

Administrative Review Off-site Assessment Tool Instructions

General Instructions/ Intent

The Off-Site Assessment Tool encompasses questions about and requests for information from the School Food Authority (SFA) with regard to the some monitoring areas of the Administrative Review. This tool is designed to decrease the amount of time needed for the on-site portion of the review, as well as provide both the State Agency (SA) and SFA essential information to help the reviewer focus on any areas of non-compliance and target any technical assistance that may be necessary while on-site.

The tool is intended to be completed off-site and used by the SA as a method of gathering some of the information necessary to complete the administrative review. Some of the requested information may already be on-file at the SA, while other areas may require input from the School Foodservice Director, or other appropriate SFA points of contact. The SA may contact the SFA for input on these questions using whatever method is most appropriate (email, phone call, etc.), and should work collaboratively with the SFA to gather all requested information. Electronic submission of documentation is encouraged wherever possible. The SA may begin completing the Off-site Assessment Tool as far in advance of the on-site review as is deemed necessary, provided the minimum required timeframes established herein are met. If the tool is utilized as intended, the reviewer should be prepared to provide any technical assistance that may be necessary during the on-site portion of the reviewer.

Resource Management is the only section in which the completion of an off-site assessment is required. All other sections of the Off-Site Assessment Tool may be completed on-site at the discretion of the SA. Regardless of format and timing, all responses to all other sections must be completed no later than the first day of the on-site portion of the review.

In addition to the completion of the Off-Site Assessment Tool, the SA is required to select sites for review (see Site Selection Procedures in Administrative Review Guidance.) Once site selection has been completed, SA must complete the Meal Compliance Risk Assessment Tool for each site selected for review. The site with the highest score is most at risk for noncompliance with meal pattern and must receive a targeted menu review (see Dietary Specifications and Nutrient Analysis module for options to complete targeted menu review). If the SA chooses use to the Dietary Specifications Assessment Tool to complete the targeted menu review, an off-site review of documentation is required.

During the off-site assessment phase, the SA should document any technical assistance provided and any corrective action implemented by the SFA. Regardless of when corrective action occurs, all findings must be documented in the final report.

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Section II: Meal Access and Reimbursement

Reminders:

The SA should attempt to answer questions using available data before contacting the SFA.

In addition to completing the questions on the *Off-site Assessment Tool*, the SA should follow the instructions for selecting the students for certification and benefit issuance review as described in the Certification and Benefit Issuance Module in the Administrative Review Guidance Manual.

The SA should notify the SFA that all verification materials must be available at the SFA's central office for the on-site portion of the review.

Section III: Nutritional Quality and Meal Pattern

Reminders:

In order to complete this section of the *Off-site Assessment Tool*, the SA must complete the *Meal Compliance Risk Assessment Tool* for **each of the sites selected for review** (see site selection procedures in Administrative Review Guidance Manual). The results of the *Meal Compliance Risk Assessment Tool* will determine which site shall receive the targeted menu review, using one of the four options as described in the Administrative Review Guidance Manual.

Prior to the on-site portion of the review, the SA should notify the SFA that each site selected for review must be prepared to provide meal pattern compliance documentation demonstrating that daily/weekly meal component requirements for one week of the review period are met. If appropriate, SA can request this documentation from the SFA prior to the beginning of the on-site review.

Reviewers may examine any food crediting documentation to include but not limited to food labels, product formulation statements, CN labels, and bid documentation to ensure meal pattern compliance. (This documentation will be examined for all reviewed sites. For the site selected, this documentation will also be used for the targeted menu review process)

For efficiency, the SA should review the same menus, production records, and standardized recipes from the week the SA reviewed in the Module: Meal Components and Quantities as selected for the targeted menu review.

NOTE: If the SA has chosen Option #1 (Completion of the *Dietary Specifications Assessment Tool*) for completing the targeted menu review, the required documentation must be submitted to the SA within a sufficient timeframe to allow the SA to properly assess the documentation and determine the risk level of the site selected for the targeted menu review.

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Section IV: Resource Management

Reminders:

This section is designed to capture information from the SFA concerning the modules contained within the Resource Management Section. Using the SFA's responses to the *Off-site Assessment Tool*, the SA will apply specific risk indicators to the SFA and determine whether a Resource Management comprehensive review is warranted. Before beginning the risk indicator approach, the SA should first review all of the guidance modules under Resource Management to obtain context and understanding for how the risk indicators are determined. The SA should complete the Resource Management risk assessment 4 – 6 weeks prior to the start of the on-site review.

Important: Any failure, whether by the SFA or SA, to adhere to the timeframes prescribed above requires a Resource Management comprehensive review to be conducted.

Recommended: The State agency is encouraged to utilize specialized staff to the extent practicable to evaluate responses in this section.

Risk Indicators for Resource Management:

When evaluating the responses to questions 700-717, use the following key for determining whether a Resource Management comprehensive review is necessary. Some sections contain multiple questions that may indicate risk (referred to as a "risk indicator"). Regardless of how many risk indicators are triggered in any one section, only a maximum of one risk indicator per section can contribute towards the Resource Management comprehensive review threshold. For example, if the answer to question 702 is "no" and the answer to question 704 is "yes" the SFA would receive only one risk indicator for the overall section **Maintenance of Nonprofit School Food Service Account**. The Resource Management Risk Indicator Tool can be used to calculate automatically whether a RM comprehensive review is required.

- 1) SFA with Student Population of 40,000 or more
Risk Indicator: The SFA has 40,000 or more students.

Application of Risk Indicator: The SFA will not receive a risk indicator in this area if the SFA's student population is less than 40,000.

- 2) Audits
Risk Indicators: The SFA has financial findings related to the child nutrition programs on previous administrative reviews or audits within the past three years.

Application of Risk Indicator: The SFA will not receive a risk indicator in this area if all review or audit findings have been closed to the satisfaction of the review/audit agency.

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3) Maintenance of the Nonprofit School Food Service Account

Risk Indicators: The SFA

- does not conduct a year end review of total revenues and expenses to determine the school food service nonprofit status, or
- transferred surplus funds out of school food service account to support other operations
- did not maintain a net cash resource level at or below 3 months average expenditures for in the most recently closed out year

Application of Risk Indicator: The SFA will not receive a risk indicator in this area if it conducts a year end review of total revenues and expenses to determine nonprofit status, it did not transfer surplus funds to support other operations, and it maintained a net cash resource level at or below 3 month average operating expenditures. The SFA will receive a risk flag if any one of the risk indicators is met.

4) Paid Lunch Equity

Risk Indicators: The SFA:

- Did not use the FNS Paid Lunch Equity Tool to calculate the need for paid lunch price increase,
- Did not raise paid lunch prices as required by regulation,
- Transferred non-Federal funds to the nonprofit school food service account to support paid lunches prices,
- Did not submit its most frequently charged paid lunch price information for the previous school year to the SA.

Application of Risk Indicator: The SFA will not receive a risk indicator in this area if it appears to use the USDA Paid Lunch Equity Tool correctly, is appropriately raising paid lunch prices when required, did not transfer non-Federal funds to nonprofit school food service account to support paid lunch prices, and submitted its most frequently charged paid meal price information for the previous school year to the SA.

5) Revenue from Non-Program Foods

Risk Indicator: The proportion of total revenue from the sale of non-program foods to total revenue of the school food service account is not equal to or greater than: the proportion of total food costs associated with obtaining non-program foods to costs associated with obtaining program and nonprogram foods from the account.

FNS has developed a form for SFAs to calculate these ratios. The SA may require the submission of the FNS-developed form or other documents to determine compliance with the non-program food revenue requirements.

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Application of Risk Indicator: The SFA will not receive a risk indicator in this area if the SFA's submission appears to comply with program requirements. If the total revenue ratio is less than the total food cost ratio or the SFA does not have sufficient records to support its calculations, the SFA would apply this risk indicator.

6) Indirect Cost

Risk Indicators:

- The SFA charged the food service account for indirect costs.
- THE LEA charged indirect costs in excess of SA approved rate.

Application of Risk Indicator: The SFA will not receive a risk indicator in this area if the SFA has not charged the food service account for indirect costs, or (2) the LEA is correctly charging indirect costs in accordance with their indirect cost rate agreement.

7) USDA Foods, Co-op Purchasing, Food Service Management Company

Risk Indicators: The SFA uses (1) USDA foods processed into finished products, (2) a co-op, purchasing agency or distributor, (3) or a food service management company.

Application of Risk Indicator: The SFA will not receive a risk indicator in this area if it does not use processed USDA foods, does not receive USDA Foods from a co-op, purchasing agency, or distributor, and does not employ a food service management company. The SFA will receive a risk indicator if any one of the risk indicators is met.

SFAs Over 40,000

700 – A yes response is a risk indicator

Previous financial findings on administrative reviews and audits (one potential risk indicator)

701 – A yes response is a risk indicator

Maintenance of Nonprofit School Food Service Account (one potential risk indicator)

702 - A no response is a risk indicator

703 - A yes response is a risk indicator

704 – A yes response is a risk indicator

705 - A no response is a risk indicator

706 – A no response is a risk indicator

Paid Lunch Equity (one potential risk indicator)

707 – A no response is a risk indicator

708 – A no response is a risk indicator

709 – A yes response is a risk indicator

710 – A no response is a risk indicator

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Revenue from Non-Program Foods (*one potential risk indicator*)

711 – A no response is a risk indicator

712 – A no response is a risk indicator

Indirect Costs (*one potential risk indicator*)

713 – A yes response is a risk indicator

714 – A no response is a risk indicator

USDA Foods (*one potential risk indicator*)

715 – A yes response is a risk indicator

716 – A yes response is a risk indicator

717 – A yes response is a risk indicator

Total risk indicators:

(If the total is three or more risk indicators, the SFA is subject to a RM comprehensive review)

Section V: General Program Compliance

Reminders:

The SA may assist the SFA with the completion of this section, if necessary. If this section is not returned to the SA for evaluation prior to the on-site review, this section and applicable documentation must be available for SA review at the start of the on-site portion of the review.

Section VI: Other Federal Programs

Reminders:

This section is intended to be completed by the SA. If this section is not completed by the SA prior to the on-site review, this section must be completed by the SA during the on-site portion of the review.

If the SA elects to conduct the claim validation for the Fresh Fruit and Vegetable Program during the off-site phase, complete questions 1900 - 1902 of the On-Site Assessment Tool.

Separate review forms have been provided for the review of the Afterschool Snack Program, Special Milk Program, and Seamless Summer Option. The SA may complete any applicable portion of those forms off-site at their discretion. Any section of the applicable forms that are not completed prior to the on-site portion of the review must be completed during the on-site portion of the review if necessary.

Administrative Review Off-Site Assessment Tool

Section II: Meal Access and Reimbursement

SCHOOL FOOD AUTHORITY:			
School Year:			
Module: Certification and Benefit Issuance			
100.	Who is the determining official for certifying household applications? (Names and/or position titles)		
101.	Is the SFA required to conduct an Independent Review of Applications?	YES	NO
Comments:			
102.	If the SFA is a Residential Child Care Institution (RCCI), are there any day students?		
<input type="checkbox"/> Not an RCCI <input type="checkbox"/> RCCI, with day students <input type="checkbox"/> RCCI, without day students			
103.	Does the SFA use an electronic or manual application approval system ? Does the SFA use an electronic or manual benefit issuance system ?	Electronic	Manual/ Combination
<p><i>Electronic application system</i> means household applications are submitted by the household through a web-based or scanned application system. The system has limited to virtually no manual data entry by the SFA. Records are kept at the SFA electronically. All direct certification matches at the SFA level are completed with a computer match.</p> <p><i>Manual application system</i> means household applications are submitted by the household to the SFA. SFA completes eligibility determination and direct certification matches and enters data manually into a system and/or keeps written records. Hard copy records are kept on file at the SFA.</p>			

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Section II: Meal Access and Reimbursement

If the SFA has implemented an electronic system, but one or more aspect of the application processing is conducted manually (ie, applications are submitted online, and also on paper – SFA staff processes paper applications) the reviewer will consider it a manual/ combination system. This would include instances where SFA staff are entering paper applications into the online electronic system for determinations.

Electronic benefit issuance system means that the transfer of a student's benefits to the Point of Service document is completed through a computerized system. The system has limited to virtually no manual data entry by the SFA; however, updates to benefits may be made manually in electronic system. Benefit issuance identification and rosters are kept electronically.

Manual benefit issuance system means that the transfer of a student's benefits to the POS document is completed manually by the SFA. All updates to benefits are made manually by the SFA. Benefit issuance identification and rosters are manually developed. Hard copy records are kept on file at the SFA.

If the SFA has implemented an electronic system, but one or more aspect of the benefit issuance process is conducted manually (ie, the SFA has an electronic benefit issuance system at most sites, but utilizes rosters/ tickets/ tokens or any other benefit issuance method at some sites and SFA staff must manually make updates to those alternate systems), the reviewer will consider it a manual/ combination system.

104. At the beginning of the school year, how is benefit status handled for children who have not submitted an application for the current school year?

105. How long does the applications approval take from the date the SFA receives the application from the household?

106. Within the SFA, who has access to the applications within the system?
(Names and/or position titles)

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Section II: Meal Access and Reimbursement

107.	When and how are households notified of students' certified eligibility? How are denied households notified?																											
108.	Who is the hearing official? (Name and/or position title)																											
109.	<p>If the SFA has an electronic application approval system:</p> <p style="margin-left: 40px;">a. How are records maintained and for how long?</p> <p style="margin-left: 40px;">b. Describe the back-up to the electronic-based approval system.</p> <p style="margin-left: 40px;">c. List the method used to obtain household signature.</p>																											
<input type="checkbox"/> N/A																												
110.	Who at the SFA receives the direct certification documents from the state or local agency and who is responsible for issuing and updating the benefit list:																											
	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:35%;">Program</th> <th style="width:30%;">Name/title of person receiving DC documents from SA</th> <th style="width:35%;">Name/title of person issuing direct certification benefits to students</th> </tr> </thead> <tbody> <tr> <td>SNAP</td> <td></td> <td></td> </tr> <tr> <td>TANF</td> <td></td> <td></td> </tr> <tr> <td>FDPIR</td> <td></td> <td></td> </tr> <tr> <td>Homeless</td> <td></td> <td></td> </tr> <tr> <td>Migrant</td> <td></td> <td></td> </tr> <tr> <td>Foster Children</td> <td></td> <td></td> </tr> <tr> <td>Head Start</td> <td></td> <td></td> </tr> <tr> <td>Even Start</td> <td></td> <td></td> </tr> </tbody> </table>	Program	Name/title of person receiving DC documents from SA	Name/title of person issuing direct certification benefits to students	SNAP			TANF			FDPIR			Homeless			Migrant			Foster Children			Head Start			Even Start		
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Section II: Meal Access and Reimbursement

111.	Does the SFA use the direct certification notification letter provided by the State agency?	YES		NO			
111.	If no, does the letter contain all required information and is it approved by the State agency? (Obtain a copy of the letter used.)	YES		NO		N/A	
112.	What is the SFA’s procedure for extending free school meal eligibility to all children who are members of a household in which one person in that household is receiving SNAP, TANF, or FDPIR benefits?						
113.	Does the benefit issuance system identify how eligibility was determined? (e.g., through application, direct certification, etc.)	YES			NO		
Comments:							
114.	Who has access to the benefit issuance system and/or documentation? (Names and/or position titles)						
115.	How are benefits issued and distributed to students? (e.g., via electronic system with code numbers for students, ticket system)						

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Section II: Meal Access and Reimbursement

116.	How are eligibility determinations transferred to the benefit issuance document?		
117.	How are benefit issuance document(s) transferred to the point of service system?		
118.	How are eligibility status updates made to the point of service benefit issuance document(s)?		
119.	How frequently are updates made to the point of service benefit issuance document(s)?		
120.	Does the benefit Issuance document indicate the date changes were made in the system?	YES	NO
Comments:			
121.	How and when are the following changes made to the point of service benefit issuance document:		
	<ul style="list-style-type: none"> • new students • transfer students • withdrawn students • 30 day carryover of prior eligibility 		

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Section II: Meal Access and Reimbursement

122.	Is there a back-up system for updating benefit issuance document(s)?	YES	NO
	If yes, describe the back-up system for updating benefit issuance document(s)		
Comments:			

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Section II: Meal Access and Reimbursement

Module: Verification			
200.	Obtain a copy of the SFA's most recently submitted FNS 742 (Verification Summary Report)	YES	NO
	a. Did the SFA choose the correct verification sample size?		
	b. Did the SFA verify the correct number of applications based on their verification sample size?		
	c. Was the most recent report timely and accurate?		
	If no, is this a recurring problem?		
Comments:			
201.	Who serves as the SFA's verifying official? (Name and/or position title)		
202.	Who serves as the confirming official? (Name and/or position title or software used is acceptable)		
203.	Describe the SFA's verification process.		
204.	Has the SFA completed the SA's verification training? List who and when.	YES	NO
205.	Does the SFA use an electronic system to identify error-prone applications? If yes, what software does the SFA use?	YES	NO

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Section II: Meal Access and Reimbursement

Module: Meal Counting and Claiming			
300.	Does the SFA use an electronic or manual system to count and consolidate reimbursable meals?	Electronic	Manual/ Combination
<p><i>Electronic System</i> means meal counts are generated by an automated Point of Service (POS) system that may connect to the claim for reimbursement. Electronic systems have the ability to identify a student's benefit category, tally daily meal counts, transfer daily meal counts to the SFA, consolidate meal counts for the SFA and/or submit the claim for reimbursement. The system is limited to virtually NO MANUAL data entry at the POS. Meal counts are kept electronically.</p> <p><i>Manual System</i> means meal counts are generated by a manual Point of Service system. Meal counts are manually tallied, consolidated and transferred to the SFA. Consolidation of meal counts by the SFA is completed manually. Hard copy records are kept on file.</p> <p>If the SFA has implemented an electronic system, but one or more aspect of the benefit issuance process is conducted manually (ie, the SFA has an electronic POS, but utilizes a roster at an alternate service location and SFA staff manually enters meal counts from the alternate service location), the reviewer will consider it a manual/ combination system.</p>			
301.	How does the SFA's point of service system identify a student's eligibility? Include all types of distinct counting methods (e.g., check-off list for grades 1-3, tickets for grades 4-8).		
302.	Does the SFA have a backup system to their primary meal counting and claiming system should the primary system fail/not operate? If YES, describe backup system.	YES	NO
303.	How often are cashiers and substitute cashiers trained on the meal counting and claiming system (including the backup system)?		

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Section II: Meal Access and Reimbursement

304.	At the end of meal service, how does the SFA obtain the daily meal counts by category from each school's point(s) of service?
305.	What are the SFA's meal counting and claiming procedures for the following situations (as applicable):
a) Offer vs. Serve?	
b) Incomplete/Non-Reimbursable Meals?	
c) Second Meals?	
d) Visiting student meals?	
e) Adult and non-student meals?	
f) Student worker meals?	
g) A la carte?	
h) Field trips?	
i) Lost, stolen, misused, forgotten or destroyed tickets, tokens, IDs, and PINS?	
j) Charged and/or pre-billed/prepaid meals?	

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Section II: Meal Access and Reimbursement

k) Students without funds to pay for meals?				
l) New students without approved certification of free or reduced-price benefits?				
306.	What procedures are used as internal controls to ensure the meal counts do not exceed enrollment or attendance adjusted enrollment?			
307.	<p>Electronic Systems Only:</p> <p>Are meal counts automatically consolidated?</p> <p>If YES, does the software program contain edits and internal controls?</p> <p>If NO, when and how are edit checks and internal controls completed?</p>	YES	NO	N/A
Comments:				
308.	Have alternate points of service been approved by the SA?	YES	NO	N/A
Comments:				
309.	Describe the number and types of alternate points of service operating during each meal service (e.g., meals in classrooms, bus).			

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Section II: Meal Access and Reimbursement

310.	If a school has more than one meal service line, how does the point of service system prevent duplicate or second meals from being claimed?
311.	At the site level, how are the total daily meal counts by category submitted to the SFA for consolidation?
312.	Describe the SFA's procedures for consolidating daily meal counts by category for each site to process the claim for reimbursement, if applicable.

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Section III: Nutritional Quality and Meal Pattern

Module: Dietary Specifications and Nutrition Analysis	
600.	Based on the results of the Meal Compliance Risk Assessment tool, what site has been selected for the targeted menu review?
School selected for targeted menu review:	
601.	How will the SA proceed with the targeted menu review? <input type="checkbox"/> <i>Option 1: Complete the Dietary Specifications Assessment Tool</i> <input type="checkbox"/> <i>Option 2: Validate Existing Nutrient Analysis</i> <input type="checkbox"/> <i>Option 3: Conduct Nutrient Analysis</i> <input type="checkbox"/> <i>Option 4: Use FNS-approved Process Utilizing FNS-Approved Menu Planning Tools</i>
602.	If Option 1 is selected, what initial risk level has been assigned for the targeted menu review site based on the results of the Dietary Specifications Assessment Tool?
<input type="checkbox"/> N/A Risk Level:	

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Section IV: Resource Management

700.	Is the SFA's enrollment 40,000 students or more?	YES	NO
Comments:			
701.	Did the SFA have any financial findings related to the child nutrition programs on previous administrative reviews or audits within the past three years?	YES	NO
Comments:			

Module: Maintenance of Nonprofit School Food Service Account

702.	Did the SFA conduct a year-end review of total revenues and expenses to determine the school food service nonprofit status?	YES	NO
Comments:			
703.	Did the SFA identify year-end expenses in excess of revenues?	YES	NO
Comments:			
704.	If the SFA had excess revenues at the end of the year, were surplus funds transferred out of the school food service account to support other operations?	YES	NO
Comments:			

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Section IV: Resource Management

705.	Did the SFA, in the most recent fiscal year, complete a process to measure its compliance with the requirement to limit net cash resources to a level at or below three months average expenditures?	YES	NO
Comments:			
706.	Did the SFA maintain supporting records that document its compliance with the above process?	YES	NO
Comments:			

Module: Paid Lunch Equity

707.	Did the SFA use the USDA Paid Lunch Equity tool to evaluate paid lunch prices?	YES	NO
Comments:			
708.	Did the SFA increase its paid lunch prices if the tool indicated an increase in the paid lunch price was required?	YES	NO
Comments:			
709.	Did the SFA use non-Federal funds to support its paid lunch prices?	YES	NO
Comments:			
710.	Did the SFA submit its most frequently charged paid lunch prices to the SA?	YES	NO
Comments:			

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Section IV: Resource Management

716.	Does the School Food Authority or School Food Authority's purchasing agency or cooperative divert USDA Foods for processing?	YES	NO
Comments:			
717.	Does the School Food Authority have a Food Service Management Company contract for food service and purchasing?	YES	NO
Comments:			

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Section V: General Program Compliance

Module: Civil Rights			
800.	What is the non-discrimination statement used for appropriate Program materials (please provide exact language)?		
801.	Provide a copy of the School Food Authority’s public release.		
802.	Is there a need for services for Limited English Proficient (LEP) households? If so, what services does the SFA provide?		
803.	What is the SFA’s procedure for receiving and processing complaints alleging discrimination within FNS School Meal Programs? If procedures are written, provide a copy.		
804.	Has the School Food Authority received any written or verbal complaints alleging discrimination in FNS Programs in the current or prior school year? If yes, please provide the following information: date, nature of complaint, and agency complaint was reported to.	YES	NO
Comments:			
805.	How are students with special dietary needs accommodated?		

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Section V: General Program Compliance

806.	<p>When was the SFA's most recent civil rights training for staff who interact with program applicants or participants (i.e. cafeteria staff, F/R application approval staff) and their supervisors?</p> <p>Who attended these trainings?</p> <p>What topics were covered by the training?</p> <p>Provide supporting documentation for the responses.</p>
807.	<p>How does the SFA collect racial/ethnic data?</p> <p>How often is this information collected?</p> <p>Provide documentation to support the response.</p>

Module: SFA On-site Monitoring

900.	How does the SFA ensure that all schools are meeting program requirements?		
901.	<p>Were the on-site reviews for all selected sites completed prior to February 1?</p> <p>If NO, was an extension requested and approved through the State Agency?</p> <p>Explain any "NO" response.</p>	YES	NO
<p>Comments:</p>			

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Section V: General Program Compliance

902.	Were areas requiring corrective action identified?	YES	NO
	If YES, was a follow-up review conducted within 45 days to ensure that corrective action was implemented?		
Comments:			

Module: Local School Wellness Policy			
1000.	Provide a copy of the current Local School Wellness Policy.		
1001.	How does the public know about the Local School Wellness Policy? Provide documentation to support the response (or appropriate web address(es)).		
1002.	When and how does the review and update the Local School Wellness Policy occur? Provide documentation to support the response (or appropriate web address(es)).		
1003.	Who is involved in reviewing and updating the Local School Wellness Policy? What is their relationship with the SFA?		
1004.	How are potential stakeholders made aware of their ability to participate in the development, review, update, and implementation of the Local School Wellness Policy? Provide documentation to support the response (or appropriate web address(es)).		
1005.	Provide a copy of the most recent assessment on the implementation of the Local School Wellness Policy.		

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Section V: General Program Compliance

1006.	How does the public know about the results of the most recent assessment on the implementation of the Local School Wellness Policy? Provide documentation to support the response (or appropriate web address(es)).

Module: School Breakfast and Summer Food Service Program Outreach

1600.	How did the SFA inform families of the availability of the School Breakfast Program prior to, or at the beginning, of the school year and provide reminders about the availability of the School Breakfast Program throughout the school year?
1601.	How did the SFA inform eligible families about the availability and location of free meals for students via the Summer Food Service Program?

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Section VI: Other Federal Programs

Indicate any additional federal programs that will be examined during this review:

- Afterschool Snack Program**
- Seamless Summer Option**
- Fresh Fruit and Vegetable Program**
- Special Milk Program**