

ADMINISTRATIVE REVIEW (AR) CHECKLIST

This checklist must be used to ensure that all records and documentation are available to the reviewer upon their arrival. Failure to do so will result in violations being cited and potential loss of reimbursement. The reviewer has the authority to request additional documentation that is not indicated on this list.

Student Eligibility Documentation

- Direct Certification (DC) Lists (All required matches and documentation of extended benefits to other household members)
- Sample Direct Certification (DC) letter
- Documentation for Homeless and Runaway Students (Form 146A)
- Documentation for Migrant Education Program (MEP) Students (Form 146B)
- Documentation for Foster with a Letter Students
- Sample Notification letter used to inform households of eligibility status
- All Federally Denied applications, including NJEIE approved applications
- SFAs with **≤100 students eligible for Federally free/reduced price meals**, eligibility documentation for all students must be provided

OR

- SFAs with **>100 students eligible for Federally free/Federally reduced price meals**, provide eligibility documentation only for the specific students listed on the Federally Free and Federally Reduced Priced Eligible Template (Form 117). Eligibility documentation must be organized in the same order as Form 117.

Benefit Issuance Documents (all that apply)

- SFA-wide Master Eligibility List (MEL)
- SFA-wide Point of Sale (POS) student eligibility list (alphabetized by last name)
- SFA-wide Coded rosters

Verification

- All verified applications, including the Verification Tracker (Form 242) for each application
Verified
- Copy of the most recent Verification Collection Report (FNS-742)
- Verification notification letter
- Letters received from household
- Follow up attempts
- All documentation used to verify the application
- Verification Results letter/Notice of adverse action

Reimbursement Documentation/Meal Counting and Claiming

- SNEARS Reimbursement claim for each site selected for review
- Documents to support the claim:
 - ✓ Daily Cashier Reports
 - ✓ Daily Sales Reports
 - ✓ Coded rosters for breakfast and lunch,
 - ✓ Breakfast and/or lunch Edit Check Worksheets (Form 40) or (Form 37 for vended sites)

Nutritional Quality and Meal Pattern - Meal Components/Quantities for review week *AND* day of review

- Completed USDA Menu Worksheet(s) for each age/grade group for the selected week
- Supporting documents for the review week (organize by day):
 - ✓ Dated Breakfast and/or Lunch Menus
 - ✓ Daily dated Production Records for breakfast and/or lunch - *Separate production records for each serving line are required if different menus are offered on each line*
 - ✓ Crediting Documents (Nutrition Fact and Ingredient Labels, Child Nutrition (CN) Labels, USDA Food Fact

- Sheets, Manufacturer's Certified Product Formulation Statements (PFS), etc.
- ✓ Standardized recipes used in the preparation of meals with crediting information
- ✓ Documentation of whole grain rich (WGR) requirements (Form #33 Grain Ounce Equivalency Chart is a great resource!)

Smart Snacks

- List of locations and fundraisers that sell food ala carte or food to students during the school day on the school campus. This includes snacks sold on serving lines, kiosks, vending machines, concession stands, and school stores.
- Include the Product labels, Nutrition Facts label, and Product ingredient labels for all items sold
- Smart Snacks Calculator printout for each item

Civil Rights

- Civil Rights Compliance Form (Form 86) for **each** site in the SFA
- Proof of annual civil rights training for all frontline staff and those employees who supervise frontline staff. Include certificates, training sign-in sheets, meeting agenda, topics covered, etc.
- Civil Rights Documentation:
 - ✓ Policy on how SFA handles civil rights complaints
 - ✓ Any written or verbal complaints alleging discrimination (Form 148)

Policies

- Offer versus Serve policy for breakfast and/or lunch
- Current Local School Wellness Policy and most recent assessment (Form 357) or SFA created assessment
- Current Unpaid Meal Charge Policy

On-Site Reviews

- Completed reviews for all sites for breakfast and lunch (Form 142)

Food Safety/Sanitation

- The two most recent health sanitation certificates and reports for each site selected for review
 - ✓ If only inspected once per school year, a copy of the email requesting a second sanitation inspection. Pertinent details must be included (time, date, and sender/recipient information).
- Temperature logs for food production, refrigerators, freezers, and milk coolers

Program Outreach

- Outreach to families regarding the availability of the School Breakfast Program
- Proof that households were made aware of the availability and location(s) of Summer Meal Programs

Professional Standards

- Professional Standards Trainings **must be** documented using one of the following: Team Work Module in SOARS, USDA Training Tracking Tool, or another method which includes the same fields as the USDA Training Tracking Tool
- Documentation for all training courses (agendas, sign-in sheets, certificate of completion, etc.)

IF APPLICABLE

Commercial Vendor Documents

- Daily and monthly invoices for review month

Afterschool Snack Program (ASP) for the Review Month

- Dated snack menu
- Daily production records (Form 189)
- Crediting documents (Nutrition Fact and Ingredient Labels, Child Nutrition (CN) Labels, USDA Food Fact Sheets, Manufacturer's Certified Product Formulation Statements (PFS), etc.
- Point of Service counts by eligibility category for Non-Area-Eligible sites
- ASP On-site Reviews (Form 365)

Special Milk Program (SMP) for the Review Month

- Daily counts of half pints of milk served
- Receipts/invoices from dairy provider

Community Eligibility Schools (CEP)

For each site selected for review:

- Printout of DC List with manually extended benefits in effect as of **the Base Year the SFA selected for the Group ISP**
- Migrant, Homeless, Runaway, and Foster with a Letter Lists in effect as of **the Base Year the SFA selected for the Group ISP**
- Alphabetized Enrollment File in effect as of **the Base Year the SFA selected for the Group ISP**
- CEP sites must provide the CEP edit check worksheet (Form 218) and all supporting documents (as applicable rosters, POS cashier/daily sales reports/sheet
- Completed on-site reviews for ALL sites for breakfast and lunch (Form 211)

All forms referenced on this checklist can also be found on the Department of Agriculture web site at: www.nj.gov/agriculture/applic/forms/#5 or SNEARS Resources, under the category heading, [Administrative Review](#).