



Roadtrip to a Successful Administrative Review



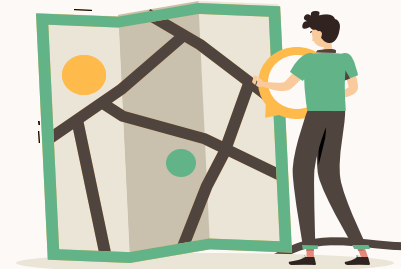
Here is where the adventure begins



Acknowledgment Statement

You understand and acknowledge that:

1. the training you are about to take does not cover the entire scope of the program; and that
2. you are responsible for knowing and understanding all handbooks, manuals, alerts, notices and guidance, as well as any other forms of communication that provide further guidance, clarification or instruction on operating the program.



24%: Resource Management

- Revenue from Nonprogram Foods
- Nonprofit School Foodservice Account
- Paid Lunch Equity
- Ability to track Revenues and Expenditures
- Allowable costs
- Indirect Costs
- Adult Meal Payments

15%: Meal Components and Quantities

- Planned menu does not meet meal pattern
- Minimum daily requirements not met
- Fluid milk
- FPRs and other supporting material not in compliance
- Line signage for reimbursable meals

9%: Wellness Policy

- Triennial Assessment
- Triennial Assessment results available to public
- Wellness policy posted on the website and available to the public
- Wellness committee does not include the appropriate stakeholders

9%: Civil Rights

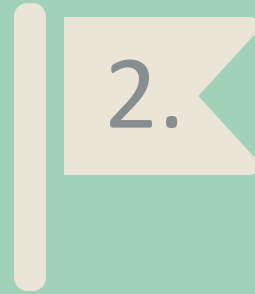
- Missing NDS on program materials
- Training
- Media release
- Meal service
- Complaint procedure
- Wrong NDS

TOP 4 AR FINDINGS - STATEWIDE

SY2023-24



Resource Management (Nonprogram Foods) (21%)



Meal Components – Lunch and Breakfast (15%)



Resource Management (Nonprofit School Food Svc Acct) (13%)



Local Wellness Policy (10%)

TOP AR FINDINGS IN REGION 11

SY2023-24



Bluff Dale
Garner
Gordon
Graford
Granbury
Illumination Education (AVPA)
Lipan ISD

Mineral Wells
Morgan Mill
Palo Pinto
Ponder
Strawn
Rocketship

AR/PR SCHEDULE - REGION 11
SY2024-25



Arlington Classics

Burleson

**Eagle Mountain-
Saginaw**

Grandview

Keene

Northwest

Rio Vista

AR/PR SCHEDULE - REGION 11

SY2024-25



Castleberry
North Texas Collegiate
Premier High School
Venus

AR/PR SCHEDULE - REGION 11
SY2024-25



Aledo

Glen Rose

AR/PR SCHEDULE - REGION 11

SY2024-25

TX-UNPS: Update Contact Information

The screenshot shows the main menu of the TX-UNPS system. The title is "School Nutrition Programs TX-UNPS". The navigation bar includes "Applications", "Claims", "Compliance", "Reports", "Security", and "Search". Below the navigation bar, there is a "Programs" section with a grid of buttons. The "School Nutrition Programs" button is highlighted with a red box. Other buttons include "Child and Adult Care Food Program", "Maintenance and Configuration", "Summer Food Service Program", "Security", and "Food Distribution Program".

The screenshot shows the "Application Packet" page in the TX-UNPS system. The title is "School Nutrition Programs TX-UNPS". The navigation bar includes "Applications", "Claims", "Compliance", "Reports", "Security", and "Search". Below the navigation bar, there is a table with the following data:

Item	Description
Contracting Entity Manager	SNP Contracting Entity's Profile, Site and Hold Information
Application Packet	Applications Forms (Contracting Entity and Site)
Attachment	Policy Statement for Free and Reduced-Price Meals, Attachment B: Meal
Attachment	
Second Review	
Verification	
Verification	
Food Safety	

Below the table, there is a section for the "2023 - 2024 Application Packet" with the following details:

Packet Submitted Date:	04/18/2024
Packet Approved Date:	04/19/2024
Packet Original Approval Date:	06/22/2023
Packet Status:	Approved

Below the details, there is a section for the "Child Nutrition Director" with the following information:

	Salutation	First Name	Last Name
A13. Name:			
A14. Email Address:			
A15. Phone:			
A16. Title:			Food Service Director

SquareMeals: Compliance

TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Web Site Search... Search
Font Size: + - ↺

Home | About | News | Programs | Industry Resources | Public Resources | FAQ | (877) TEX-MEAL (Se habla Español)

TEXAS DEPARTMENT OF AGRICULTURE
NATIONAL SCHOOL
LUNCH PROGRAM
OF HEALTHY LIVING
EDUCATION, EXERCISE AND EATING RIGHT *Lunch Program*

Compliance Main Page | Administrative Review | Financial Report | Procurement Review | Program Integrity

Programs > National School Lunch Program > Compliance

Compliance for NSLP

A red arrow points to the 'Compliance Main Page' button.



SquareMeals: Compliance Main Page

Compliance for NSLP

Administration/Forms
Back to School
CFDA/FAIN Numbers
Compliance <ul style="list-style-type: none">Financial Report
Disaster Resources
Eligibility and Verification
Equipment Grant <ul style="list-style-type: none">Application
Food Service Management Companies
Food Waste
Funding Opportunities
Health Ambassadors for a Ready Texas
Healthy Meals Incentives
Latest News
Local Wellness Policy Requirements
Meal Appeal
Meal Pattern Support
National School Lunch Week
New Applicants

Use the menu above to find information regarding administrative review, financial report or procurement review.


2024-2025 School Operations Plans

Administrative Review (AR) and Procurement Review (PR) Schedule
TDA conducts Administrative Reviews (ARs) on school food authorities (SFA) that self-operate their child nutrition programs on a five-year cycle. TDA conducts ARs/PRs on SFAs that utilize a Food Service Management Company (FSMC) to operate their child nutrition programs on a three-year cycle. The SFAs that are scheduled for an AR in the 2024-2025 program year are posted on this page in the **When is My Review?** Box. [For guidance, tutorials, forms, information, and more, visit the Administrative Review page.](#)

Procurement Resources
[For recent trainings and webinars on Procurement, visit the Procurement Review page.](#)

2023-24 NSLP/SBP AR/PR Findings
The results of the 2023-2024 NSLP/SBP Administrative Reviews may be found by clicking the links below.

- [School Nutrition Program Summary Findings](#)
- [School Nutrition Program Detailed Findings](#)



When is My Review?

- [2024-2025 Administrative Review/Procurement Review Dates](#)

Important Note: Administrative, Procurement and Financial Review schedules are subject to change.

SquareMeals: Compliance

TEXAS DEPARTMENT OF AGRICULTURE
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TEXAS DEPARTMENT OF AGRICULTURE

NATIONAL SCHOOL

3E'S OF HEALTHY LIVING
EDUCATION, EXERCISE AND EATING RIGHT

Lunch Program

Compliance Main Page | **Administrative Review** | **Financial Report** | **Procurement Review** | **Program Integrity**

Programs > National School Lunch Program > Compliance

Compliance for NSLP



SquareMeals: Administrative Review

Forms and Information

Administrative Review Areas: An outline of the different areas of the School Nutrition Programs reviewed during an Administrative Review.

Administrative Review/Procurement Review Process Manual: This manual will be utilized for information sharing between TDA and Contracting Entities (CE) having an Administrative Review (AR) during School Year (SY) 2023-2024. This includes due dates for the CE during the AR, required dietary and financial information, and additional instructions for the CE.

Dietary Specifications Form: CEs will complete the Dietary Specifications Form during the off-site review. The ARS will evaluate the responses to see if the CE is in compliance with meeting the minimum requirements for calories, saturated fat, trans fat and sodium.

Resource Management Summary: CEs will complete the Resource Management Summary during the Off-site review. AR Specialists will evaluate responses to determine risk factor levels. Risk factors include the size of the CE, previous audit and review results, the Non-Profit School Food Service Account, Paid Lunch Equity, Non-program Foods, and Indirect Costs.

TX-UNPS Administrative Review User Guide: A detailed step-by-step user guide to help CEs navigate the Compliance Module in TX-UNPS while completing the Off-site portion of the Administrative Review.


Compliance Considerations for Meal Models for SY 20-21: Provides information and considerations for compliance for the four meal service models during the Coronavirus public health emergency. Please see [SquareMeals.org/Coronavirus](https://squaremeals.org/coronavirus) for additional tools and resources.

Attachment B

Administrative Review Tutorials

- **Corrective Action Documents** — Video provides Contracting Entities with an overview of the Administrative Review features in TX-UNPS and focuses specifically on Corrective Action Documents.
- **Review Attachments** — Video provides Contracting Entities with an overview of the Administrative Review features in TX-UNPS and focuses specifically on Review Attachments.
- **Review Forms** — Video provides Contracting Entities with an overview of the Administrative Review features in TX-UNPS and focuses specifically on Review Forms.

SquareMeals: Compliance Page

 **TEXAS DEPARTMENT OF AGRICULTURE**
COMMISSIONER SID MILLER

○ Web ● Site Search... Search

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Home | About | News | Programs | Industry Resources | Public Resources | FAQ | (877) TEX-MEAL (Se habla Español)

TEXAS DEPARTMENT OF AGRICULTURE

NATIONAL SCHOOL

3E'S OF HEALTHY LIVING
EDUCATION, EXERCISE AND EATING RIGHT

Lunch program



Compliance Main Page	Administrative Review	Financial Report	Procurement Review	Program Integrity
--------------------------------------	---------------------------------------	----------------------------------	------------------------------------	-----------------------------------

Programs > National School Lunch Program > Compliance

Compliance for NSLP



SquareMeals: Compliance Page

Overview of the Procurement Review (PR):

1. The CE will upload required documents and complete the procurement table by procurement method, including RFP number, by specified due date.
2. The Administrative Review Specialist (ARS) or Administrative Financial Review Specialist (AFRS) will review the completed documents and the procurement table and select a sample of procurement contracts for review.
3. The ARS or AFRS will send notification on selected sample with due date.
4. The ARS or AFRS will conduct the PR and assess compliance with procurement regulations.
5. The ARS or AFRS will communicate any findings, technical assistance and require the CE to complete any corrective action, as applicable.
6. Once corrective action has been approved, the ARS or AFRS will close the review and send notification to the CE.

Available Training:

1. **Procurement Review TX-UNPS Training** - This training can be utilized to explain the process of how to fill out the procurement table in TX-UNPS.
2. **PR Process Flowchart for CE** - This workflow details how the CE can expect their procurement review process to flow. *(Updated 7/19/2021)*
3. **Procurement Review Documents** – This is a list of required documents that will be requested for the PR. Additional documents may be requested as needed.

Lessons Learned

The Texas Department of Agriculture (TDA) provides this information to assist you, as a Contracting Entity (CE), in identifying potential problems. Avoiding these pitfalls will help you comply with program requirements and receive full reimbursement for eligible expenses. Most of all, preventing these common findings will help you and TDA achieve the goal of ensuring that healthy meals and snacks are provided for children.



TX-UNPS: Compliance Dashboard

School Nutrition Programs TX-UNPS

Applications | Claims | **Compliance** | Reports | Security | Search | Programs | Year | Help | Log Out

Programs

School Nutrition Programs
 Child and Adult Care Food Program
 Summer Food Service Program
 Food Distribution Program
 Maintenance and Configuration
 Security

School Nutrition Programs TX-UNPS

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Compliance >

Item	Description
Review Tracking	Functions for tracking reviews.
Historical Reviews	Functions for tracking historical CRE Reviews.
Procurement Review Tracking	Functions for tracking procurement reviews.

Expans

Actions	Review ID	Review Year	Review Type	Lead Reviewer	Scheduled Date	Closed Date	Nbr of Sites	Status
	46761	2023 - 2024	Administrative	Kinzly, Madeline			0	Open
Details	46544	2020 - 2021	Administrative	Bruder, Rebecca	5/26/2021		1	Open
Details	35535	2020 - 2021	Administrative	Kinzly, Madeline	7/06/2020	6/09/2021	1	Open
Details	34794	2017 - 2018	Administrative	Melcher, William	5/18/2018	7/16/2018	1	Closed
Details	28296	2017 - 2018	Administrative	Trinidad, David	6/01/2017	7/05/2018	1	Open
Details	18181	2015 - 2016	Administrative	Paul-Beck, Gwendolyn	12/15/2015	11/18/2016	2	Closed
	301	2010 - 2011	Initial CRE	Cantu, Jaclyn		6/30/2011		Closed

Actions | CAD ID | CAD Year | CAD Type | Lead Specialist | CAD Due Date | Closed Date | Nbr of Sites | Status

TX-UNPS: Review Tracking

Review Tools

Action	Description
View	Contracting Entity Contact Information
Detail	Site Dashboard (1)
Detail	Review Forms
View	Corrective Action Documents (2)
View	Commendations (0)
View	Technical Assistance (2)
View	Notes to Contracting Entity (0)
Detail	Review Attachments (29)
Detail	Correspondence Tracking (0)

< Back

	Action	Form	Reviewer	Status
-		Off-site Assessment (18)		
-		SFA Forms (17)		
View		100 - Certification and Benefit Issuance	Kinzly, Madeline	Not Applicable
View		200 - Verification	Kinzly, Madeline	Not Applicable
View		300 - Meal Counting and Claiming	Kinzly, Madeline	Completed
View		600 - Dietary Specifications and Nutrition Analysis	Kinzly, Madeline	Completed
View		700 - Resource Management	Kinzly, Madeline	Completed
View		800 - Civil Rights	Kinzly, Madeline	Completed
View		900 - SFA On Site Monitoring	Kinzly, Madeline	Completed
View		1000 - Local School Wellness Policy	Kinzly, Madeline	Completed
View		1100 - Smart Snacks	Kinzly, Madeline	Completed
View		1200 - Professional Standards	Kinzly, Madeline	Completed
View		1600 - School Breakfast and SFSP Outreach	Kinzly, Madeline	Completed
View		Other Federal Programs	Kinzly, Madeline	Not Applicable
View		2100 - Special Provision Options	Kinzly, Madeline	Completed
View		RMCR - Nonprofit School Food Srvc Acct	Kinzly, Madeline	Completed
View		RMCR - Paid Lunch Equity	Kinzly, Madeline	Not Applicable
View		RMCR - Revenue From Nonprogram Foods	Kinzly, Madeline	Completed
View		RMCR - Indirect Costs	Kinzly, Madeline	Not Applicable


Let's take a look...

Stop 1

Procurement Review



PROCUREMENT PROCEDURES

1. CEs must use create and use written procurement procedures specifically for Child Nutrition to guide them in selecting the appropriate procurement method
 2. Check with purchasing department
 3. Pull procedure directly from ARM section 17a
- 

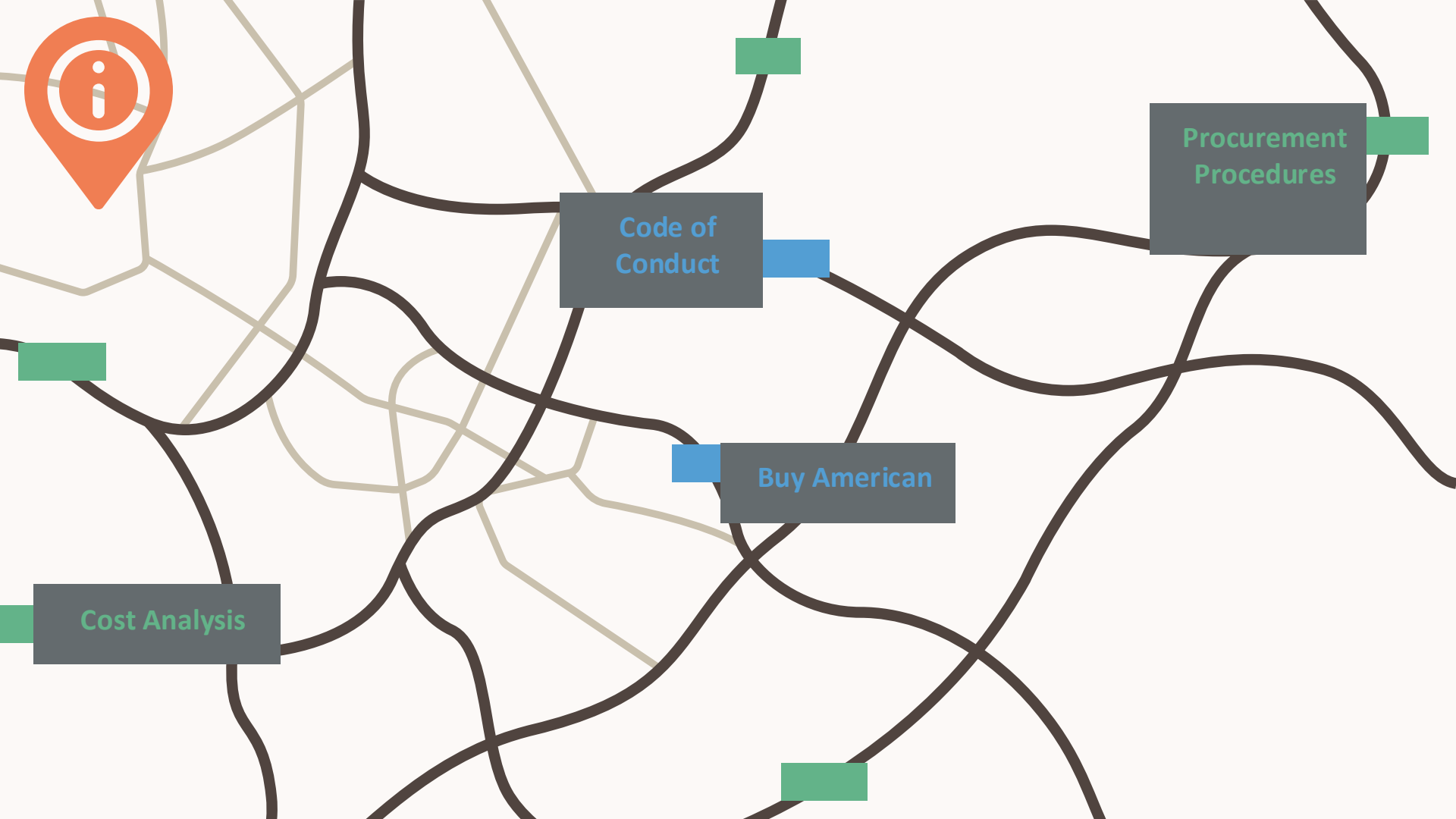


Cost Analysis

Code of Conduct

Buy American

Procurement Procedures



PROCUREMENT TABLE

School Nutrition Programs > Compliance > Procurement Review Tracking > Procurement Table

- Use the Vendor Paid List (VPL) to add ALL vendors into the procurement table in TX-UNPS
- The GL will be reviewed to validate the purchases/total expenditures list on the Procurement Table and VPL
- Procurement Table is completed based on procurement method used
- If RFPs are used, the CE must add the RFP # in the procurement table
- Do NOT check the box “selected for review”

Review Tools

Click Detail for CE Procurement Table

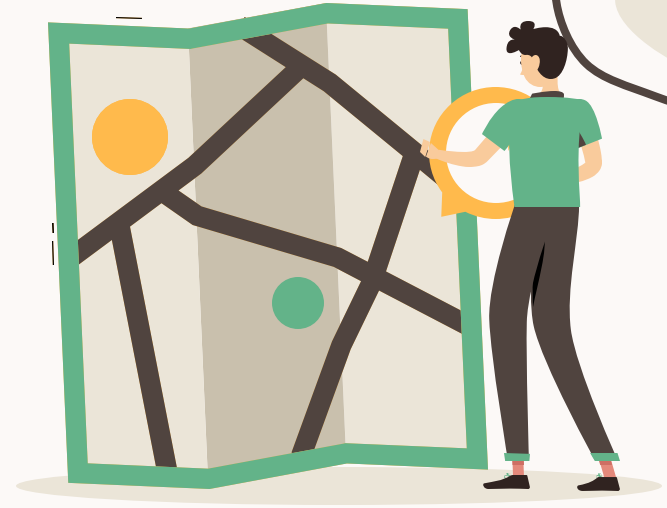
Action	Description
View Modify	Review Information
View Modify	Contracting Entity Contact Information
Detail	Contracting Entity Procurement Table Staff: (3) Vendors: (19)
Detail	Review Forms Vendors Selected for Review: (5)
View Modify	Corrective Action Documents (5)
View Modify	Recommendations (0)
View Modify	Commendations (0)
View Modify	Technical Assistance (5)
View Modify	Notes to Contracting Entity (0)
View Modify	State Agency Notes (0)
Detail	Review Attachments (47)
Detail	State Agency Attachments (0)

Vendors

Type	Vendor Count	# Selected for Review
Market Basket Analysis	0	0
Group Purchasing Efforts	9	0
Micro Purchases	4	0
Small Purchases	6	0
Formal Contracts	2	0
FSMC Contracts	1	0
Processing Contracts	0	0

Stop 2

Financial Review



What Documents You Need...

1. Chart of Accounts for CN Fund
2. CN General Ledger
3. Balance Sheet
4. Statement of Activity for Revenues/Expenditures
5. Vendor Paid List
6. Completed Adult Meal Calculator
7. PLE tool
8. Indirect cost documentation
9. Nonprogram foods tracking documents

Indicate Special Provision Status, if Applicable

Community Eligibility Provision (CEP), district-wide CEP, partial Provision 2 (P2), district-wide
 P2, partial Universal Free Feeding: breakfast lunch

Documents to Provide with Completed Resource Management Summary Form

Chart of Accounts for Child Nutrition (CN) Fund
 Child Nutrition Program Detailed General Ledger for all CN Funds (Original PDF and Excel format) Information to be included: Account Fund Code/Number, Account Description/Name, Transaction Description, Vendor Name, Vendor Number, Purchase Order Number, Invoice Date, Invoice Number, Amount, Check Number, Payment Date with Account Balances
 Statement of Net Assets or Statement of Net Position (Balance Sheet)
 Statement of Activity or Revenues/Expenditures
 Vendor Paid List with Total Expenses per Vendor
 Completed Adult Meal Calculator

Note: Nonprofit school food service account means the restricted account in which all of the revenue from all food service operations conducted by the School Food Authority (SFA) principally for the benefit of school children is retained and used only for the operation or improvement of the nonprofit school food service. This account shall include, as appropriate, non-Federal funds used to support paid lunches and proceeds from non-program foods.

****Please complete based on the previous fiscal year****

Maintenance of Nonprofit School Food Service Account

700. Did the SFA have the ability to accurately track all revenues and expenditures for the nonprofit school food service separately from all other transactions? Yes No

If Yes, describe the method used below.

(i.e. having a separate account only for food service revenues and expenditures, identifying all financial transactions by a separate fund code, using a separate ledger or other system to track revenues and expenditures specific to food service.)

Revenue From Non-program Foods

1. Includes a la carte items, adult meals, vending machine items, fundraisers, school stores, and catered and vended meals
2. ANY non-reimbursable items

\$0.50 for item

÷ 0.38

= \$1.32 or \$1.35

Menu Costing: 5-Day Reference

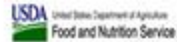
1. Select a week on October Menu
2. Use tools provided by Wisconsin School Nutrition
3. Let's take a closer look...
4. Then plug these numbers into your Resource Management Summary

Menu Costing

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Tuscan Grilled Cheese Sandwich Minestrone Soup Steamed Corn Orange Canned Pears	Soft Shell Tacos Southwest Salsa Black Beans Refried Beans* Apple Fruit Cocktail*	Turkey Asian Meatballs Brown Rice Asian Vegetables Carrot Sticks Pineapple Strawberry Cup** Sugar Cookie	Greek Chicken Salad with Pita Happy Hummus Broccoli Banana Diced Peaches	Chicken Mac n Cheese Dinner Roll California Blend Celery Sticks Watermelon Mandarin Oranges*
White Chicken Chili Corn Bread Square Honey Oiled Carrots Cauliflower* Blueberries Applesauce*	Cheesy Chicken Quesadilla Remaine Salad Southwest Salsa Mexical Corn Grapes Peaches*	Smothered Chicken Biscuit Garlic Mashed Potatoes Broccoli Plum Pineapple*	Sweet Potato Lasagna Rolls Dinner Roll Asparagus Eggplant* Kiwi Pears*	Sloppy Joe on a Roll Baked Beans Rainbow Carrot Crunch Watermelon Fruit cocktail** Royal Chocolate Brownie
North African Gumbo Brown Rice Roasted Cauliflower Green Beans* Grapes Pears*	Crispy Fish Tacos Corn/Dumaine Salad Sweet Potato Tots* Applesauce Beans**	Asian Noodle Chicken Salad Asian Vegetables Jicama Strips Mandarin Oranges Pomegranate Seeds* *Dinner Cranberry Cookie	Beefy Nachos Black Beans Cherry Tomatoes Blackberries Royal Chocolate Brownie	Broccoli, Ham & Cheese Pita Brussels Sprouts Strawberry Cup Apples*
Italian Pizza Sandwich Broccoli Cheddar Soup* Honey Oiled Carrots Peaches Apple*	Bahn Mi Sandwich Three Bean Salad French Fries* Blueberries Applesauce*	Harvest Pot Pie Dinner Roll Black Beans Fruit Cocktail Dried Cherries* Royal Chocolate Brownie	Beef Chili Cornbread Square Super Salad Sweet Cinnamon Squash Raspberries Pears*	Crunche Hawaiian Chicken Wrap Broccoli Sugar Snap Peas Pineapple Cheese
Sweet Potato & Black Bean Soup Cornbread Square Sweet Potato Fries* Avocado Cantaloupe Applesauce*	Fiesta Chicken Ranch Fajitas Lentils Ranch Pasta Salad* Plum Mandarin Oranges*	Harvest Pot Pie Brown Rice Sweet & Sour Broccoli Salad Sautéed Zucchini Banana Pears*	Vegetarian Meat Sauce With Spaghetti Garlic Bread* California Blend Sugar Snap Peas Grapes Craisins*	Philly Chicken Sub Western Beans Italian Baby Potatoes Mango Fruit Cocktail**

This institution is an equal opportunity provider. A variety of milk options are offered daily.

Risk Indicator Tool



Resource Management Risk Indicator Tool

This tool assesses the need for a comprehensive review of the four resource management areas: Maintenance of the Nonprofit School Food Service Account, Paid Lunch Equity, Revenue from Nonprogram foods, and Indirect Costs. The SA should use the SFA's answers included in the Off-site Assessment Tool and any additional clarification provided by the SFA, to complete this tool using the drop down answer options and check boxes, as applicable. If one or more resource management risk indicators is assessed in one of the resource management areas, the SA must conduct a comprehensive review of the resource management area in which the risk indicator was assessed. Comprehensive reviews must be conducted only in those resource management areas in which a risk indicator is assessed; however, State agencies are encouraged to conduct comprehensive reviews of any/all sections at any time if there are concerns or questions about the SFA's financial management of the nonprofit school food service account. If the SFA is non-pricing, the SA should indicate the number of total sites in the SFA and the number of nonpricing sites in the comments box below. **This tool is for SA use only and should never be sent to the SFA for completion.**


Risk Indicator	
Maintenance of the Nonprofit School Food Service Account	
700	Did the SFA have the ability to accurately track all revenues and expenses transferred in and out of the nonprofit school food service account? - SELECT VALUE -
701	Did the SFA have a fund balance in excess of three months average expenditures? - SELECT VALUE -
702	Did the SFA transfer funds other than approved indirect costs out of the nonprofit school food service account to support the General Fund or for other non food service-related expenses? - SELECT VALUE -
703	If the SFA purchased equipment costing \$5,000 or more during the previous school year, did it receive prior approval from the State agency either directly or via the State's pre-approved equipment list? - SELECT VALUE -
704	Did the SFA have any financial findings related to the child nutrition programs on previous administrative reviews, A-133, OIG, or other state audits within the past three years? - SELECT VALUE -

Adult Meal Calculator



Method 1 Lunch		Method 1 Breakfast	
Federal Funds/Reimbursement Rate	Amount CE Receives	Federal Funds/Reimbursement Rate	Amount CE Receives
Paid Reimbursement Rate		Paid Reimbursement Rate	
Performance-Based Rate		Severe Need Breakfast Rate	
Severe Need Lunch Rate		USDA Foods Rate (Add if USDA Foods are used at breakfast)	
USDA Foods Rate			
Total Federal Funds Received	\$ -	Total Federal Funds Received	\$ -
Highest Local Student Price Charged		Highest Local Student Price Charged	
Minimum Adult Charge	\$ -	Minimum Adult Breakfast Charge	\$ -
Method 2 Lunch		Method 2 Breakfast	
Federal Funds/Reimbursement Rate	Amount CE Receives	Federal Funds/Reimbursement Rate	Amount CE Receives
Free Reimbursement Rate		Free Reimbursement Rate	
Performance-Based Rate		Severe Need Breakfast Rate	
Severe Need Lunch Rate		USDA Foods Rate (Add if USDA Foods are used at breakfast)	
USDA Foods Rate			
Total Federal Funds Received	\$ -	Total Federal Funds Received	\$ -
Minimum Adult Charge	\$ -	Minimum Adult Breakfast Charge	\$ -

Honeybee ISD

1. Universal free breakfast at all sites
 2. USDA foods used at breakfast and lunch
 3. Severe need for lunch reimbursement
 4. Highest student meal breakfast \$1.25
 5. Highest student meal lunch \$3.00
- 

SY 23-24 Reimbursement Rates

Breakfast:

- Paid - \$0.38
- Reduced - \$1.98
- Free - \$2.28
- Severe need: \$0.45

Lunch:

- Paid - \$0.40
- Reduced - \$3.85
- Free - \$4.25
- Severe need: \$0.02
- Performance base cash assistance: \$0.08
- USDA: \$0.3650

Honeybee ISD: Answers

BREAKFAST

Method 2 Breakfast	
Federal Funds/Reimbursement Rate	Amount CE Receives
Free Reimbursement Rate	\$ 2.28
Severe Need Breakfast Rate	\$ 0.45
USDA Foods Rate (Add if USDA Foods are used at breakfast)	\$ 0.45
Total Federal Funds Received	\$ 3.18
Minimum Adult Breakfast Charge	\$ 3.18

LUNCH

Method 1 Lunch	
Federal Funds/Reimbursement Rate	Amount CE Receives
Paid Reimbursement Rate	\$ 0.40
Performance-Based Rate	\$ 0.08
Severe Need Lunch Rate	\$ 0.02
USDA Foods Rate	\$ 0.37
Total Federal Funds Received	\$ 0.87
Highest Local Student Price Charged	\$ 3.00
Minimum Adult Charge	\$ 3.87

Paid Lunch Equity (PLE)

1. Required annually
2. Not required if you are CEP districtwide or have a positive balance as of June 30, 2023
3. Will require previous and current school year tools



Stop 3

Certification & Benefit Issuance
Verification



Crossroads Cafe, 2022-2023 Multi-Use Application for Free and Reduced-Price School Meals

This Box for School Use Only.
Date Withdrawn:

Complete one application per household. Please use a pen (not a pencil). Apply online at <http://www.crossroadscafe.edu>

Step 1: Definition of Household Member: *anyone who is living with you and shares income and expenses, even if not related.* Children in Foster care; children who meet the definition of Homeless, Migrant, or Runaway or who participate in Head Start are eligible for free meals. Please read the directions for more information.

A. List ALL Household Members Who Are Infants, Children, and Students up to and Including Grade 12. If more spaces are needed, use the Additional Names section on the back.

List each child's name.			Student Attends School in District?			Grade	Optional: Student ID Number	Check all that apply.				
First Name	MI	Last Name	Yes	No	Foster			Head Start	Homeless	Migrant	Runaway	
1. Student X			<input checked="" type="checkbox"/>	<input type="checkbox"/>	8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

B. Participation in a Categorical Program

- If every child listed in Step 1 is a participant any one of the following programs—Foster, Head Start, Homeless, Migrant, or Runaway, skip Step 2 and complete Step 3.
- SNAP, TANF, or FDIPIR: Do any Household Members (including you) currently participate in SNAP, TANF, and/or FDIPIR?
If No, complete Steps 2 and 3. If Yes to SNAP/TANF > Write the Eligibility Determination Group (EDG) number in this space _____, skip Step 2, and complete Step 3.
If Yes to FDIPIR, check this box , skip Step 2, and complete Step 3.

Step 2: Please read the directions for more information for the following questions.

Report Income for ALL Household Members (Skip this step if you entered an EDG number or checked the box to indicate participation in FDIPIR in Step 1).

A. Last Four Digits of Social Security Number (SSN) of an Adult Household Member: XXX-XX ____-____-____ Check if no SSN

B. Income for Adult Household Members (Include Yourself, But Not Children. If more spaces are needed, use the Additional Names section on the back.)

List all Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they do receive income, report total income (without deductions) for each source in whole dollars only. Indicate the frequency of income: W=Weekly, E=Every 2 Weeks, T=Twice per Month, M=Monthly, A=Annually. If they do not receive income from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

Adult's First/Last Name <small>(Do not include the income of children in this section. The income of children goes in 2C.)</small>	Work Earnings (Enter Amount)	Frequency (Circle One)	Public Assistance/ Child Support/ Alimony (Enter Amount)	Frequency (Circle One)	Pensions/Retirement/ Social Security Income		All Other (Enter Amount)	Frequency (Circle One)
					Security Income (Enter Amount)	Frequency (Circle One)		
1. Mom X	\$ 2,830	W-E-T M A	\$	W-E-T-M-A	\$	W-E-T-M-A	\$	W-E-T-M-A
2.	\$	W-E-T-M-A	\$	W-E-T-M-A	\$	W-E-T-M-A	\$	W-E-T-M-A
3.	\$	W-E-T-M-A	\$	W-E-T-M-A	\$	W-E-T-M-A	\$	W-E-T-M-A

C. Income for Children in the Household (Do not include adult income. Do report any type of regular income for children in the household. If more spaces are needed, use the Additional Names section on the back.)

Record total income by frequency for each child who receives regular income listed in Step 1.

	Weekly	Every 2 Weeks	Twice per Month	Monthly	Annually
1.	\$	\$	\$	\$	\$
2.	\$	\$	\$	\$	\$
3.	\$	\$	\$	\$	\$

D. Total Household Members (Count all children & adults living in the household) 1

Step 3: Please read the directions for more information on signing this form.

Provide Contact Information and Adult Signature. Return this application to 123 Cross Road, Fort Worth, TX 76110, cafe@crossroadscafeisd.edu, and/or return to your child's school.

I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws.

1234 Agency St	Fort Worth	TX	76110	817-456-7890
Street Address/Apt #	City	State	Zip	Daytime Phone and Email (Optional)
Mom X				
Printed Name of Adult Household Member Signing the Form	Signature of Adult Household Member Signing the Form			August 1, 2022 Today's Date

Follow the Timeline



October 1, 2024

Count of approved applications on file



November 1, 2024

Verification Report opens



November 28, 2024

Verification Report is due in JotForm



October 31, 2024

Count of students for annual Verification Report



November 15, 2024

Verification Process Completed

The CE must use the Attachment B to describe its counting and claiming processes for all lunch and other meals—breakfast, lunch, and snack. If the CE does not use the same counting and claiming process(es) for all NSLP and SBP meals, it must describe the exception(s) in Question 9(7).

The CE must include an Attachment B when initially submitting its program application and must review its Attachment B each year. If changes are made to the CE's counting and claiming processes, an updated Attachment B must be submitted for approval immediately.

1. The Meal Count/Collection Procedure is effective starting in School Year:

2. Do any sites in the CE serve all meals to all children without charge?
- Yes, all sites
 - Yes, some, but not all, sites
 - No

3. What is/are the approved method(s) for payment used by sites in your CE to prevent overt identification? Check all that apply:

- a. Meal payments are made by students or parents in advance in a designated area away from the cafeteria serving line on a daily, weekly, or monthly basis.
- b. Meals or food is charged and billed to the household. Parents or students may mail in payments or pay in a designated area away from the cafeteria serving line.
- c. Meal payments are made electronically.
- d. Cash payment at the point of service (POS).

4. What is the written policy for children charging? Check all that apply:

- a. Students may charge reimbursable meals with no limit on the number of charges.

Select Site(s)

- b. Students may charge a specific number of reimbursable meals before the site will not serve the student a meal.

Select Site(s)

- c. Students may charge a specific number of non-reimbursable meals before the site will not serve the student a meal.

Select Site(s)

- d. Students may charge a specific dollar amount for reimbursable meals before the site will not serve the student a meal.

Select Site(s)

- e. Students may charge a specific dollar amount for non-reimbursable meals before the site will not serve the student a meal.

Select Site(s)

- f. Students may charge non-reimbursable meals with no limit on the number of charges.

Select Site(s)

- g. Other charging policy:

Attachment B

Ensure this reflects what is actually happening

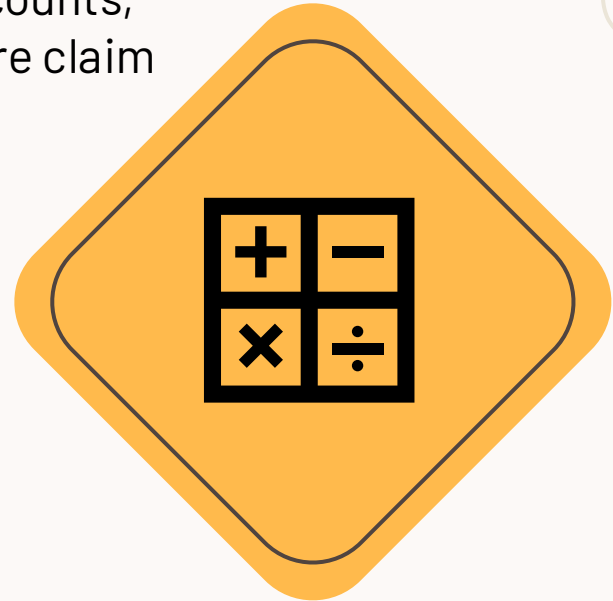
Perform Edit Checks

- ◇ Perform daily edit checks
- ◇ Create a monthly summary- can use the TDA Accuclaim form
 - Report must contain:
 - Number of students served daily and monthly
 - Number of adults served daily and monthly
 - Average Daily Participation
 - Attendance Factor



Ensure Counts are Consolidated Accurately

- If using a manual counting system, ensure counts are consolidated correctly.
- If there is a change in eligibility or notification of improper use of accounts, ensure corrections are made before claim is filed.



Stop 4

Cruise through Counting & Claiming



Counting and Claiming System

Electronic or
Manual?



How are Meal
Counts Combined?



Reimbursable Meals
vs a la Carte



Edit Checks



Cashier Training



What Is the Charge
Policy?



Attachment B

Policy Statement for Free and Reduced-Price Meals, Attachment B: Meal Count/Collection Procedure(s) (Attachment B)

The CE must use the Attachment B to indicate its counting and claiming processes for all NSLP and SBP meals—breakfast, lunch, and snack. If the CE does not use the same counting and claiming process(es) for all NSLP and SBP meals, it must describe the exception(s) in Question 9(f).

The CE must include an Attachment B when initially submitting its program application and must review its Attachment B each year. If changes are made to the CE's counting and claiming processes, an updated Attachment B must be submitted for approval immediately.

1. This Meal Count/Collection Procedure is effective starting in School Year:
2. Do any sites in the CE serve **all** meals to **all** children without charge?
 - Yes, all sites
 - Yes, some, but not all, sites
 - No
3. What is/are the approved method(s) for payment used by sites in your CE to prevent overt identification? Check all that apply.
 - a. Meal payments are made by students or parents in advance in a designated area away from the cafeteria serving line on a daily, weekly, or monthly basis.
 - b. Meals or food is charged and billed to the household. Parents or students may mail in payments or pay in a designated area away from the cafeteria serving line.
 - c. Meal payments are made electronically.
 - d. Cash payment at the point of service (POS).

Attachment B Upload

The screenshot shows a web application interface with a top navigation bar containing links for Applications, Claims, Compliance, Reports, Security, Search, Programs, Year, Help, and Log Out. Below the navigation bar, there is a breadcrumb trail 'Applications >' and the text 'School Year: 2023 - 2024'. A table with two columns, 'Item' and 'Description', is displayed. The 'Attachment B: Upload Attachments' item is circled in green.

Item	Description
Contracting Entity Manager	SNP Contracting Entity's Profile, Site and Hold Information
Application Packet	Applications Forms (Contracting Entity and Site)
Attachment B	Policy Statement for Free and Reduced-Price Meals, Attachment B: Meal Count/Collection Procedure(s)
Attachment B: Upload Attachments	Manage the upload of attachments for the Attachment B form
Second Review of Applications	

The screenshot shows a form with two questions. Question 1 asks if the Contracting Entity uses the TDA and/or USDA prototype household application, instructions, and notification letter, with radio buttons for Yes and No. Question 2 asks to attach a blank copy of the following printed versions used by the Contracting Entity, with instructions for each item.

1. Does the Contracting Entity use the TDA and/or USDA prototype household application, instructions, and notification letter?
 Yes No
2. Attach a blank copy of the following printed versions used by the Contracting Entity (select each item).
 - Household Applications - Word or PDF version of the household application(s) distributed by the contracting entity (CE). Include the school year and type of household application in the file name, i.e., SY_Multiuse or SY_Multiuse_Spanish.
 - Instructions - Word or PDF version of the instructions used for each household application distributed by the contracting entity (CE). Include the school year and type of household application instructions distributed in the file name, i.e., SY_Instructions_All or SY_Instructions_Multiuse.
 - Notification Letter - Word or PDF version of the letter(s) distributed by the contracting entity (CE) with each version of the household application. Include the school year and type of household application letter distributed in the file name, i.e., SY_Letter_All or SY_Letter_Multiuse.

Local Charge Policy

Required for ALL

Must Be Board
Approved

Customize to the
Needs of District



Stop 5

Navigate Meal Components & Quantities



MCRAT

Detail

Review Tools	
Action	Description
View Modify	Review Information
View Modify	Contracting Entity Contact Information
Detail	Site Dashboard (2)
Detail	Review Forms
View Modify	Corrective Action Documents (0)
View Modify	Commendations (0)
View Modify	Technical Assistance (0)
View Modify	Notes to Contracting Entity (0)
View Modify	State Agency Notes (0)
Detail	Review Attachments (0)
Detail	Student Eligibility Upload (0)
Detail	Benefit Issuance (0)
Detail	Correspondence Tracking (0)
View	Compliance Debt Tracking

< Back

3. Locate the selected sites in the Off-site Assessment Forms, and Click "Detail"

Action	Form	Reviewer	Status
Off-site Assessment (19)			
SFA Forms (17)			
View Modify	100 - Certification and Benefit Issuance		
View Modify	200 - Verification		
View Modify	300 - Meal Counting and Claiming		
View Modify	600 - Dietary Specifications and Nutrition Analysis		
View Modify	700 - Resource Management		
View Modify	800 - Civil Rights		
View Modify	900 - SFA On Site Monitoring		
View Modify	1000 - Local School Wellness Policy		
View Modify	1100 - Smart Snacks		
View Modify	1200 - Professional Standards		
View Modify	1600 - School Breakfast and SFSP Outreach		
View Modify	Other Federal Programs		
View Modify	2100 - Special Provision Options		
View Modify	RMCRC - Nonprofit School Food Sysc Acct		
View Modify	RMCRC - Paid Lunch Equity		
View Modify	RMCRC - Revenue From Nonprogram Foods		
View Modify	RMCRC - Indirect Costs		
Detail	Sites (2)		
	Middle School		
	H S		
On-site Assessment (24)			

Detail

Modify

Action	Form	Reviewer	Status
Site Forms (3)			
View Modify	Meal Compliance Risk Assessment Tool		
View Modify	Dietary Specifications Assessment Tool - Lunch		
View Modify	Meal Component and Quantities - Lunch		

< Back

5. Complete the MCRAT by answering YES or NO for questions 1-10.
6. Once completed, Click "Validate"
7. Repeat the process for each site selected for review.

Meal Compliance Risk Assessment Tool

Risk Score: 10.0

Off-site Assessment

1. Is applicable to the Subject School Lunch Program, which of the following school lunches completely applies to the site?

National Breakfast Program
 Supplemental Lunch Program
 After-school Lunch Program
 Free Fruit and Vegetable Program
 Special Lunch Program

2. What are the applicable groups served in the school?

All
 All (only for K-5, K-5, K-5, and
 All (only for K-5, K-5, K-5, and
 All (only for K-5, K-5, K-5, and
 All (only for K-5, K-5, K-5, and
 All (only for K-5, K-5, K-5, and

3. Have all requirements (identified in the Performance Standard) been met for the program/operation (yes or no/missing/under review)?

Yes
 No
 Under Review

4. Have you completed the required forms for this assessment? If the answer is no, please list the forms that are missing or pending review.

Yes
 No
 Under Review

5. Do appropriate staff from various levels (at least two, including program manager) attend each cycle meeting?

Yes
 No
 Under Review

6. Does the site have an action plan?

Yes
 No
 Under Review

7. Are meals served at least once per service day?

Yes
 No
 Under Review

8. Do the school's meal service challenges exceed assigned on-site surveyor's level of expertise?

Yes
 No
 Under Review

9. Does the site have a new kitchen manager, cook, or chef manager?

Yes
 No
 Under Review

10. If the site has a qualified menu manager in the program, are appropriate menu items in the site menu and meeting with the program team?

Yes
 No
 Under Review

Meal Status: **Yes**

Internet Use Only

Website:

Comments to Contracting Entity:

Created By: Modified By:

Validate

Menu for Day of Review

CN

097941

Each 2.68 oz Peanut Butter and Strawberry Jam Sandwich on Wheat Bread provides 1.00 oz equivalent meat alternate and 1.00 oz equivalent grains for the Child Nutrition Meal Pattern Requirements. (Use of this logo and statement authorized by the Food and Nutrition Service, USDA 2-19).

CN

CN

CN

Chicken Nuggets
Cheese Pizza
Strawberry
Uncrustable

Mashed Potatoes
with Gravy
Steamed Broccoli

Orange Smiles

Variety of Milk

The Wrong Item Was Delivered!

- Received a 1 oz MMA, 1 oz Grain
- Planned a 2 oz MMA, 2 oz Grain
- AND it's not even Whole Grain!
- We better check our weekly totals...



Grains	Total
Whole Grains for Week	8
Non-Whole Grains for Week	1
Total Grains Served	9

$$8 / 9 = 0.88 \times 100 = 89\%$$

Does It Meet?

Time for an Edit check!

1. Correct meal components
2. Is milk offered?
3. Fruit and vegetable requirement
4. Whole grains

Texas Department of Agriculture

Daily Food Production Record for Onsite Kitchen

Form | Food Production Record | Onsite Kitchen
June 1, 2020

1. Contracting Entity (CE) Name: CROSSROADS ISD

2. Site Name: CROSSROADS CAFÉ Middle School

3. Meal Service: Breakfast Lunch Snack Supper

3a. Type of Service: OVS Serve Only

4. Number Meals Served:
372

4a. Students 372 5. Date: 10/4/22

4b. Adults 8

4c. Total 372

Abbreviations used:

Food Item	12. Meal Contribution	13. Recipe #	Planned Portions and Serving Sizes										19. Total Amount Prepared (Lbs., Quarts, Gallons, or #10 Cans)	20. Leftovers	21. Comments (Optional)	
			14. Age/Grade 6-8		15. Age/Grade _____		16. Age/Grade _____		17. Adults		18. A La Carte					
			14a. # Portions	14b. Portion Size	15a. # Portions	15b. Portion Size	16a. # Portions	16b. Portion Size	17a. # Portions	17b. Portion Size	18a. # Portions	18b. Portion Size				
6. Meat/Meat Alternate																
Chicken Nuggets	2 oz eq MMA	1001	170	5 ea												2
Cheese Pizza	2 oz eq MMA	1002	150	1 slice												3
Uncrustable	2 oz eq MMA	1003	60	1 SDW										60 SDW		3
7. Grain																
Chicken Nuggets	1 oz eq G	1001	170	5 ea												
Breadstick	1 oz eq G	1004	170	1 ea												
Cheese Pizza	2oz eq G	1002	150	1 slice												
Uncrustable	2oz eq G	1003	60	1 SDW												
8. Vegetable																
Mashed Potatoes	1/2 cup SV	1005	175	1/2 cup												42
Cucumber Slices	1/2 cup CV	1006	60	1/2 cup												14 lunch 10/5
9. Fruit																
Apple Slices	1/2 cup	1007	225	1/2 cup												85
Grapes	1/2 cup	1008	105	1/2 cup												3
10. Milk																
1% Milk	8 oz		65	1 ea										45 ea		20 RTS
FF Chocolate	8 oz		300	1 ea										300 ea		15 RTS
11. Other Condiment																
Ketchup			200	1 ea										200 ea		60 RTS

- Add up all of the components served:

$$168 + 147 + 57 + 133 + 46 + 220 + 102 + 45 + 285 = 1203$$

- How many meals served? **372**
- $1203 / 372 = 3.23$ components/items per student

Edit Check



- OVS required for High School
- Buy American
- HACCP
- Staff training
- Storage/inventory
- Labels, FPRs, recipes
- Signage

Be Prepared

Pack for your trip



Local Wellness Policy Checklist

- Utilize the Local Wellness Policy Checklist to ensure compliance
- Correct any discrepancies before the review

The image shows a stack of 'Local Wellness Policy (LWP) Checklist' forms. The top form is titled 'Local Wellness Policy (LWP) Checklist' and includes the following text:

State Department of
Agriculture

Checklist | Local Wellness Policy
November 8, 2016

Checklist | Local Wellness Policy
November 8, 2016

Checklist | Local Wellness Policy
November 8, 2016

For Operating Entities (CE) Operating the District/Local Program (D/LP) and/or the Local Student Program (LSP)

Complete this form using the attached directions.
Under: The directions provide detailed explanations of requirements and options.

Local Wellness Policy (LWP) Checklist

Operating Entity (CE) Information

CE Name: _____

Schools Operating Under the Local Wellness Policy (LWP): _____

CE Identification Number (CE ID): _____

I. Wellness

Subpart 1: The CE must identify a LWP that applies to all D/LP and/or LSP schools. The LWP must be approved by the board of trustees or governing board.

Check the boxes below to indicate the CE has met each requirement.

A. All schools operating D/LP and/or LSP

B. Approval

If the CE has not implemented a LWP in all schools operating D/LP and/or LSP and does not have board approval for its LWP, explain why in the space below:

Page 1 of 9

Triennial Assessment

- Compliance with the wellness policy,
- How the wellness policy compares to model wellness policies, and
- Progress made in attaining the goals of the wellness policy

- Can use Wellness Policy Assessment Tools:
 - WellSAT3.0
 - Alliance for a Healthier Generation

- Results should be presented to the School Board and published for the public --> Put it on your website!

The Curious Case of the Administrative Review.

Put on Your Detective Hat!

Join us on August 30 as we explore the ins and outs of the Administrative Review! We will walk through each area (except procurement), review Adult Meal pricing and the PLE tool, and practice CAD writing.

[REGISTER NOW](#)

What happened at Crossroads Cafe?

REGION 11

REGISTER For Classes

CACFP Child Care

SNP Schools

SFSP Summer Feeding

HOME

SERVICES

- Welcome
- Register for a Session
- CACFP Overview
 - Resources
 - Trainings
- SNP Overview
 - Trainings & Materials
 - Summer Conference
 - Monthly Webinars
 - Monthly Newsletters
 - TDA NSLP Updates
 - Child Nutrition Surveys
 - New CN Directors
 - Administrative Review Resources**
- SFSP Overview
 - SFSP Training

SNP OVERVIEW



The School Breakfast Program (SBP) and National School Lunch Program (NSLP) provide healthy meals to Texas students in public and private schools as well as residential child care institutions.

Resource

esc11.net/childnutrition

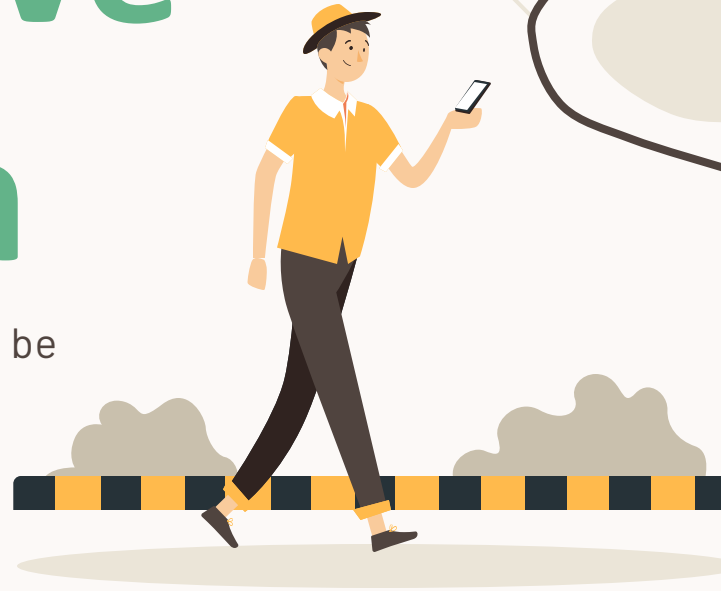
- Welcome
- Register for a Session
- CACFP Overview
 - Resources
 - Trainings
- SNP Overview
 - Trainings & Materials
 - Summer Conference
 - Monthly Webinars
 - Monthly Newsletters
 - TDA NSLP Updates
 - Child Nutrition Surveys
 - New CN Directors
 - Administrative Review Resources
- SFSP Overview
 - SFSP Training



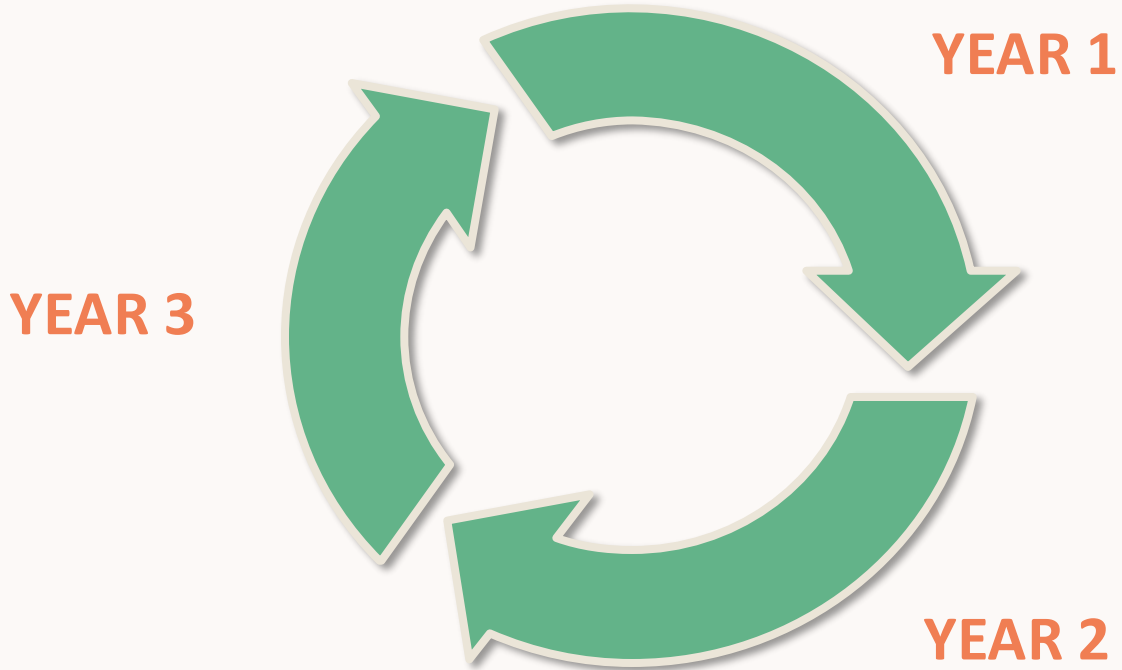
- Expand All
- Civil Rights >
 - Procurement Tools >
 - Verification >
 - Local Wellness Policy >
 - Buy American >
 - TDA Resources >
 - Nonprogram Foods Revenue Compliance Tool Webinar**

Corrective Action

How to write a CAD that will be
accepted



Repeat Violations



Let's Write Some CADs!

1. Incorrect eligibility determination
2. Incorrect portion size and incorrect component contribution
3. Incomplete Civil Rights procedures



What to Include

1. Describe process the CE will put into place to prevent the finding from reoccurring in the future at all sites
2. Response should identify:
 - a. What happened – provide details that caused the finding to happen
 - b. How the finding will be prevented from occurring again – provide step-by-step plan
 - c. Who is responsible for implementing the changes and ensuring compliance
3. Any documentation requested by the ARS
4. Must meet timeline – to prevent financial holds

Example: CAD

Documentation for meals served during the WOR (production records and other supporting documentation) did not indicate that all the required meal components per weekly meal pattern requirements were offered and served to students.

On June 9, 10 and 11, 2021, the CE provided sack lunches to students on a field trip. The meals provided during the field trip did not have a sufficient amount of vegetables to meet the meal pattern requirement. The CE was using Baked Potato Chips as a vegetable that is not credible, thus leaving a serving size shortage. The minimum amount required daily was .75 cups; however, the CE only provided .5 cups, a difference of -.25 cup.

Required Corrective Action:

1. The Contracting Entity (CE) **must ensure food components meet requirements for both daily and weekly servings**. Finding may result in fiscal action.
2. Please **submit 1 week of completed and corrected Food Production Records and menus as well as all CN labels, Product Formulation Statements and recipes**, as applicable, for the week of June 21-25, 2021.
3. Please **describe** below in the Contracting Entity Corrective Action Response box the **processes that will be put into place to prevent this finding from reoccurring in the future at all sites**.



What to do

Example: GOOD CAD Response

What happened

1. During the week of June 7-11, 2021, sack lunches were requested for field trips for some of our summer school attendees. The following finding happened due to human error and being overwhelmed due to all the Covid-19 processes and constant changes while being a new director.

2. The following actions will be put in place:

- a. Director and staff will attend a meal pattern class by the Education Service Center and document the class is taken.
- b. Director and staff will attend a food production record class by the ESC and document the class was taken.
- c. The menu will be created by the director and reviewed by the head manager, and if anything is in question, we will ask the ESC to check it.
- d. The menu is created annually and updated as needed; updates will also be created by director and reviewed by head manager. In addition to this process, the menu will also be entered into Nutrikids, and the software runs an analysis.
- e. Director will approve menu substitutions by managers and distributor.
- f. Cashiers and staff on the line will double check that the meals are reimbursable when coming through the line.
- g. Any meal/sack lunches for students going on a field trip will be checked for accuracy by the manager and additional staff members to make sure that the meal meets all meal pattern guidelines and meal count for field trip - students are properly documented.

Prevention plan

People responsible

Example: BAD CAD

The Contracting Entity (CE) at a minimum must ensure students be allowed to choose from a variety (at least two different options) of low-fat and fat-free fluid milk. On the day of review, at Bread & Butter Intermediate School, the CE did not replenish the 1% white milk for the Grill line and 26 students went through the line without a choice of milk. Please describe below in the Contracting Entity Correction Action Response Box the processes that will be put into place to prevent this finding from reoccurring in the future at all sites.

CAD Response

Bread & Butter ISD is committed to remaining compliant at all our campuses. Our goal is to serve all the same kind of food throughout the service day.

What happened

Prevention plan

People responsible

Let's Write Some CADs!

- Read the finding assigned to your table.
- Work together to write a CAD.
- Share your CAD with the class.





TEXAS DEPARTMENT OF AGRICULTURE COMMISSIONER SID MILLER

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's

TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866)632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

fax:

(833)256-1665 or (202)690-7442; or

email:

program.intake@usda.gov

This institution is an equal opportunity provider.