

Date: July 12, 2019

To: Authorized Representatives and Foodservice Directors/Managers 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

Subject: Request to USDA for Flexibility to the Administrative Review Cycle Requirement

Per USDA Food and Nutrition Service (FNS) regulations (7 CFR 210.18(c)), the Wisconsin Department of Public Instruction (DPI) transitioned to a three-year Administrative Review cycle. Since the implementation of these regulations, FNS has received feedback about the difficulties of the shorter review cycle.

In February 2019, USDA released policy memorandum SP 12-2019 titled *Flexibility for the Administrative Review Cycle Requirement*, which provides guidance allowing state agencies to request waivers to the three-year review requirement and extend the review cycle in efforts to improve customer service.

This memorandum is to inform SFAs that the DPI School Nutrition Team is requesting an extension of the three-year Administrative Review cycle to a five-year Administrative Review cycle.