

*Date:* June 22, 2017

*To:* Authorized Representative of School Food Authorities (SFAs) Participating in the U.S. Department of Agriculture (USDA) Child Nutrition Programs

*From:* Jessica Sharkus, RDN, CD  
Director-School Nutrition Team (SNT)

*Subject:* SFAs Scheduled to Receive an Administrative Review (AR) in School Year (SY) 2017-18

The USDA's AR assesses a SFA's administration of the National School Lunch Program, School Breakfast Program, and other federal school nutrition programs. The AR is a three year review cycle.

**The purpose of this memo is to inform you that your SFA will be receiving an AR in SY 2017-18. The [list of SFAs](#) receiving a review this year is posted on the SNT website.**

The objectives of the AR are to:

- Determine whether the SFA meets program requirements.
- Provide technical assistance.
- Secure any needed corrective action.
- Assess fiscal action, if applicable.

The AR is designed so that some aspects may be conducted off-site and some on-site. For the off-site component, the SNT collaboratively works with the SFA to collect information four to six weeks prior to the on-site review. This allows the SNT to gain a better understanding of SFA operations prior to the on-site review, thus providing for a more collaborative and efficient review process.

The Nutrition Program Consultant assigned to your review will be contacting you in August or September to schedule the on-site portion of the review.

The SNT will again be contracting with *CN Resources* (CNR) to assist with completing ARs. If you are assigned to receive a review from CNR, they are your main contact for your review, but the SNT staff is still available to assist you if needed.

For more information on what to expect during an AR and resources to help you prepare, go to the SNT [Preparing for your Administrative Review](#) webpage.

We look forward to working with you and assisting you in any way possible as we work on our common goal of providing nutritious and healthy meals for Wisconsin's children.