



United States
Department of
Agriculture

Food and
Nutrition
Service

3101 Park
Center Drive
Alexandria, VA
22302-1500

DATE: January 3, 2012

MEMO CODE: SP 08 - 2012

SUBJECT: Fiscal Year (FY) 2012 Coordinated Review Effort (CRE)
Procedures Manual

TO: Regional Directors
Special Nutrition Programs
All Regions

State Directors
Child Nutrition Programs
All States

Attached to this memorandum is the *FY 2012 Coordinated Review Effort (CRE) Procedures Manual* as well as updates to *CRE Forms and Instructions Section 05 General Areas of Review*. This Manual is to be used in conjunction with the *CRE Forms and Instructions* for reviews of the National School Lunch Program (NSLP). State agencies (SA) may adapt the *CRE Procedures Manual* and *Forms and Instructions* when reviewing other Food and Nutrition Service (FNS) Programs such as the School Breakfast Program (SBP).

The *FY 2012 CRE Procedures Manual* highlights the requirement for SAs to use the *CRE Forms and Instructions* for the Critical Areas of Review as they are prescribed by FNS to ensure uniformity in the review process. These forms must be used for all administrative and follow-up reviews of the NSLP conducted under the CRE. Further, the *CRE Forms and Instructions* developed for the General Areas of Review are prototypes. SAs may develop their own administrative review forms for the general areas as long as the forms include the scope of review defined in 7 CFR Part 210.18 and the provisions from the Healthy, Hunger-Free Kids Act of 2010 (HHFKA) outlined in this memorandum.

HHFKA Provisions Included in the FY2012 CRE Documents

Please note that the *CRE Procedures Manual* addresses the following provisions in the HHFKA:

- Section 101: Improving Direct Certification;
- Section 202: Nutrition Requirements for Fluid Milk;
- Section 203: Water Availability During NSLP Meal Service;
- Section 205/206: Paid Lunch Equity and Revenue from Nonprogram Foods; and
- Section 304: Local Wellness Policy.

These provisions have been added to the *Section 4, CRE Procedures Manual, General Areas of Review*. Also, *Section 05, CRE Forms and Instructions, General Areas of Review*, has been amended to include these provisions under G-1, G-2 and G-6. These forms and instructions are included in the attachment.

HHFKA Provisions Not Included in the FY2012 CRE Documents

The *FY 2012 CRE Procedures Manual* does not include the new administrative review provisions in HHFKA such as:

- increasing the frequency of administrative reviews from once every five years to once every three years; and
- a unified accountability system to review the NSLP and SBP to ensure compliance with the nutritional requirements [i.e. the consolidation of the CRE and the School Meals Initiative (SMI) into one review].

These new provisions will be implemented in the Department of Agriculture's (USDA) rulemaking process. Upon implementation, the *CRE Procedures Manual* and *Forms and Instructions* will be revised to accommodate the new provisions of HHFKA. The Child Nutrition Division (CND) will be issuing updated versions of these documents on a yearly basis until such time all HHFKA provisions have been integrated in the CRE process.

General Areas Form and Instruction G-3, Civil Rights

Also, we would like to point out a revision to *General Areas Form and Instruction G-3, Civil Rights*. The USDA Departmental Policy staff is currently reviewing and updating the non-discrimination policy statement that includes the filing address, contact phone numbers and Federal Relay Service Number. Until such time that the updated non-discrimination statement has been approved by USDA, the following information statement must be used:

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

Regional Directors
State Directors
Page 3

Changes to the CRE Systems

Due to upcoming changes expected to the administrative review system, FNS is not requiring SAs to amend existing electronic CRE systems. However, SAs must ensure that the additional questions under the General Areas of Review are included as part of the review of SFAs during CREs yet to be completed for SY 2011-2012 as well as SY 2012-2013. Additional administrative review guidance will be issued prior to SY 2013-2014.

Please review this manual carefully. All updates within the *CRE Procedures Manual and Forms and Instructions* are highlighted for your review. Also, CND is providing a copy of the documents without highlights. The pdf version of the *FY2012 CRE Procedures Manual's* Table of Contents is linkable to the corresponding topical areas. SAs should direct any questions concerning this memorandum to the appropriate FNS Regional Office. Regional Offices with questions should contact CND.

A handwritten signature in blue ink that reads "Cynthia Long". The signature is written in a cursive, flowing style.

Cynthia Long
Director
Child Nutrition Division

Attachments