



# COMMUNITY NUTRITION *conference*

## Summer Food Service Program

Administrative Review



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TEXAS DEPARTMENT OF AGRICULTURE  
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**01**


# **Planning the Administrative Review**

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The AR **engagement / appointment** letter requesting the **Document Request Packet (DPR)** and the **SFSP Financial Sampling Tool (FST)** will be sent to the designated CE Authorized Representative via email at **least 30 calendar days** prior to the scheduled on-site portion of the AR.

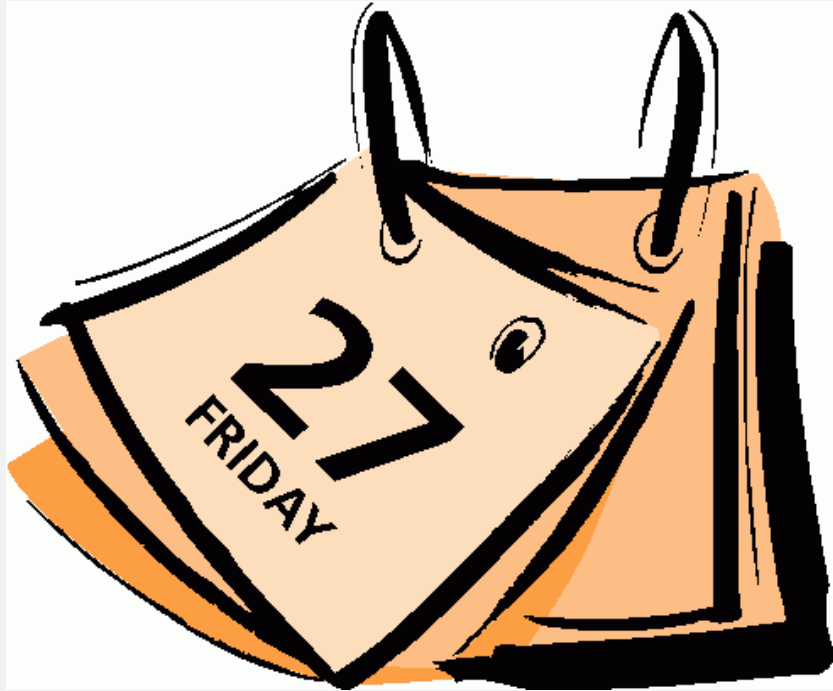
**Document Request Packet (DPR)**

**SFSP Financial Sampling Tool (FST)**

A large yellow geometric shape, resembling a stylized mountain or a large 'V' rotated 45 degrees, occupies the top half of the slide. It has a flat top and two slanted sides meeting at a point in the center.

The ARS will follow-up with the CE to provide technical assistance to ensure that the CE has all needed information to successfully provide the required documentation and information for the AR.

## Selecting a test month for the SFSP AR



A review conducted in June will have a month of review from the start of the program to the date of review.

A review conducted in July or August will use the previous month for the month of review.

# Selecting a Site for Review in TXUNPS

How many sites need to be reviewed for the CE:

10% of approved sites per TXUNPS

The following criteria is used to determine what sites will be reviewed:

- High claim reimbursements (\$100,000 or more in annual reimbursement);
- Serious Deficiency (SD) determinations
- If there was a complaint within the last 12 months
- Serves infants
- Serves supper
- Serves on weekends
- Claims the maximum ADP
- Have not been a part of a sample in the previous review



**02**


# **Conducting the DESK REVIEW**


# In preparing for the review – the ARS team will:

Access the following information from the TXUNPS SFSP Application Packet module:

- Contracting Entity Application
- Contracting Entity Budget Detail
- Management Plan, Compensation Policy
- VCA Information
- Site application(s) (sample sites)
- TDA staff provided TA
- ESC staff provided TA



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- Test month - Claim submitted and paid
  - Advances, if applicable
  - Review previous Administrative and Site Review findings.
  - If the CE is an ISD, contact School Operations for the Annual Audit report and review for any previous findings noted.
  - Food Service Management Company Contracts (Vended Meals Contractor) or any contract(s).
  - CE Policies and Procedures, ex: Procurement Policy
  - Complaints
  - National Disqualified List (NDL), Serious Deficiency (SD), and TEXSL information

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- A large, dark blue geometric shape, resembling a stylized triangle or a corner, is positioned in the upper right quadrant of the slide.
- Does the CE have a current 501(C)3 IRS designation?
  - Is the CE currently in good standing with the Texas Office of the Comptroller?
  - Is the CE currently in good standing with the Texas Secretary of State?
  - Review all submitted DRP material



**03**

# **Conducting the Entrance Conference**

## **Conduct the Entrance Conference:**

**SFSP Records Checklist** - used to document the records received prior to the entrance conference, as well as any requested and provided at the time of the Entrance Conference, and what records remain outstanding.

Any documentation that is not present at the Entrance Conference must be provided by a specific time and date before the Exit Conference.

Important:

The Checklist is an acknowledgement that the CE provided documentation in that category

- the CE will receive a copy of this checklist
- it does not mean that the information was complete or correct.

**The CE will designate a point of contact for the duration of the AR activities for the CE.**

**The CE will be informed on how long the review will take** and what time you will return the following day, if additional time on-site is needed.



**04**

# **Conducting the on-site / fieldwork portion**

# During the on-site visit:

Keeping the lines of communication open..

...so that you are aware of the status of the on-site portion of the AR while it is happening.



**The on-site activities of the AR  
will be conducted in compliance  
with the SFSP AR Instructions**

**The CE will always have an  
opportunity to provide any  
missing documents before the  
Exit Conference.**

**The CE will have an opportunity  
to explain any anomalies before  
TDA determines that a non-  
compliance has occurred.**

# Conducting site reviews.

The Site Review(s) may be conducted in the test month or the month that the review is conducted, if the review period is from the beginning of service through the review date.

Once the site review is complete, the site representative will be provided technical assistance. In addition, non-compliances will be shared with the Sponsor (before the administrative review).

While on site, the reviewer will take pictures/scan all documents for the test month.





**05**

# **Conducting the Exit Conference**

# All ARs require an Exit Conference.

The Exit Conference will include the following individuals:

- All assigned TDA reviewers on-site
- Any TDA staff joining by telephone
- CE Authorized Representative
- CE staff the CE designates to be in attendance.

# **What to expect from an Exit Conference:**

A SFSP Preliminary Report is provided to the CE.

The TDA reviewer and CE will review all of the potential findings.

Technical assistance (TA) on how to correct all findings – since the CE should not wait for a findings letter to begin to correct any non-compliances.

The next steps in the review process (notification, submission of CAD via TXUNPS, appeal information)

Review the information inside the Review Folder that is provided to the CE. The reviewer(s) business card(s) will also be inside the folder.

**Once the Exit Conference has concluded:**

The CE Authorized Representative, and

The AR Exit Conference Leader will sign the Preliminary Review Report.



**06**

# **Finalizing the AR Results**

## Once the review has been approved:

The signed letter will be mailed to the CE, with copies sent to the appropriate ESC Regional SFSP staff.

The reviewer will also provide CAD access (TXUNPS) to the CE.





**07**

# **Corrective Action**

**The CE must submit a response to each finding issued through TX-UNPS, per the Corrective Action Document (CAD).**

Once the CE has submitted their CAD the Compliance staff that completed the AR will access the CAD to determine if it is acceptable.

## **If all Corrective Action submitted is approvable/approved:**

The Compliance staff will type “approved” in the Reviewer Response box and then select the “Accept CAD” button for that particular finding.

The Notification of CAD Acceptance and Review Closure letter will be emailed to the CE.



## **If Corrective Action submitted is not approvable/not approved:**

The Compliance staff will type “unapproved” in the Reviewer Response box

The Compliance staff will then explain why and how the corrective action submitted does not “cure” the finding; The explanation will include specific examples of the corrective action submitted so the CE can understand what exactly is lacking in the proposed corrective action/why it won’t solve the issue

A Notification of Unapproved Corrective Action letter is sent to the CE and a copy to the appropriate ESC Regional SFSP staff.

TX-UNPS Review Information screen is updated to reflect the new CAD access date.

If an acceptable 2<sup>nd</sup> CAD is submitted, then TDA follows the process outlined in the previous slide.

If an unacceptable 2<sup>nd</sup> CAD is submitted, the next step is typically a declaration of Serious Deficiency.

## In conclusion:

The Summer Food Service Program (SFSP) was established to ensure low-income children continue to receive nutritious meals during the summer.

Thank you for your participation in the SFSP – together we can ensure the success of the program.



**THE SFSP MATCHING GAME**

1 Planning the Administrative Review
2 Conducting the Desk Review
3 Conducting the Entrance Conference
4 Conducting the on-site / fieldwork portion
5 Conducting the Exit Conference
6 Finalizing the AR Results
7 Corrective Action

**A** Keeping the lines of communication Open so that the CE is aware of the status of the on-site portion of the administrative review while it is happening

**B** Once the review has been approved, the signed letter will be mailed to the CE, with copies sent to the appropriate ESC Regional SFSP staff.

**C** The AR engagement letter will be sent to the CE at least 30 calendar days prior to the Administrative Review.

**D** A SFSP Preliminary Report is provided to the CE.

**E** The CE must submit a response to each finding issued through TX-UNPS.

**F** The CE will be informed on how long the review will take and what time you will return the following day, if additional time on-site is needed.

**G** In preparing for the review – the ARS team will access the information from the TXUNPS SFSP Application Packet module

**And the answers are:**

**1 C**

**2 G**

**3 F**

**4 A**

**5 D**

**6 B**

**7 E**

<b>1 Planning the Administrative Review</b>	The AR <b>engagement / appointment letter</b> will be sent to the CE at <b>least 30 calendar days</b> prior to the scheduled on-site portion of the Administrative Review.
<b>2 Conducting the Desk Review</b>	In preparing for the review – the ARS team will access the information from the TXUNPS SFSP Application Packet module
<b>3 Conducting the Entrance Conference</b>	The CE will be informed on how long the review will take and what time you will return the following day, if additional time on-site is needed.
<b>4 Conducting the on-site / fieldwork portion</b>	Keeping the lines of communication Open so that the CE is aware of the status of the on-site portion of the administrative review while it is happening.
<b>5 Conducting the Exit Conference</b>	A SFSP Preliminary Report is provided to the CE.
<b>6 Finalizing the AR Results</b>	Once the review has been approved, the signed letter will be mailed to the CE, with copies sent to the appropriate ESC Regional SFSP staff.
<b>7 Corrective Action</b>	The CE must submit a response to each finding issued through TX-UNPS.

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