
- [Complete your Questionnaire](#)

**Review Schedule**

Review Step	Start Date	End Date
Off-Site Review	09/17/2015	09/25/2015
On-Site Review	09/23/2015	09/25/2015
Site Selection Worksheet	09/23/2015	09/24/2015

Initially five tabs are provided for an Administrative Review.

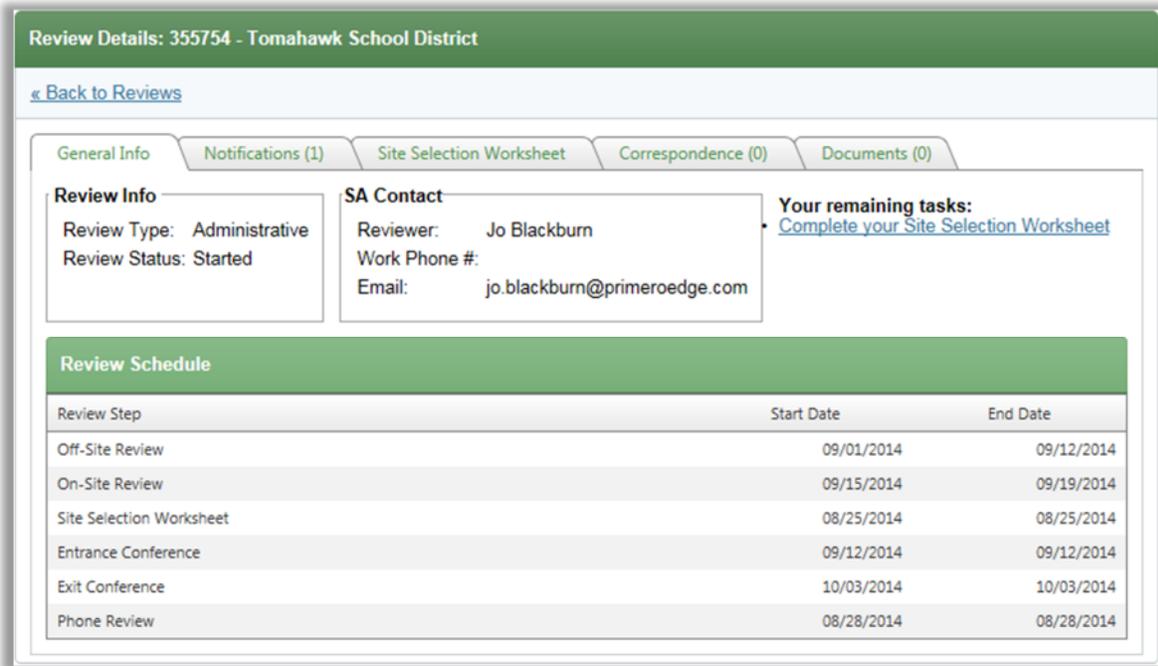
## Site Selection Worksheet



Site Selection Worksheet

After receiving notification (Notification Confirmation) from DPI that your SFA has been selected for an Administrative Review, you will see a task titled “**Complete your Site Selection Worksheet**” on the **General Info** tab.

 **Note:** SFAs with only one Site do not need to complete a Site Selection Worksheet.



Review Details: 355754 - Tomahawk School District

[Back to Reviews](#)

General Info | Notifications (1) | **Site Selection Worksheet** | Correspondence (0) | Documents (0)

**Review Info**  
 Review Type: Administrative  
 Review Status: Started

**SA Contact**  
 Reviewer: Jo Blackburn  
 Work Phone #: [redacted]  
 Email: jo.blackburn@primeroedge.com

**Your remaining tasks:**  
 • [Complete your Site Selection Worksheet](#)

**Review Schedule**

Review Step	Start Date	End Date
Off-Site Review	09/01/2014	09/12/2014
On-Site Review	09/15/2014	09/19/2014
Site Selection Worksheet	08/25/2014	08/25/2014
Entrance Conference	09/12/2014	09/12/2014
Exit Conference	10/03/2014	10/03/2014
Phone Review	08/28/2014	08/28/2014

The Site Selection Worksheet lists all schools in your SFA and identifies the school type (elementary, secondary, or combination). You will enter the following data for each school

- Number of serving days
- Number of students eligible for free meals in NSLP
- Number of free meals claimed for one month in NSLP

---

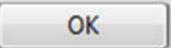
## Completing the Site Selection Worksheet

Completing the Site Selection Worksheet requires entry of reimbursement claim data for the previous October.

- Click  to save entered data; no data is sent to DPI.
- Click  to send entered data to DPI; the button is available only when **all** data has been entered and the Certification check box has been selected.

After clicking , the button is unavailable. If an error has been made or all information has not been entered, you must contact DPI to have corrections made.

### ***To complete the Site Selection Worksheet***

1. Either click the [Complete your Site Selection Worksheet](#) link on the **General Info** tab or click the **Site Selection Worksheet** tab.
2. Enter the following for each listed Site.
  - a. Enter **Number of Serving Days**.
  - b. Enter **Number of Free Eligible**.
  - c. Enter **Number of Free Lunches Claimed**.
3. Select the **Certification** checkbox.
4. Click  .
5. Click  .

**1** Your remaining tasks: [Complete your Site Selection Worksheet](#)

**2** Month of entered claim data

A. Site Name	B. Site Type	C. # of Serving Days	D. # of Free Eligible	E. # of Free Lunches Claimed	SBP	SMP	Snacks/ASP	FFVP	SSO/SFSP
Belleville Elementary	Elementary	180	298	158	✓	✓			
Belleville High School	Secondary	180	349	276	✓				
Belleville Intermediate	Elementary	180	187	125	✓				
Belleville Middle School	Secondary	180	211	209	✓				

**3** Certification

I hereby certify that neither the School Food Authority nor its principals/authorized representatives is presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or voluntarily excluded from participation in this transaction by any Federal/State department or agency.

I certify under penalty of perjury that the information on these application forms is true and correct, and that I will immediately report to the State Agency any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The State Agency may verify information; and the deliberate misrepresentation of information will subject me to prosecution under applicable federal and state criminal statutes.

On behalf of the School Food Authority, I hereby agree to comply with all state and federal laws and regulations governing the Child Nutrition Programs administered by the State Agency. In accordance with Federal law and U.S. Department of Agriculture policy, this School Food Authority does not discriminate on the basis of race, color, national origin, sex, age or disability. I will ensure that all monthly claims for reimbursement are true and correct and that records are available to support these claims.

**4**

**7** Message from webpage

? You will not be able to edit this form after submitting. Click OK to continue or Cancel to stay on the same page.

Continue to next page

The Site Selection Worksheet has been successfully submitted.

**Review Details: 130350 - Belleville School District**

[« Back to Reviews](#)

General Info | Notifications (0) | **Site Selection Worksheet** | Questionnaire (80) | Correspondence (0)

Documents (0)

Status: Submitted

Sites		Based on October data								Save
A. Site Name	B. Site Type	C. # of Serving Days	D. # of Free Eligible	E. # of Free Lunches Claimed	SBP	SMP	Snacks/ASP	FFVP	SSO/SFSP	
Belleville Elementary	Elementary	180	298	158	✓	✓				
Belleville High School	Secondary	180	349	276	✓					
Belleville Intermediate	Elementary	180	187	125	✓					
Belleville Middle School	Secondary	180	211	209	✓					

**Certification**

I hereby certify that neither the School Food Authority nor its principals/authorized representatives is presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or voluntarily excluded from participation in this transaction by any Federal/State department or agency.

I certify under penalty of perjury that the information on these application forms is true and correct, and that I will immediately report to the State Agency any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The State Agency may verify information; and the deliberate misrepresentation of information will subject me to prosecution under applicable federal and state criminal statutes.

On behalf of the School Food Authority, I hereby agree to comply with all state and federal laws and regulations governing the Child Nutrition Programs administered by the State Agency. In accordance with Federal law and U.S. Department of Agriculture policy, this School Food Authority does not discriminate on the basis of race, color, national origin, sex, age or disability. I will ensure that all monthly claims for reimbursement are true and correct and that records are available to support these claims.

**Review Details: 130350 - Belleville School District**

[« Back to Reviews](#)

General Info | Notifications (0) | **Site Selection Worksheet** | Questionnaire (80) | Correspondence (0)

Documents (0)

**Review Info**

Review Type: Administrative  
Review Status: Started

**SA Contact**

Reviewer: MPS Admin  
Work Phone #: (414) 444-5555  
Email: mps@mps.com

**Your remaining tasks:**

- You have no remaining tasks.

Review Schedule		
Review Step	Start Date	End Date
Off-Site Review	10/15/2014	11/05/2014
Site Selection Worksheet	11/01/2014	11/03/2014

◀ *End of Section* ▶

# Administration

This section includes

- ✓ Responding to Questions.
- ✓ Resubmitting responses to Questions.
- ✓ Responding to a request for a Corrective Action Plan.
- ✓ Responding to a rejected Corrective Action Plan.
- ✓ Viewing a canceled request for a Corrective Action Plan.

# Questions



After the Site Selection Worksheet is completed, the next step of the Review process includes responding to questions on the various USDA forms. Questions are shown on the **Questionnaire** tab.

The **Questionnaire** tab appears when DPI “checks out” the forms for you to complete. Below is an example of what you might see.

Review Details: 355754 - Tomahawk School District

[Back to Reviews](#)

General Info | Notifications (1) | Site Selection Worksheet | **Questionnaire (22)** | Correspondence (0) | Documents (0)

Status: -- ALL --

Section	Question #	Status	Submitted By	Submitted On
> Certification and Benefit Issuance (100 - 122)	100	Not Submitted		
> Certification and Benefit Issuance (100 - 122)	101	Not Submitted		
> Certification and Benefit Issuance (100 - 122)	102	Not Submitted		
> Certification and Benefit Issuance (100 - 122)	103	Not Submitted		
> Certification and Benefit Issuance (100 - 122)	104	Not Submitted		
> Certification and Benefit Issuance (100 - 122)	106	Not Submitted		
> Certification and Benefit Issuance (100 - 122)	107	Not Submitted		
> Certification and Benefit Issuance (100 - 122)	108	Not Submitted		
> Certification and Benefit Issuance (100 - 122)	109	Not Submitted		
> Certification and Benefit Issuance (100 - 122)	110	Not Submitted		

Page size: 10 | 22 items in 3 pages

You may see all Questions from all Administrative Review forms listed on the **Questionnaire** tab or you may see selected Questions. “Not Submitted” is the initial status for all Questions.

## Making a First Response to a Question

Each Question is presented as it appears on the USDA form. Expanding the Question displays the complete Question text and response fields.

### To respond to a question

1. Click **Expand** ( > ) in a question listing.
2. Enter a response.
3. Click [Save](#) or [Save & Submit](#).

The image consists of two screenshots of the USDA form interface, illustrating the steps to respond to a question. The top screenshot shows a list of questions under the 'Questionnaire' tab. A red circle with the number '1' highlights the expand icon (a right-pointing chevron) next to the first question. A red arrow points from this icon to the second screenshot. The second screenshot shows the expanded question form. A red circle with the number '2' highlights the question text, and a red dashed box highlights the response fields. A red circle with the number '3' highlights the 'Save' button at the bottom left of the form.

**Review Details: 355754 - Tomahawk School District**

[Back to Reviews](#)

General Info | Notifications (1) | Site Selection Worksheet | Questionnaire (22) | Correspondence (0) | Documents (0)

Status: -- ALL --

**1**

Section	Question #	Status	Submitted By	Submitted On
Certification and Benefit Issuance (100 - 122)	100	Not Submitted		
Certification and Benefit Issuance (100 - 122)	101	Not Submitted		
Certification and Benefit Issuance (100 - 122)	102	Not Submitted		
Certification and Benefit Issuance (100 - 122)	103	Not Submitted		
> Certification and Benefit Issuance (100 - 122)	104	Not Submitted		

**Review Details: 355754 - Tomahawk School District**

[Back to Reviews](#)

General Info | Notifications (1) | Site Selection Worksheet | Questionnaire (22) | Correspondence (0) | Documents (0)

Status: -- ALL --

**2**

**3**

**Questionnaire**

Section	Question #	Status	Submitted By	Submitted On
▼ Certification and Benefit Issuance (100 - 122)	100	Not Submitted		

Form: Certification and Benefit Issuance (100 - 122)

Question #: 100

100. Name of Determining Official for Applications: Elena Martin

Title of Determining Official for Applications: Child Nutrition Director

Not Submitted

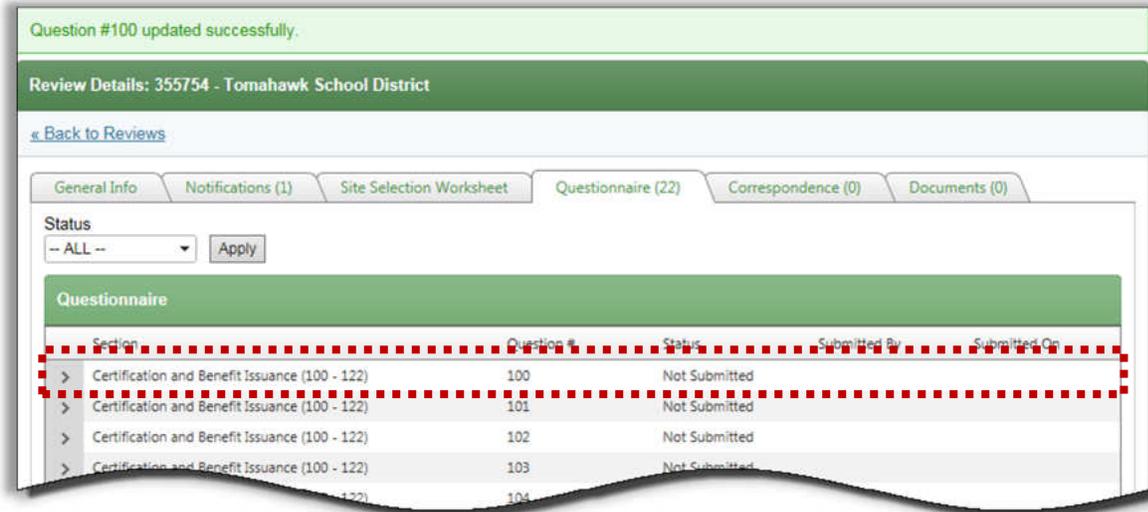
[Save](#) [Save & Submit](#) [Cancel](#)

Certification and Benefit Issuance (100 - 122)	101	Not Submitted		
> Certification and Benefit Issuance (100 - 122)	102	Not Submitted		
> Certification and Benefit Issuance (100 - 122)	103	Not Submitted		

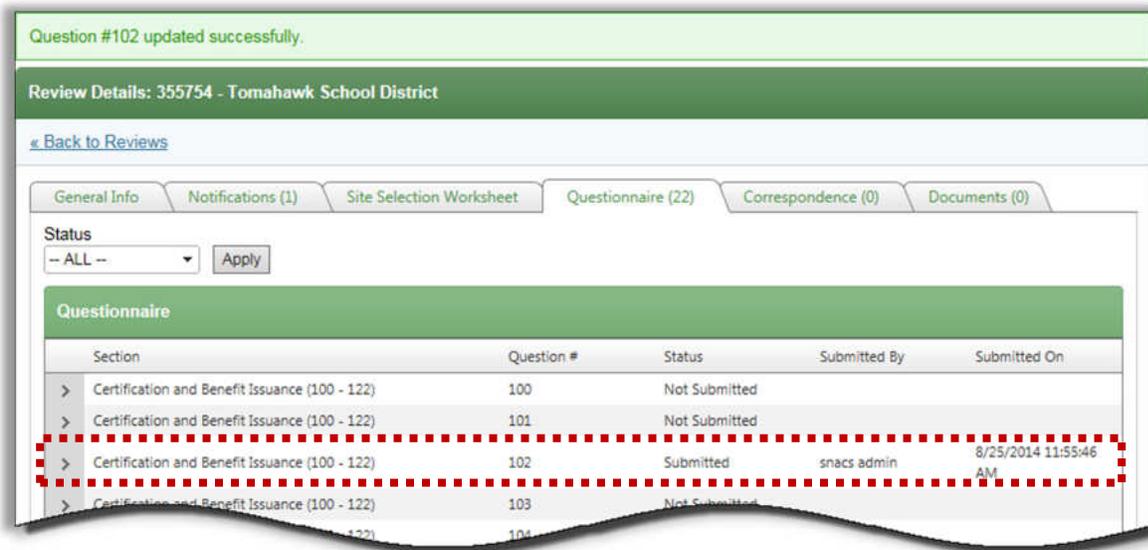
**Saved vs. Saved & Submitted Response**

If you choose to **Save** your response, "Not Submitted" continues to appear in **Status** in the question listing. A save success message appears.

DPI also sees "Not Submitted." However, your saved response is visible to DPI if they choose to expand the question.



You are able to continue updating your Question response as long as you use **Save** to update your response. When you choose to **Save & Submit** your response, the question status changes to "Submitted". The username who submitted the response is shown along with the submission date and time.



### ***Saving vs. Submitting***

When a response to a question is *saved*

- Message states that the question has been updated successfully
- Status = **Not Submitted**; shown in the question listing and in the question body
- Links to [Save](#), [Save & Submit](#), or [Cancel](#) are provided
- Question response can be changed as often as needed until submitted

The screenshot displays the 'Review Details' for a 355754 review by Tomahawk School District. At the top, a green message bar states 'Question #100 updated successfully.' Below this, the 'Questionnaire' section is visible, showing a list of questions and their details. The status of each question is highlighted with a red circle.

Section	Question #	Status	Submitted By	Submitted On
▼ Certification and Benefit Issuance (100 - 122)	100	Not Submitted		
> Certification and Benefit Issuance (100 - 122)	101	Not Submitted		
▼ Certification and Benefit Issuance (100 - 122)	102	Submitted	snacs admin	8/25/2014 11:55:46 AM
> Certification and Benefit Issuance (100 - 122)	103	Not Submitted		
> Certification and Benefit Issuance (100 - 122)	104	Not Submitted		

Details for Question 100 (Not Submitted):

- Form: Certification and Benefit Issuance (100 - 122)
- Question #: 100
- 100. Name of Determining Official for Applications: Elena Martin
- Title of Determining Official for Applications: Child Nutrition Director
- Status: Not Submitted
- Links: [Save](#), [Save & Submit](#), [Cancel](#)

Details for Question 102 (Submitted):

- Form: Certification and Benefit Issuance (100 - 122)
- Question #: 102
- 102. If the SFA is a Residential Child Care Institution (RCCI), are there any day students?
- Not an RCCI  RCCI, with day students  RCCI, without day students
- Status: Submitted

When a response to a question is *saved & submitted*

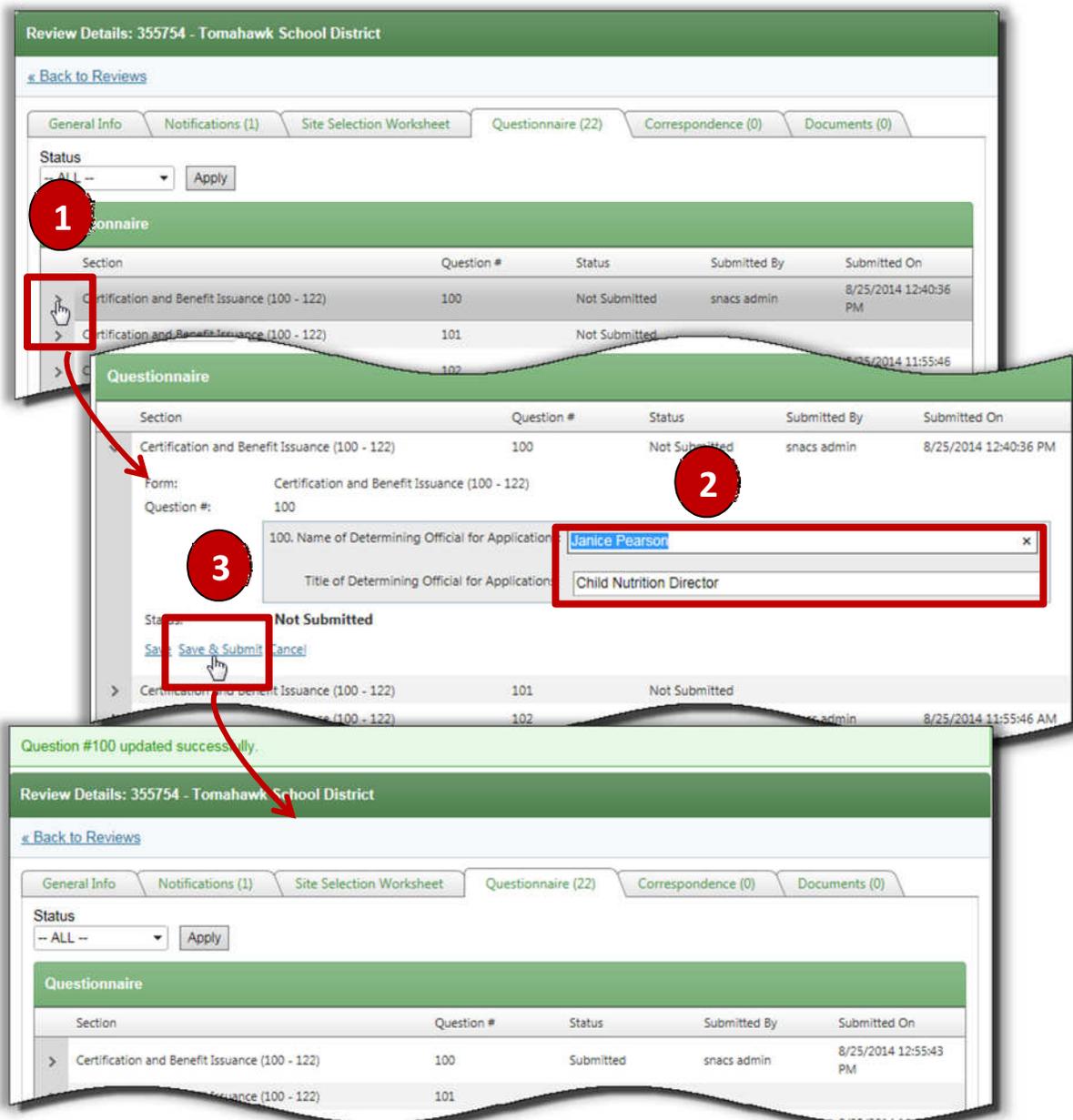
- Message states that the question has been updated successfully
- Status = **Submitted**; shown in the question listing and in the question body
- Links to [Save](#), [Save & Submit](#), or [Cancel](#) are **not** provided.
- Question response cannot be changed.

## Resubmitting a Response

You may receive a request from DPI to resubmit your response with updated or additional information. The question / response is available for resubmission when the **Status** has been returned to "Not Submitted". The process remains the same as the first submission.

### To update and resubmit a response

1. Click **Expand** ( > ) in a question listing with a status of "Not Submitted".
2. Make updates to the response as needed.
3. Click **Save & Submit**.



# Corrective Action



When DPI reviews responses to Questions, they may choose to flag the Question for a request for a Corrective Action Plan (CAP) and set a **Due Date** for submitting the response.

## To respond to a Corrective Action Plan request

1. Click the [Complete your Corrective Action](#) link on the **General Info** tab.
2. Expand a Question listed for Corrective Action.
3. Enter text describing the steps your SFA will take to correct the flagged error.
4. Click  or .

**Review Details: 355754 - Tomahawk School District**

[Back to Reviews](#)

General Info | Notifications (1) | Site Selection Worksheet | Questionnaire (22) | **Corrective Action (2)** | Correspondence (0) | Documents (2)

**Review Info**  
 Review Type: Administrative  
 Review Status: Started

**SA Contact**  
 Reviewer: [Redacted] Blackburn  
 Work P: [Redacted]  
 Email: jo.blackburn@primeroedge.com

**Your remaining tasks:**  
[Complete your Corrective Action](#)

**Review Schedule**

Review Step	Start Date	End Date
Off-Site Review	09/01/2014	09/12/2014
On-Site Review	09/15/2014	09/19/2014
Site Selection Worksheet	08/25/2014	08/25/2014

---

**Review Details: 355754 - Tomahawk School District**

[Back to Reviews](#)

General Info | Notifications (1) | Site Selection Worksheet | Questionnaire (22) | **Corrective Action (2)** | Correspondence (0) | Documents (2)

Status: -- ALL --

**Corrective Action**

Section	Question #	Due Date	Current Status	Modified By	Modified On
> Certification and Benefit Issuance (100 - 122)	102		Flagged	snacs admin	09/02/2014 09:17 PM
<input type="checkbox"/> Certification and Benefit Issuance (100 - 122)	105	09/05/2014	Flagged	snacs admin	09/02/2014 04:09 PM

**Corrective Action**

Section	Question #	Due Date	Current Status	Modified By	Modified On
> Certification and Benefit Issuance (100 - 122)	102		Flagged	snacs admin	09/02/2014 09:17 PM
▼ Certification and Benefit Issuance (100 - 122)	105	09/05/2014	Flagged	snacs admin	09/02/2014 04:09 PM

Form: Certification and Benefit Issuance (100 - 122)  
Question #: 105  
Due Date: 09/05/2014  
Current Status: **Flagged**  
History:

**Flagged for Corrective Action**

**B** *I* U **A** Font Name: Real... Real...  
Application approval must be completed within 10 days of application receipt. Please review your procedures to determine where adjustments can be made.

Modified on 09/02/2014 04:09 PM by snacs admin

Please enter and submit your corrective action plan

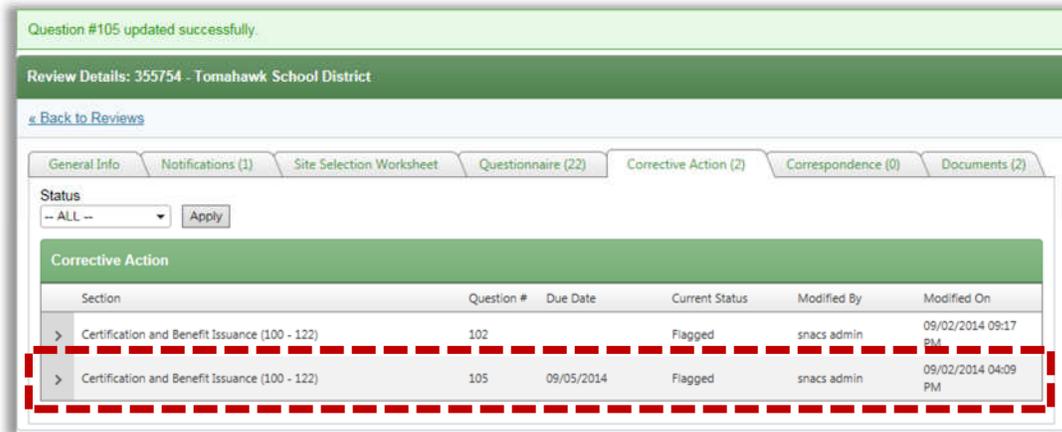
**B** *I* U **A** Arial 0.81...  
Standard state template will be used beginning immediately of the 2014-2015 school year

**3**

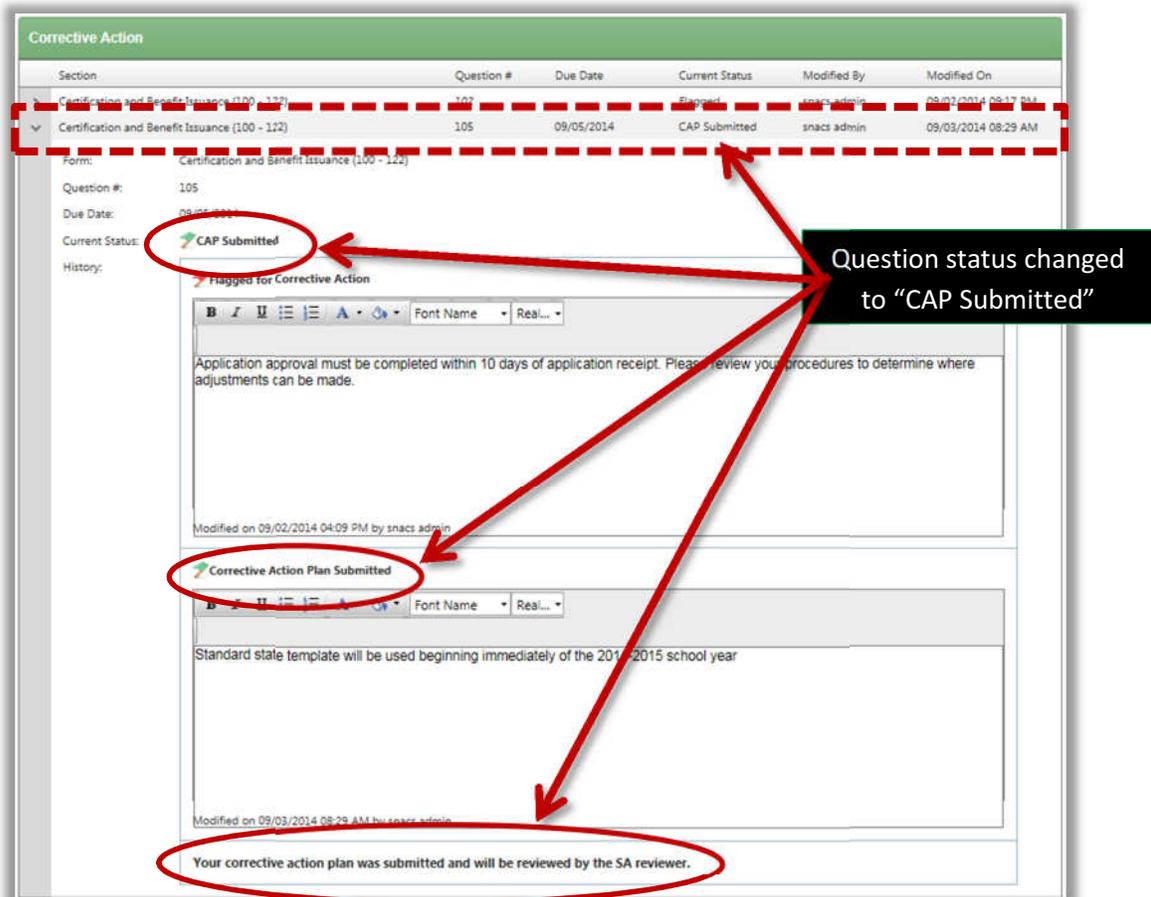
**4**

Save & Submit Save Cancel

Clicking  leaves the Question / Response status as "Flagged" but allows you to make additional changes if you need to collect more information before submitting the plan.



Clicking  completes your part of the response process and changes the Question / Response status to "CAP Submitted". A success message appears above the *Review Details* page. No further changes can be made after submission of your plan.

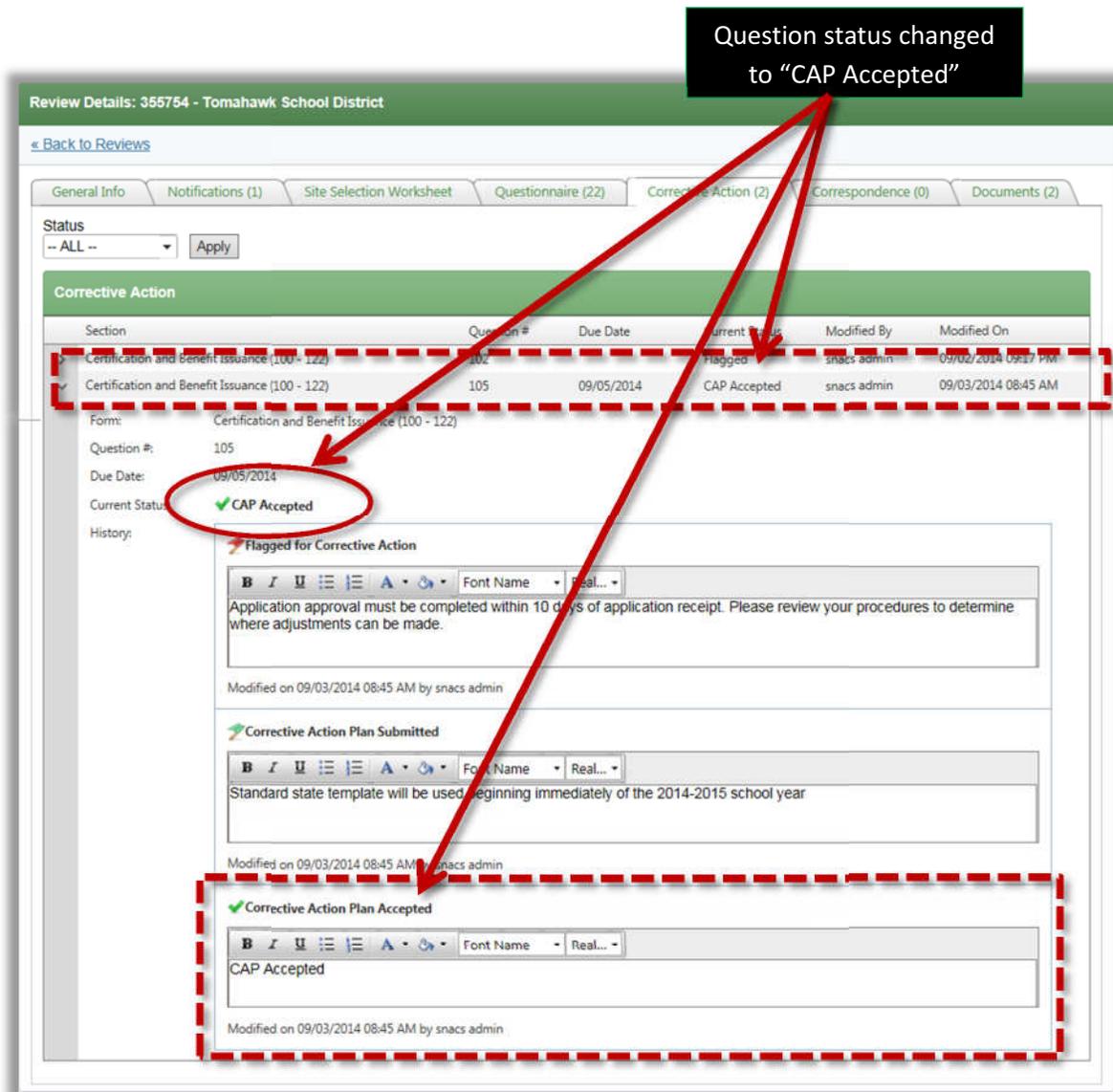


**Accepted Plan View**

When your CAP is accepted by DPI, the Question status changes to show "CAP Accepted" on the **Corrective Action** tab. Expanding the Question shows  **CAP Accepted** in **Current Status**.

**To expand a question listed on the Corrective Action tab**

- Click **Expand** ( > ).



Review Details: 355754 - Tomahawk School District

Back to Reviews

General Info | Notifications (1) | Site Selection Worksheet | Questionnaire (22) | **Corrective Action (2)** | Correspondence (0) | Documents (2)

Status: -- ALL -- Apply

Section	Question #	Due Date	Current Status	Modified By	Modified On
Certification and Benefit Issuance (100 - 122)	105	09/05/2014	CAP Accepted	snacs admin	09/03/2014 08:45 AM

Form: Certification and Benefit Issuance (100 - 122)

Question #: 105

Due Date: 09/05/2014

Current Status:  **CAP Accepted**

History:

-  **Flagged for Corrective Action**  
Application approval must be completed within 10 days of application receipt. Please review your procedures to determine where adjustments can be made.  
Modified on 09/03/2014 08:45 AM by snacs admin
-  **Corrective Action Plan Submitted**  
Standard state template will be used beginning immediately of the 2014-2015 school year  
Modified on 09/03/2014 08:45 AM by snacs admin
-  **Corrective Action Plan Accepted**  
CAP Accepted  
Modified on 09/03/2014 08:45 AM by snacs admin

## Responding to a Rejected Corrective Action Plan

DPI may choose to reject your CAP in which case "CAP Rejected" is shown on the **Corrective Action** tab. Expanding the Question shows **✖ CAP Rejected** in current status.

You are able to respond to the rejection with an updated or new CAP.

### To respond to a rejected Corrective Action Plan

1. Click the **Corrective Action** tab and expand a Question with a status of "CAP Rejected".
2. Enter an updated CAP or a new CAP.
3. Click  or .

Clicking  leaves the Question status as "CAP Submitted" and allows you to make additional changes later.

Clicking  completes the response process and changes the Question status to "CAP Rejected."

An update success message appears above the *Review Details* page.

Question	Question #	Due Date	Current Status	Modified By	Modified On
Certification and Benefit Issuance (100 - 122)	102		CAP Removed	snacs admin	09/04/2014 02:23 PM
Certification and Benefit Issuance (100 - 122)	103		CAP Removed	snacs admin	09/03/2014 10:36 AM
Certification and Benefit Issuance (100 - 122)	105	09/05/2014	CAP Accepted	snacs admin	09/03/2014 08:45 AM
Certification and Benefit Issuance (100 - 122)	106		CAP Rejected	snacs admin	09/04/2014 02:41 PM

Continue to next page 

Review Details: 355754 - Tomahawk School District

[Back to Reviews](#)

General Info | Notifications (2) | Site Selection Worksheet | Questionnaire (22) | **Corrective Action (4)** | Correspondence (3) | Documents (2)

Status: -- ALL --

**Corrective Action**

Section	Question #	Due Date	Current Status	Modified By	Modified On
> Certification and Benefit Issuance (100 - 122)	102		CAP Removed	snacs admin	09/04/2014 02:23 PM
> Certification and Benefit Issuance (100 - 122)	103		CAP Removed	snacs admin	09/03/2014 10:36 AM
> Certification and Benefit Issuance (100 - 122)	105	09/05/2014	CAP Accepted	snacs admin	09/03/2014 08:45 AM
∨ Certification and Benefit Issuance (100 - 122)	106		CAP Rejected	snacs admin	09/04/2014 02:41 PM

Form: Certification and Benefit Issuance (100 - 122)  
 Question #: 106  
 Due Date:  
 Current Status: **✖ CAP Rejected**

History:

**Flagged for Corrective Action**

Please include the first and last name for each Principal with access to the documents.

Modified on 09/04/2014 02:41 PM by snacs admin

**Corrective Action Plan Submitted**

I think one of the Principal's name is John Brown.

Modified on 09/04/2014 02:41 PM by snacs admin

**✖ Corrective Action Plan Rejected**

Please supply both first and last name, and the titles for all individuals who have access to the Benefit Issuance document.

Modified on 09/04/2014 02:41 PM by snacs admin

**Please enter and submit your corrective action plan**

Here are all individuals who have access to the Benefits Issuance document:

Annie Oakley  
 Tom Mbx  
 Billy Kidd

**2**

**3**

Question #106 updated successfully.

Review Details: 355754 - Tomahawk School District

[Back to Reviews](#)

General Info | Notifications (2) | Site Selection Worksheet | Questionnaire (22) | **Corrective Action (4)** | Correspondence (3) | Documents (2)

Status: -- ALL --

**Corrective Action**

Section	Question #	Due Date	Current Status	Modified By	Modified On
> Certification and Benefit Issuance (100 - 122)	102		CAP Removed	snacs admin	09/04/2014 02:23 PM
> Certification and Benefit Issuance (100 - 122)	103		CAP Removed	snacs admin	09/03/2014 10:36 AM
> Certification and Benefit Issuance (100 - 122)	105	09/05/2014	CAP Accepted	snacs admin	09/03/2014 08:45 AM
> Certification and Benefit Issuance (100 - 122)	106		<b>CAP Submitted</b>	snacs admin	09/04/2014 03:11 PM

## Viewing a Cancelled Corrective Action Request

During the period that a Question has been flagged for corrective action, DPI may choose to cancel the corrective action. The Question displays "CAP Removed" on the **Corrective Action** tab. In this case, no response is required from the SFA.

Review Details: 355754 - Tomahawk School District

[← Back to Reviews](#)

General Info | Notifications (1) | Site Selection Worksheet | Questionnaire (22) | **Corrective Action (4)** | Correspondence (0) | Documents (2)

Status: -- ALL --

Section	Question #	Due Date	Current Status	Modified By	Modified On
> Certification and Benefit Issuance (100 - 122)	102		Flagged	snacs admin	09/02/2014 09:17 PM
▼ Certification and Benefit Issuance (100 - 122)	103		CAP Removed	snacs admin	09/03/2014 10:36 AM

Form: Certification and Benefit Issuance (100 - 122)  
 Question #: 103  
 Due Date:  
 Current Status: CAP Removed  
 History:

**Flagged for Corrective Action**

Please include the first and last name of all individuals who have access to the Benefit Issuance documents.

Modified on 09/03/2014 09:23 AM by snacs admin

**Corrective Action Plan Submitted**

Principals names are:  
 John Brown  
 Anita Green  
 Cheryl White

Modified on 09/03/2014 10:15 AM by snacs admin

**Corrective Action Plan Removed**

CAP Removed

Modified on 09/03/2014 10:36 AM by snacs admin

> Certification and Benefit Issuance (100 - 122)	105	09/05/2014	CAP Accepted	snacs admin	09/03/2014 08:45 AM
> Certification and Benefit Issuance (100 - 122)	106		CAP Submitted	snacs admin	09/03/2014 09:49 AM

◀ *End of Section* ▶

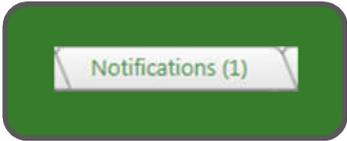


# Communications

This section includes

- ✓ Viewing and printing notifications.
- ✓ Receiving and sending messages with DPI.
- ✓ Administrative Review Report contents.

# SFA Review Notifications



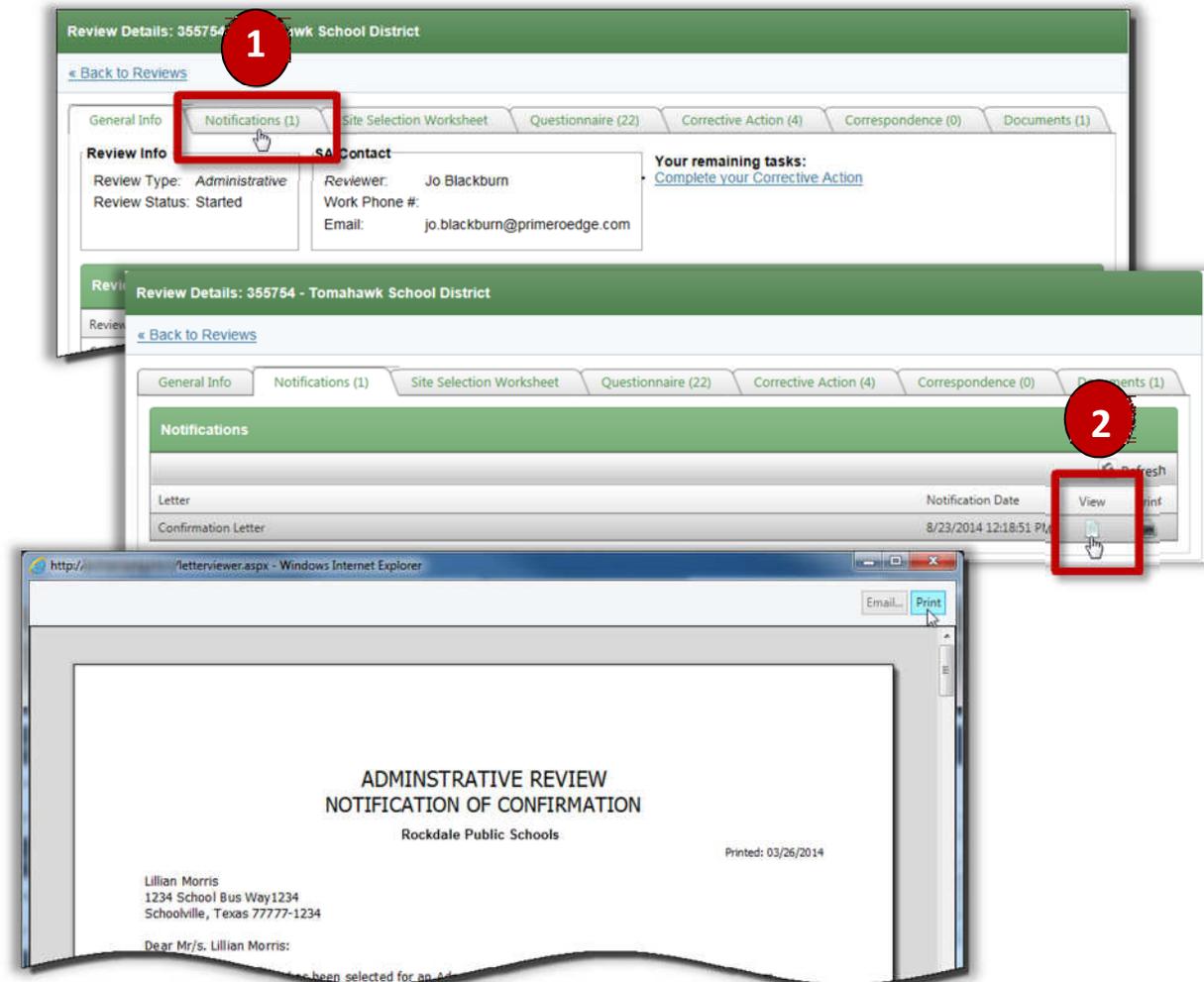
Notifications include letters sent from DPI in reference to Administrative Review activities. The first piece of notification sent by DPI is the Confirmation Letter. This letter can be viewed and / or printed from the **Notifications** tab on the *Review Details* page.

## Printing Review Notification

All notifications from DPI are shown in the **Notifications** list with both **View** and **Print** functions available.

### To view and / or print a notification

1. Click the **Notifications** tab.
2. Click View (  ) in the Confirmation Letter listing.
3. Click  on the letter viewer toolbar.



# Correspondence



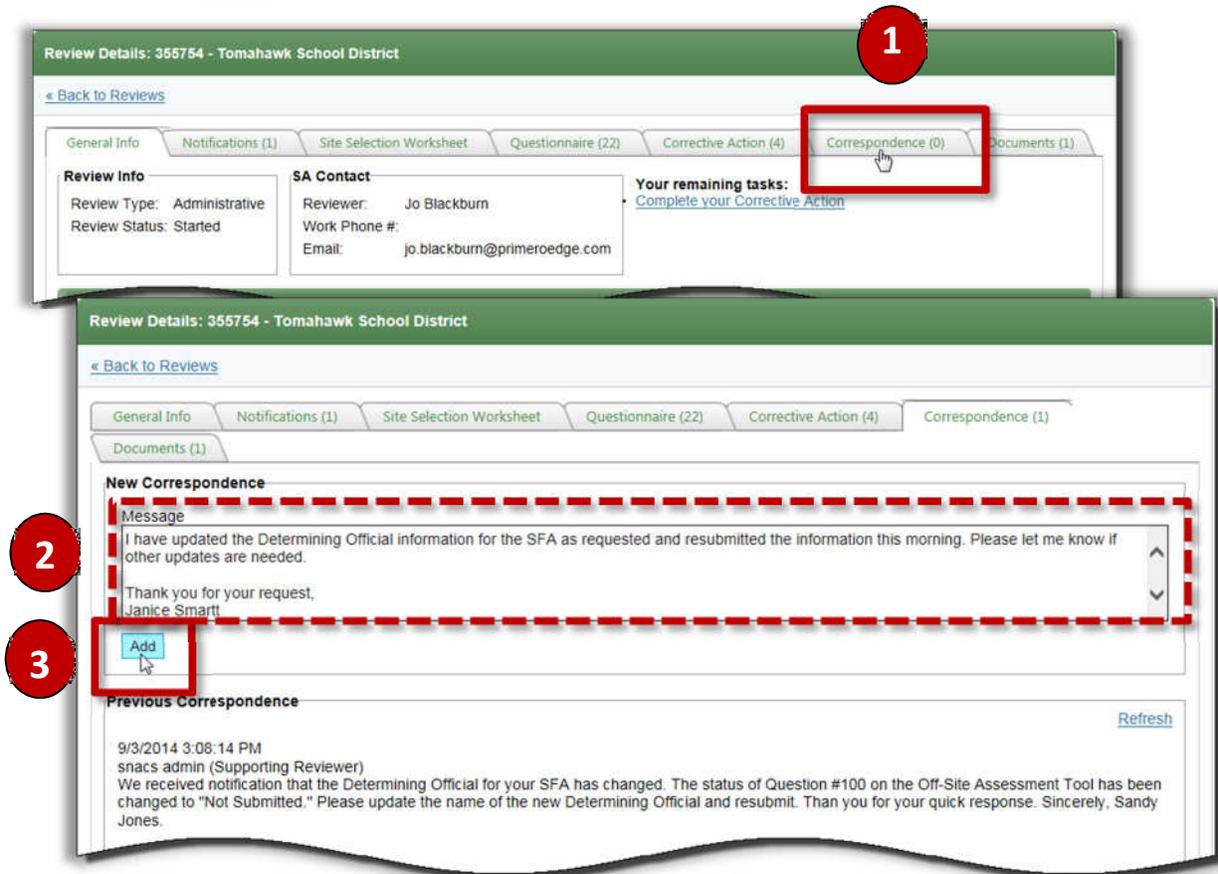
DPI can send messages to the SFA regarding Review activities. This is performed through the **Correspondence** tab which appears the first time DPI sends the SFA a message. The number of sent messages is shown in parentheses on the tab.

All previous correspondence is retained and shown on the **Correspondence** tab in the **Previous Correspondence** group with the most current communication shown first. Correspondence with DPI can be received / sent as often as needed until the Review is finalized.

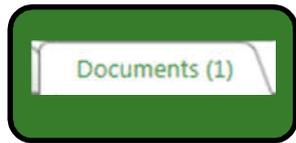
## Receiving and Sending Correspondence with DPI

### To send or return correspondence to DPI

1. Click the **Correspondence** tab.
2. Enter message text in **New Correspondence – Message**
3. Click  .



# Documents

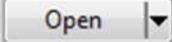


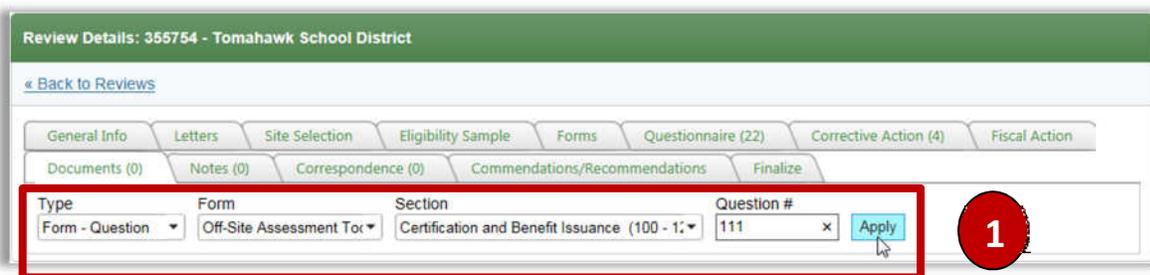
Supporting documentation can be added to an SFA Review through the **Documents** tab. Supporting documentation can include any document, such as images, court documents, official letters, etc., that is relevant to the SFA's review.

A document is identified by **Type**—either **General** or **Form**.

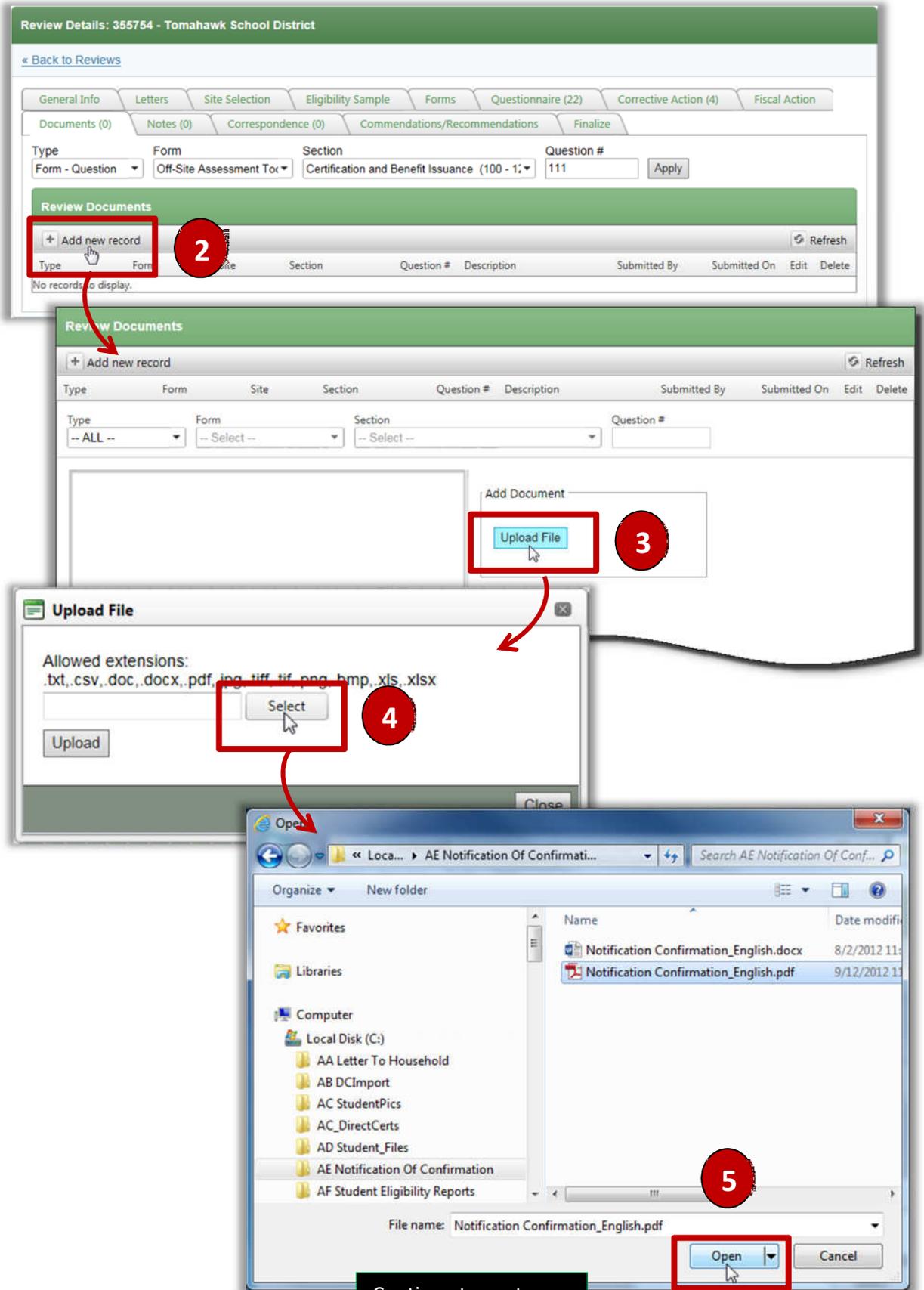
## Adding a Document

### To add a document

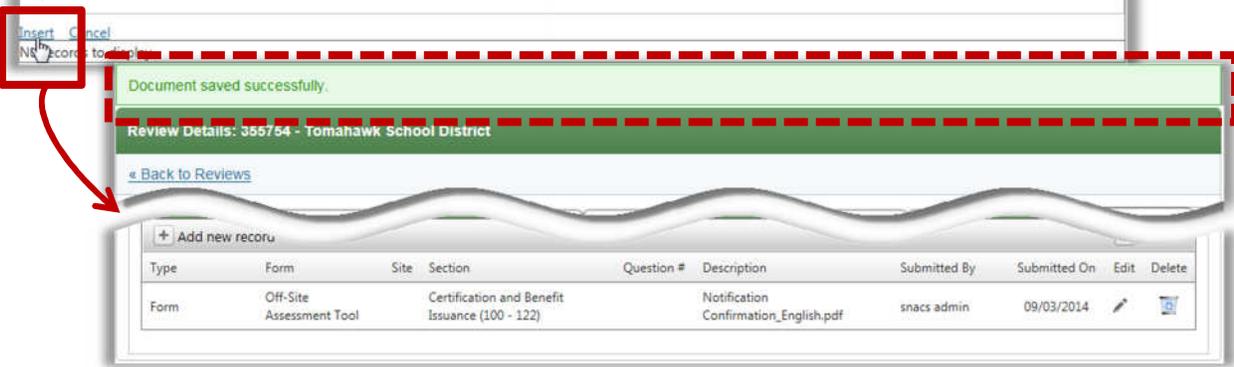
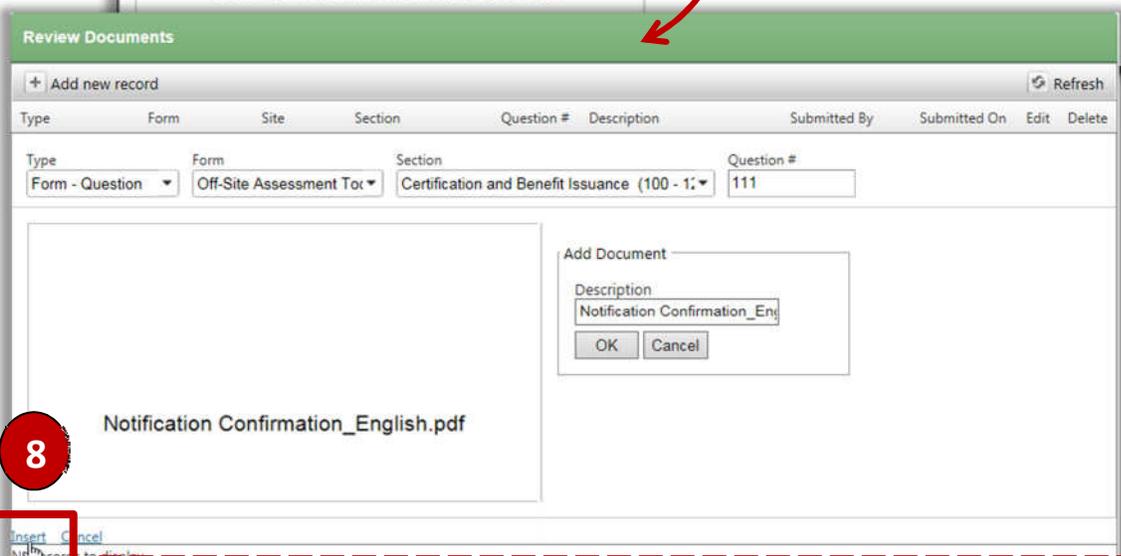
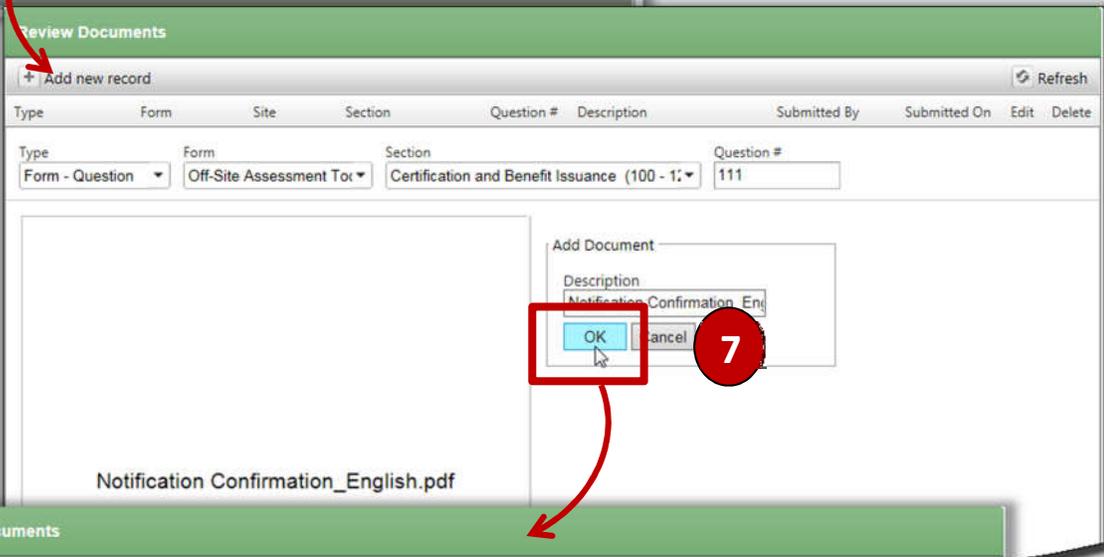
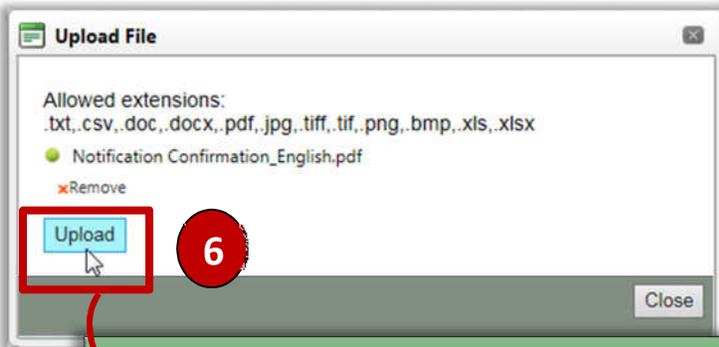
1. On the **Documents** tab, select the **Type** of document; if **Form** or **Form-Question** is selected, select the corresponding **Form** and enter a Question number, if needed; click .
2. Click .
3. Click .
4. Click .
5. Click .
6. Click .
7. Enter a name for the document file and click .
8. Click [Insert](#).



Continue to next page 



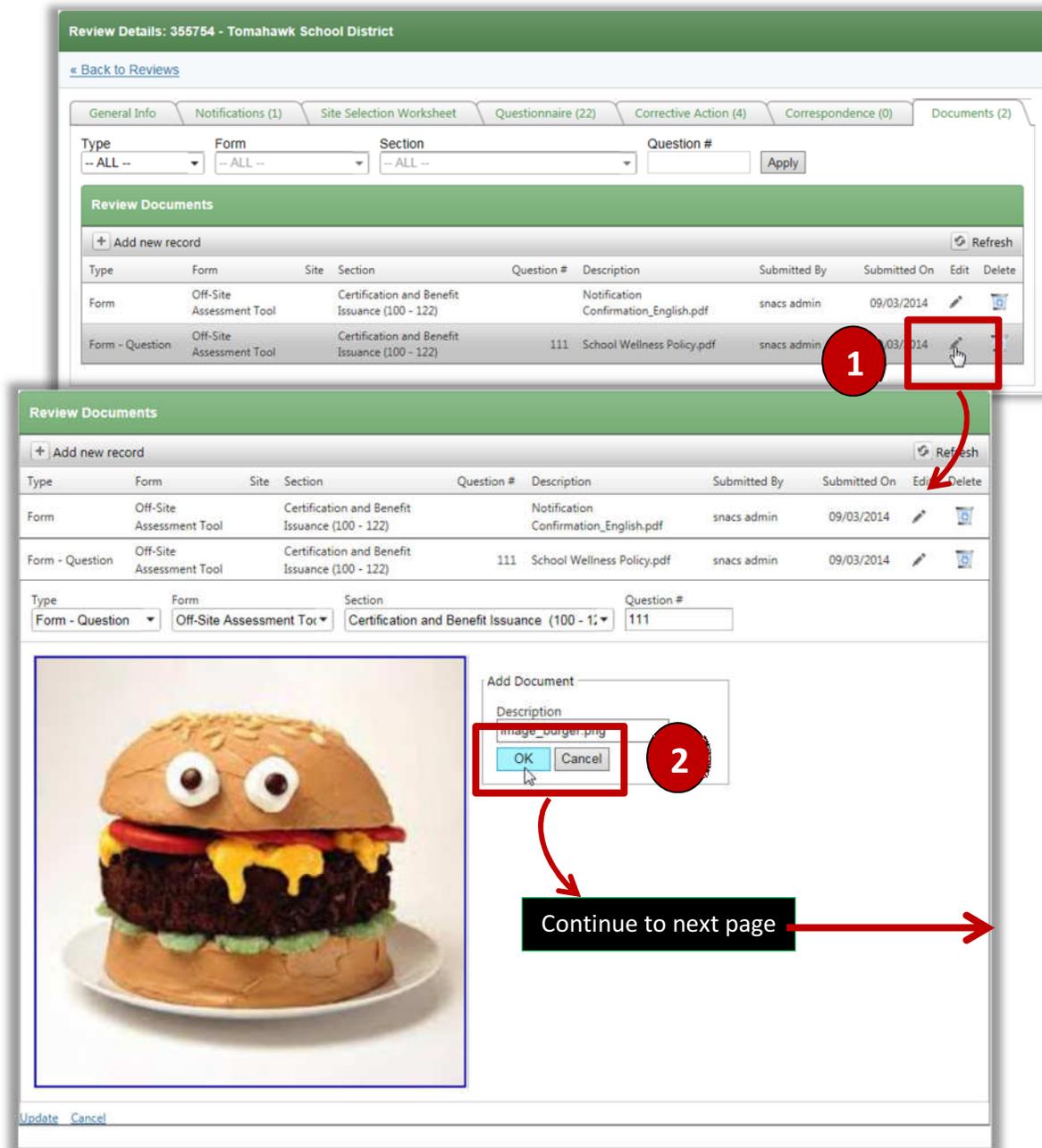
Continue to next page



## Updating a Document

### To update a document

1. Click **Edit** (  ) in a document listing on the **Documents** tab.
2. Upload a new file, update the file name and click  .
3. Click [Update](#).



Review Details: 355754 - Tomahawk School District

« Back to Reviews

General Info Notifications (1) Site Selection Worksheet Questionnaire (22) Corrective Action (4) Correspondence (0) Documents (2)

Type: -- ALL -- Form: -- ALL -- Section: -- ALL -- Question #: Apply

**Review Documents**

+ Add new record Refresh

Type	Form	Site	Section	Question #	Description	Submitted By	Submitted On	Edit	Delete
Form	Off-Site Assessment Tool		Certification and Benefit Issuance (100 - 122)		Notification Confirmation_English.pdf	snacs admin	09/03/2014		
Form - Question	Off-Site Assessment Tool		Certification and Benefit Issuance (100 - 122)	111	School Wellness Policy.pdf	snacs admin	09/03/2014		

1

**Review Documents**

+ Add new record Refresh

Type	Form	Site	Section	Question #	Description	Submitted By	Submitted On	Edit	Delete
Form	Off-Site Assessment Tool		Certification and Benefit Issuance (100 - 122)		Notification Confirmation_English.pdf	snacs admin	09/03/2014		
Form - Question	Off-Site Assessment Tool		Certification and Benefit Issuance (100 - 122)	111	School Wellness Policy.pdf	snacs admin	09/03/2014		

Type: Form - Question Form: Off-Site Assessment Tool Section: Certification and Benefit Issuance (100 - 122) Question #: 111

**Add Document**

Description: image\_burger.png

OK Cancel

2

Continue to next page

Update Cancel

**Review Documents**

+ Add new record Refresh

Type	Form	Site	Section	Question #	Description	Submitted By	Submitted On	Edit	Delete
Form	Off-Site Assessment Tool		Certification and Benefit Issuance (100 - 122)		Notification Confirmation_English.pdf	snacs admin	09/03/2014		
Form - Question	Off-Site Assessment Tool		Certification and Benefit Issuance (100 - 122)	111	School Wellness Policy.pdf	snacs admin	09/03/2014		

Type: **Form - Question** | Form: **Off-Site Assessment Tool** | Section: **Certification and Benefit Issuance (100 - 122)** | Question #: **111**



Add Document

3 Update Cancel

Document saved successfully.

**Review Details: 355754 - Tomahawk School District**

[Back to Reviews](#)

General Info | Notifications (1) | Site Selection Worksheet | Questionnaire (22) | Corrective Action (4) | Correspondence (0) | Documents (2)

Type: **-- ALL --** | Form: **-- ALL --** | Section: **-- ALL --** | Question #:

**Review Documents**

+ Add new record Refresh

Type	Form	Site	Section	Question #	Description	Submitted By	Submitted On	Edit	Delete
Form	Off-Site Assessment Tool		Certification and Benefit Issuance (100 - 122)		Notification Confirmation_English.pdf	snacs admin	09/03/2014		
Form - Question	Off-Site Assessment Tool		Certification and Benefit Issuance (100 - 122)	111	image_burger.png	snacs admin	09/03/2014		

## Deleting a Document

### To delete a document

1. Click **Delete** in a document listing on the **Documents** tab.
2. Click  .

Review Details: 355754 - Tomahawk School District

« Back to Reviews

General Info Notifications (1) Site Selection Worksheet Questionnaire (22) Corrective Action (4) Correspondence (0) Documents (2)

Type -- ALL -- Form -- ALL -- Section -- ALL -- Question # Apply

Review Documents

+ Add new record Refresh

Type	Form	Site	Section	Question #	Description	Submitted By	Submitted On	Edit	Delete
Form	Off-Site Assessment Tool		Certification and Benefit Issuance (100 - 122)		Notification Confirmation_English.pdf	snacs admin	09/03/2014		
Form - Question	Off-Site Assessment Tool		Certification and Benefit Issuance (100 - 122)	111	image_burger.png	snacs admin			

Message from webpage

Are you sure you want to delete image\_burger.png?

OK Cancel

Document deleted successfully.

Review Details: 355754 - Tomahawk School District

« Back to Reviews

General Info Notifications (1) Site Selection Worksheet Questionnaire (22) Corrective Action (4) Correspondence (0) Documents (1)

Type -- ALL -- Form -- ALL -- Section -- ALL -- Question # Apply

Review Documents

+ Add new record Refresh

Type	Form	Site	Section	Question #	Description	Submitted By	Submitted On	Edit	Delete
Form	Off-Site Assessment Tool		Certification and Benefit Issuance (100 - 122)		Notification Confirmation_English.pdf	snacs admin	09/03/2014		

## Administrative Review Report

The last item for an SFA in an Administrative Review is the Administrative Review report. This report includes all details regarding the review and can be quite lengthy. The report remains available from year to year so that you can refer back to specific questions and claims.

Report contents include

Report Section	Description
Team Composition	All Lead and Supporting Reviewers from DPI assigned to the SFA review.
Review Schedule	All starting and ending dates various scheduled review activities, such as when Site Selection was started and ended.
Commendations	Comments praising SFA staff efforts for a job well done.
Findings and Corrective Action	Each question flagged for Corrective Action is listed with Technical Assistance information and Corrective Action History.
Claims	Program totals for each Fiscal Action Worksheet are shown along with a grand total for Over Claim Amount.
Fiscal Action	Each question which required fiscal action is listed with all details.
Finding Results	Each review area is listed with Pass/Fail results shown.

## Sample Administrative Review Report

The Administrative Review report includes seven sections of review information.

### **Team Composition**

All DPI reviewers, Lead and Supporting, are listed along with contact information for each.

### **Review Schedule**

Each scheduled Administrative Review event or activity is listed with starting and ending dates set for each.

### **Commendations**

Commendations are listed in the third section.

http://wisnktst01/SNACS/reportviewer.aspx - Windows Internet Explorer

Generated on: 9/3/2014 4:11:33 PM

## Administrative Review Report

Tomahawk School District

Team Composition:

Reviewer	Reviewer Type	Email	Work Phone
Jo Blackburn	Lead	jo.blackburn@primeroedge.com	
FPSD AD	Supporting Reviewer	fpsd_ad@yahoo.com	

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	09/01/2014	09/12/2014
On-Site Review	09/15/2014	09/19/2014
Site Selection Worksheet	08/25/2014	08/25/2014
Entrance Conference	09/12/2014	09/12/2014
Exit Conference	10/03/2014	10/03/2014
Corrective Action		
Administrative Review Report		
Phone Review	08/28/2014	08/28/2014

Commendations:

Your efforts with this year's Administrative Review process have been exceptional and reflects all of your hard work over the past year. We would like to recognize your team for a job well done.

Page: 1 of 4

**Findings and Corrective Action**

All Questions on each form flagged for submission of a Corrective Action Plan is listed in section four. Details and corrective action history are provided for each Question.

http://wisnctest01/SNACS/reportviewer.aspx - Windows Internet Explorer  
 2 of 4 100% Find | Next  
 Generated on: 9/3/2014 4:10:52 PM

### Administrative Review Report

Tomahawk School District

Findings and Corrective Action:

<b>Form Name</b>	Certification and Benefit Issuance (100 - 122)	
<b>Question #</b>	102	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Technical Assistance Required</b>		
<b>Technical Assistance Plan</b>		
<b>Corrective Action History</b>	Flagged snacs admin 09/02/2014 09:17 PM	
<b>Form Name</b>	Certification and Benefit Issuance (100 - 122)	
<b>Question #</b>	103	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Removed	
<b>Technical Assistance Required</b>		
<b>Technical Assistance Plan</b>		
<b>Corrective Action History</b>	Flagged snacs admin 09/03/2014 09:23 AM	Flagged
	CAP Submitted snacs admin 09/03/2014 10:15 AM	tell me what I need to do.
	CAP Removed snacs admin 09/03/2014 10:36 AM	CAP Removed
<b>Form Name</b>	Certification and Benefit Issuance (100 - 122)	
<b>Question #</b>	105	
<b>Due Date</b>	09/05/2014	
<b>Corrective Action Status</b>	CAP Accepted	
<b>Technical Assistance Required</b>	Yes	
<b>Technical Assistance Plan</b>	Examples of procedures for completing application approval will be sent to your Authorized Representative to help wit the update process. Please contact the DPI Support... if you should have any questions. Applying... of application receipt.	

**Claims & Fiscal Action**

Claims recorded on the Fiscal Action Workbooks 1-4 are listed for all programs administered by the feeding sites in the SFA. All individual Questions that were flagged for corrective action are listed with all details.

Generated on: 9/4/2014 4:10:26 PM

### Administrative Review Report

Tomahawk School District

Claims:

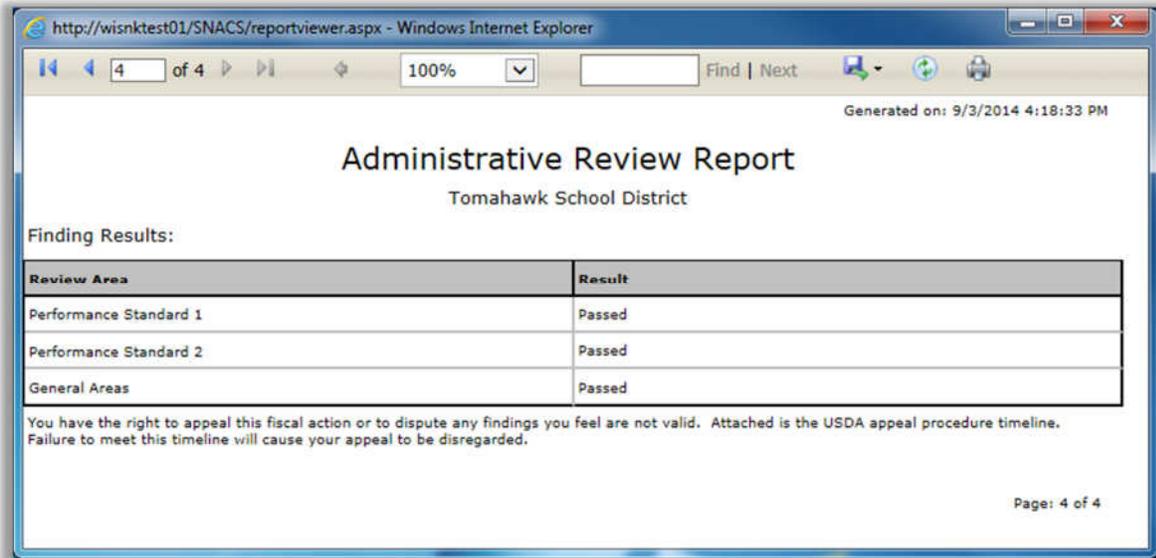
Form Name	NSLP	SBP	SMP
FA-1	\$0.00	\$0.00	\$0.00
FA-2	\$0.00	\$181.56	\$0.00
FA-3	\$0.00	\$181.56	\$0.00
<b>Total</b>	<b>\$0.00</b>	<b>\$363.12</b>	<b>\$0.00</b>
<b>Total Over Claim Amount</b>			<b>\$363.12</b>

Fiscal Action:

<b>Form Name</b>	Certification and Benefit Issuance (100 - 122)	
<b>Question #</b>	102	
<b>Corrective Action Status</b>	CAP Removed	
<b>Fiscal Action Required</b>	No	
<b>Fiscal Action Status</b>		
<b>Fiscal Action Plan</b>		
<b>Corrective Action History</b>	Flagged snacs admin 09/02/2014 09:17 PM	
	CAP Removed snacs admin 09/04/2014 02:23 PM	CAP Removed
<b>Form Name</b>	Certification and Benefit Issuance (100 - 122)	
<b>Question #</b>	103	
<b>Corrective Action Status</b>	CAP Removed	
<b>Fiscal Action Required</b>	No	
<b>Fiscal Action Status</b>		
<b>Fiscal Action Plan</b>		
<b>Corrective Action History</b>	Flagged snacs admin 09/03/2014 09:23 AM	Flagged
	CAP Submitted snacs admin 09/03/2014 10:15 AM	tell me what I need to do

**Review Area Finding Results**

The Performance Standards and General Areas finding results are listed last.



◀ End of Section ▶

# 5 Appeals

This section includes

- ✓ Displaying list of open Appeals.
- ✓ Displaying Appeal details.
- ✓ Displaying Appeal documents.

## Listing Appeals

Appeal status ranges from:

- Pending – Appeal has been created, no actions have been taken
- Open – Appeal has been created and is actively managed by the State Agency
- Expired – Deadline for completing Appeal actions has been reached; Appeal is no longer active
- Closed – All Appeal actions have been completed and a decision made

Clicking the **Appeals** tab automatically displays all open Appeals for your SFA on the **Manage Appeals** page.

Appeal #	Appeal Source	Status	Result	Notice Date	Last Updated	Consultant	Hearing Official (ALJ)
<a href="#">1</a>	Review	Open		10/14/2014	5/25/2015		Avril Collins
<a href="#">79</a>	Review	Open		5/1/2015	5/25/2015	Diane Franklin (DEF234)	Vanessa Harper

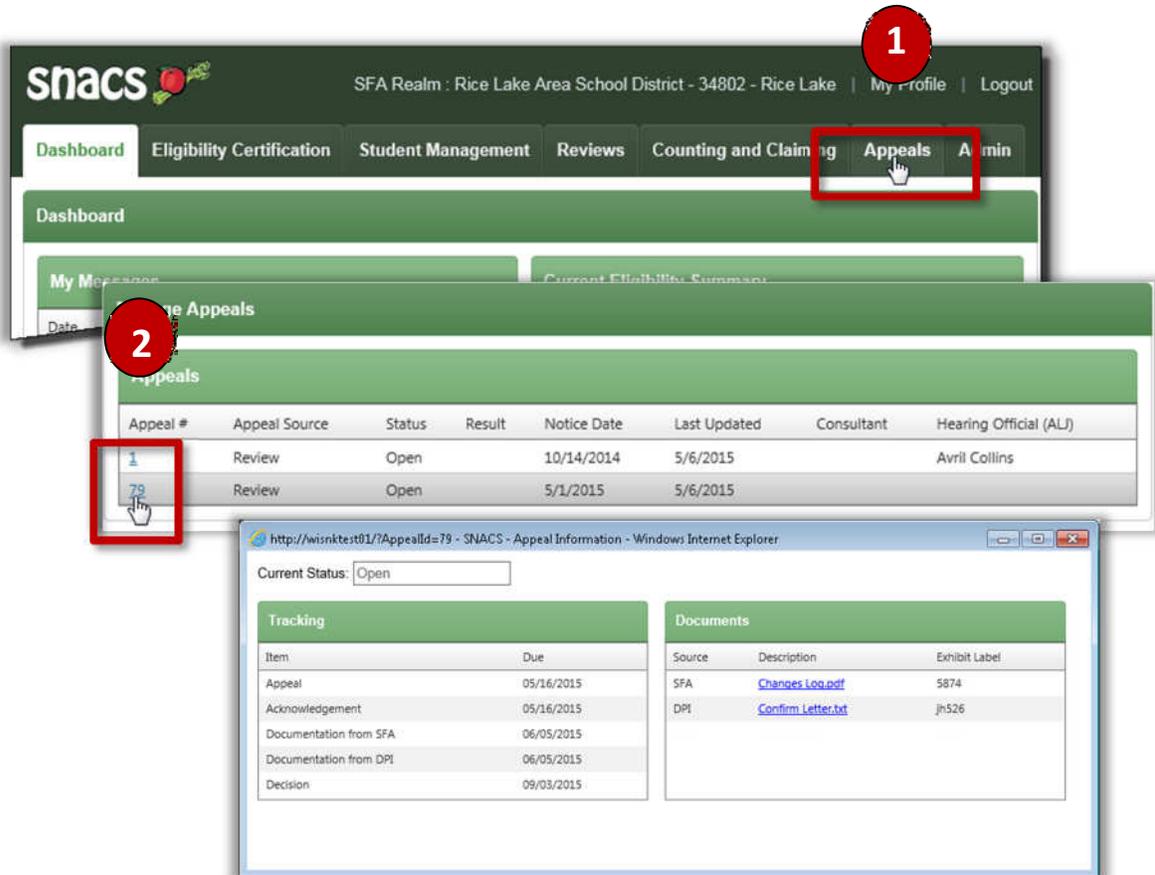
The **Manage Appeals** page lists several pieces of information for each open Appeal that provides the Appeal status and the individuals involved.

# Viewing Appeal Details

Appeal details include tracking milestones to date and a list of documents, if any.

## To view Appeal Details

- 1 Displays list of appeals.
- 2 Click **Appeal #** in Appeal listing.

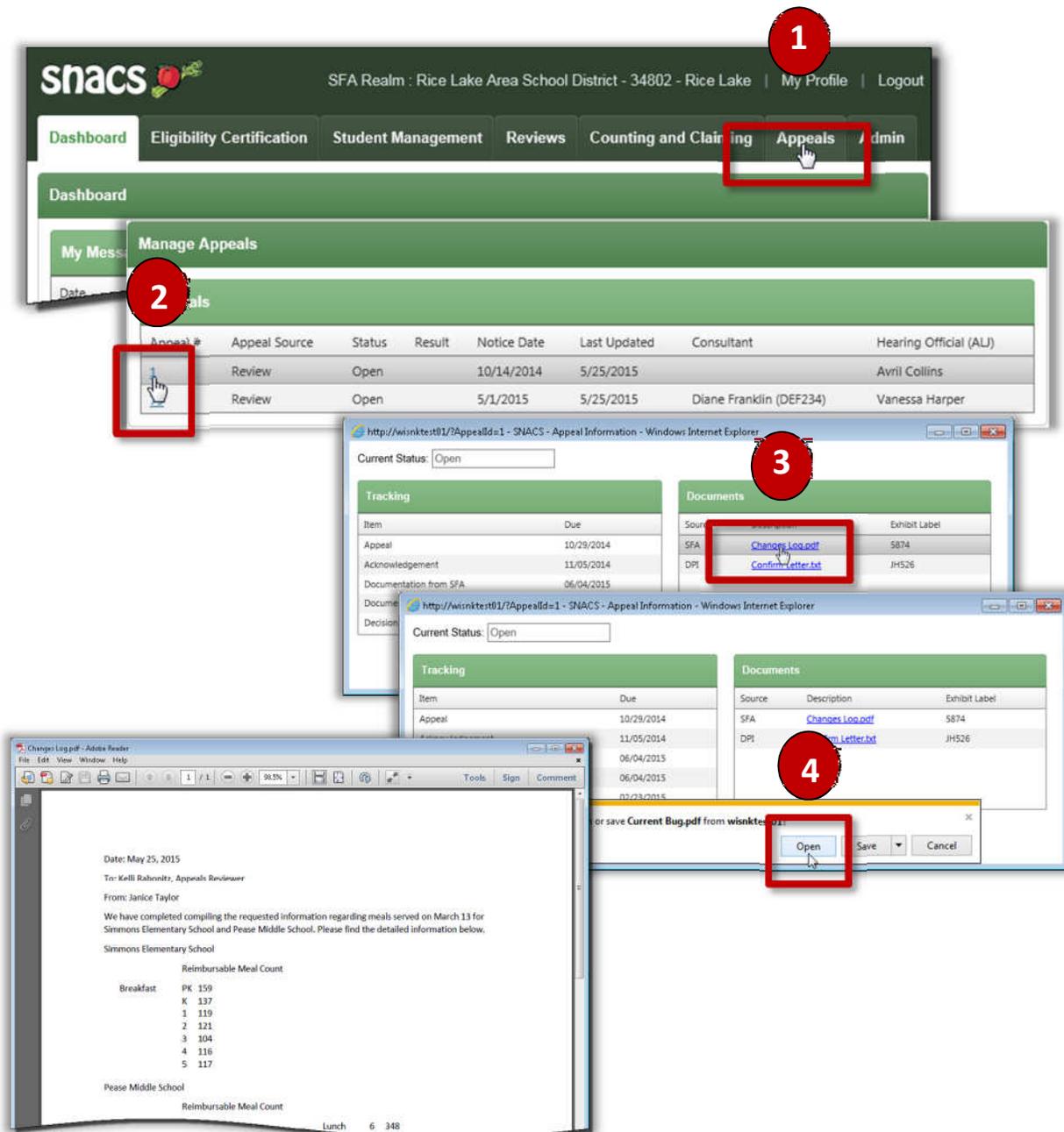


# Viewing Appeal Documents

Each document uploaded for an Appeal can be viewed in the respective application, such as a Word or Excel document.

### To view an Appeal document

- 1 Display list of Appeals.
- 2 Click **Appeal #** link.
- 3 Click Document **Description** link.
- 4 Click **Open** in the prompt.



# **Appendix A:**

# **Messages**

Table A.1 Messages for Reviews

Subject / Message / Description
<b>Category: Appeals Consultant</b>
<p><b>On-Site Monitoring</b>                      Complete the On-site Monitoring form.  <i>Appears 1/1 and appears 1-time</i></p>
<p><b>On-Site Monitoring</b>                      Complete the On-site Monitoring form.  <i>Appears 1/1 and appears 1-time</i></p>
<p><b>Documentation due</b>                      Documentation due for &lt;&lt;SFA&gt;&gt; Appeal &lt;&lt;ID&gt;&gt; by &lt;&lt;Acknowledgement + 30&gt;&gt;  <i>Appears 23 days after Acknowledgement if no DPI Documentation Date entered in SNACS;                      repeat daily until Documentation Date entered or Documentation Due + 1</i></p> <p><b>Hearing date</b>                      Hearing date for &lt;&lt;SFA&gt;&gt; Appeal &lt;&lt;ID&gt;&gt; is &lt;&lt;Hearing date&gt;&gt;  <i>Appears 5 days before Hearing Date; appears 1-time</i></p>
<b>Category: Reports</b>
<p><b>Submit FNS-10</b>                      Submit the FNS-10 report  <i>Appears 10/31 and appears 1-time</i></p>
<p><b>Civil Rights Compliance</b>                      Complete the civil Rights Compliance Self Evaluation form  <i>Appears 10/15 and appears 1-time</i></p>
<p><b>On-Site Monitoring</b>                      Complete the On-site Monitoring form.  <i>Appears 1/1 and appears 1-time</i></p>
<p><b>On-Site Monitoring / Afterschool Snack</b>                      Complete the On-site Monitoring form for Afterschool Snack Program.  <i>Appears 1/1 and appears 1-time</i></p>

Table A.1 Messages for *Reviews*, continued

Category: Reviews
<p><b>Site Selection Worksheet Due</b></p> <p>The Site Selection Worksheet should be completed by &lt;&lt;Site Selection Due Date&gt;&gt;.</p> <p><i>Appears daily 2 days before due date and until Site Selection is submitted or Site Selection Worksheet Due Date has passed.</i></p>
<p><b>Site Selection Worksheet Past Due</b></p> <p>The Site Selection Worksheet was due on &lt;&lt;Site Selection Due Date&gt;&gt;.</p> <p><i>Appears day after Site Selection Due Date.</i></p>

◀ *End of Appendix* ▶

# Index

## A

**Administrative Review, 38**  
*completing questions, 16*  
*details about, 9*

## C

**Claims, Administrative Review report, 41**  
**Corrective Action, 21–28**  
*Administrative Review report, 40*  
*Plan*  
accepted, 24  
accessing, 21  
cancelled, 27  
responding, 25  
saving, 23  
submitting, 23  
*status*  
question, 26  
report, 41  
*tab, 21*  
**correspondence**  
*receiving, 31*  
*sending, 31*  
*viewing, 31*  
**Correspondence tab, 31**

## D

**documents**  
*changing, 35*  
*deleting, 37*  
*uploading, 32*  
**Documents tab, 32**  
**due date, Corrective Action**  
*Plan, 21*

## F

**Finding Results, Administrative Review report, 42**  
**Findings, Administrative Review report, 40**  
**Fiscal Action, Administrative Review report, 41**

## G

**General Info tab, 8, 9**

## L

**letters, Confirmation, 9, 10, 30**

## M

**messages, for reviews, 48, 49**

**N**

**notifications**

*printing, 30*

*viewing, 30*

**Notifications tab, 30**

**Q**

**Questionnaire tab, 16**

**questions**

*completing, 16*

*displaying, 20*

*first response, 17*

*Questionnaire tab, 16*

*status, 23, 24*

**R**

**report, Administrative Review, 38**

**responses, question**

*Corrective Action, 21*

*first, 17*

*resubmitting, 20*

*saving, 19*

*submitting, 19*

**reviewers**

*all, 39*

*Lead, 9*

**S**

**sending messages, 31**

**Site Selection Worksheet, 10**

*completing, 11*

*correcting, 11*

*reimbursement claim, 11*

*sending data, 11*

**Site Selection Worksheet tab, 10**

◀ *End of Manual* ▶