






# BUSINESS OF NUMBERS & NUTRITION

CHILD NUTRITION DIRECTORS  
AND BUSINESS OFFICIALS

## Expectations for Administrative Reviews: Process Flow

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# Administrative Review Expectations

-  Customer service excellence
-  Professionalism
-  Discuss applicable topics with appropriate staff at CE
-  Provide and document technical assistance
-  Be the subject matter expert

# Off-site Portion

- Lasts between 4-6 months (may be longer for large CEs)
- Reviewing documents from the:
  - month of review (month prior to the month of the on-site review)
  - week of review (week of the on-site review)
  - Prior year financial data for Resource Management
- AR Specialist and CE will work together to ensure all portions of off-site AR are complete and correct. Constant communication between AR Specialist and CE.

# On-site Portion

- ❑ Lasts between 1 day and 1 week, depending on the number of sites selected for review.
- ❑ Breakfast and lunch will be observed.
- ❑ Any documents not provided during off-site portion will be requested to be reviewed during on-site portion.



# Administrative Review (AR) Schedule and Announcement Letters

**AR Schedule:** School Operations develops the AR schedule each Spring. The finalized list is posted on [www.squaremeals.org](http://www.squaremeals.org).

**Announcement Letters:** are mailed/emailed to the CE during July and August.



**13-14 Weeks  
Prior to On-site  
Review**

**01**

# 13-14 Weeks Prior to On-site Review

- Ensure application is approved.
- CE Operation – waivers, grants, etc.
- Select sites based on claim data.




# 13-14 Weeks Prior to On-site Review

- **Open:** off-site portion of AR
- **View:** dates of the AR in the Review Information screen
- **Ensure:** application is accurate



# Develop the Checklist

- **Key tasks/dates to remember:**
  - **Food production records (FPRs) for a week during the Month of Review (MOR).**
  - **Planned FPRs for the Week of Review (WOR).**
  - **Meal count sample for the MOR**
  - **Roster from the first day of the MOR for certification and benefit issuance review.**
  - **Claim submission for the MOR.**
  - **Afterschool Care/At-Risk FPRs, meal counts, etc., if applicable.**



The AR Specialist will send email to CE's Superintendent, Child Nutrition Director (CND) and ESC regarding the off-site and on-site process for the AR.



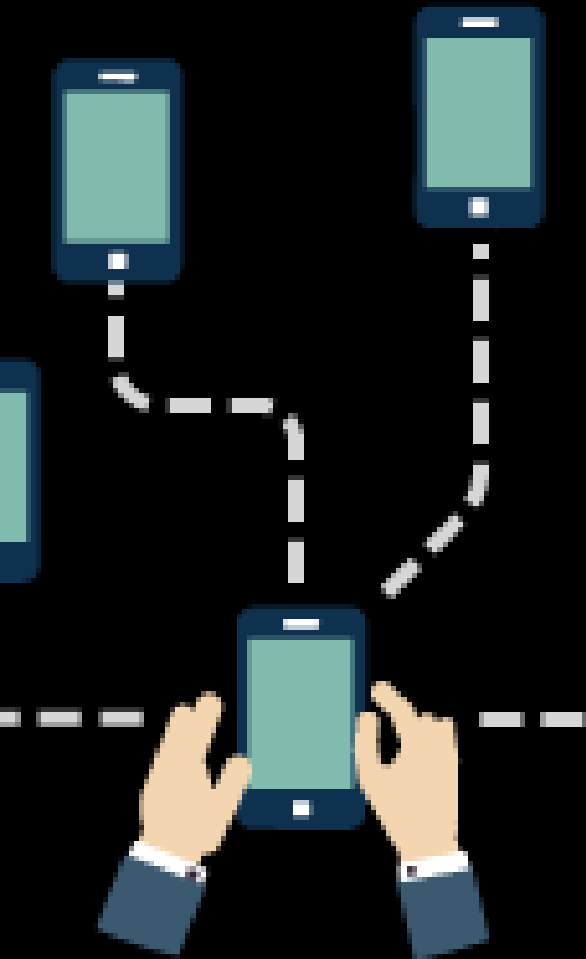


# **12 Weeks Prior to On-site Review**

**02**

# 12-Week Conference Call

- ❖ Superintendent
- ❖ CND
- ❖ Business Manager
- ❖ At least One person with TX-UNPS access.



# Discuss:

- AR areas – critical and general
- The role of the AR Specialist
- Entrance conference date and time
- Off-site and On-site AR processes
- Off-site Checklist and due dates
- RM Summary and due date
- Meal Compliance Risk Assessment Tool
- Dietary Specifications Assessment Summary


# Discuss: continued

- **Participation in any additional Federal programs**
- **Equipment grants**
- **Off-site assessment review forms in TX-UNPS and providing complete responses.**
- **How to upload documents into Review Attachments and naming conventions**
- **Deadlines for Off-site Review assessment and RM Summary**
- **Utilizing the ESC during the AR process**
- **RCCIs – day students, cell phones/laptops in facility, restrictions for visitors.**

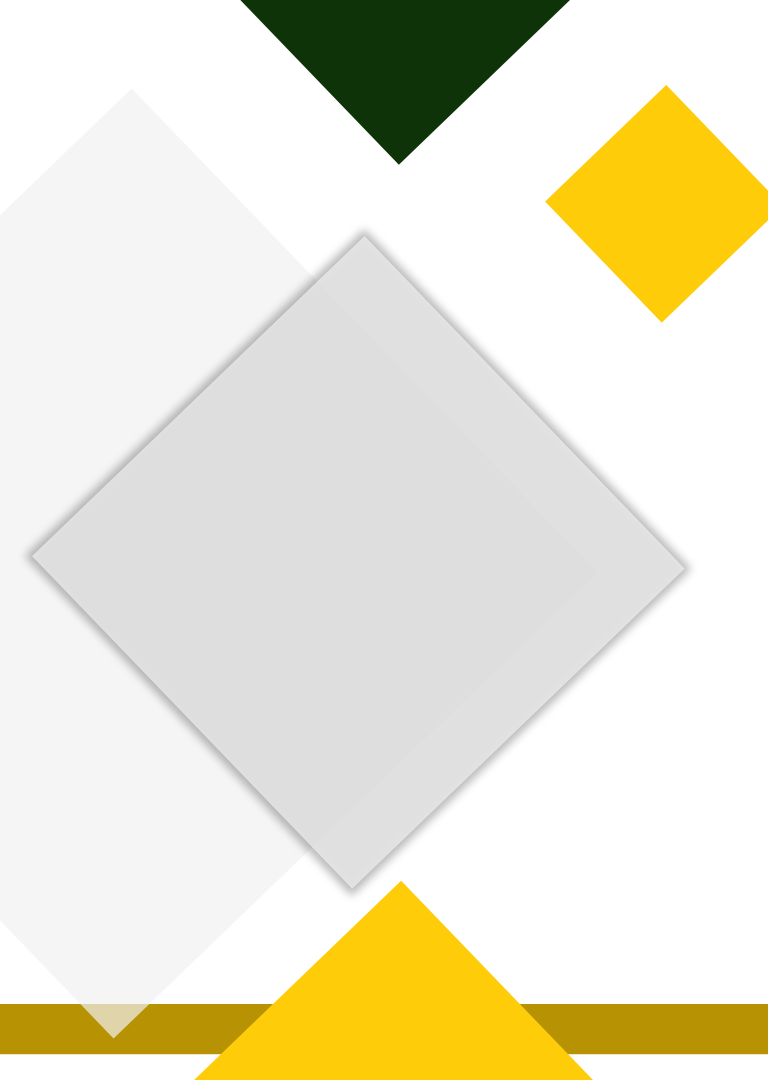


**11-2 Weeks  
Prior to On-site  
Review**

**03**

- 
- Review the CE's responses
  - Review the Meal Compliance Risk Assessment Tool and determine the targeted site.
  - Review the Dietary Specifications Assessment Tool




- 
- Determine the student sample
  - Request and review the applications received from the sample, Direct Certification (DC) lists and categorical eligibility lists.
  - Contact the CE to discuss any certification and benefit issuance errors.

- **Read and review** responses to Off-site AR questions and determine compliance.
- **Discuss questions** and **obtain clarification** from the CE for applicable responses in the Off-site AR questions.
- **Review** documents uploaded into Review Attachments. **Request** additional documents if required.
- **Inform** the CE of any requested documents not yet uploaded in Review Attachments.

# 11-2 Weeks Prior to On-site Review

- Upload required documents to Review Attachments.
- Note any noncompliances/questions for discussion with CE.
- Discuss findings/concerns found during the Off-site AR with the CE.

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- **Obtain and count** the meal count sample for one day during the MOR.
  - **If meal count sample is correct**, AR Specialist will indicate compliant and continue with Off-site AR.
  - **If meal count sample is incorrect**, AR Specialist will request 2 additional days of counts to validate.
  - **If 2 more days of meal counts are incorrect**, AR Specialist will request the entire MOR meal counts.



# **4 Weeks Prior to On-site Review**

**04**

# Resource Management

- Based on risk
- May trigger a Comprehensive RM Review based on CE's operation.
- Expect AR Specialist to contact CE regarding Comprehensive AR
- Review RM Summary, general ledger and chart of account.
- Identify areas where a Comprehensive RM review is required.

Any RM Summary received less than 4 weeks prior to the on-site AR will have a Comprehensive RM review in all applicable areas of RM.

# Resource Management (RM)

- **Child Nutrition Director to work with Business Official.**
- **Provide all required and requested documentation.**
- **Read ARM, Section 14, *Financial Information***

# Management Summary Due

- **Review RM Summary, general ledger and chart of accounts.**
- **Identify areas where a Comprehensive RM review is required.**






# Resource Management Summary Best Practices

- Complete and submit the RM Summary by required due date.
- Utilize the CE's business manager, financial department or adequate staff to obtain information to complete the RM Summary.
- Provide complete processes/procedures in the text boxes where indicated.
- Provide all requested and required documentation.
- Be available to discuss questions with the AR Specialist.



**1 Week Prior to  
On-site Review**

**05**

- 
- **Ensure** the CE has filed their claim for the month of review.
  - **Ensure** Off-site AR information is entered into TX-UNPS.
  - **Ensure** all information in TX-UNPS has been reviewed.

# **AR Specialist will have one more call with CE:**

- **Verify dates, times and corresponding sites of each meal service being reviewed.**
- **Request a work area and internet access.**
- **Confirm times for Entrance conference.**
- **Discuss any outstanding items.**
- **Obtain directions to the CE/site(s).**



# On-site Review

06

# On-site Review

- Entrance conference scheduled for after observation of the first breakfast meal service(s).
- Observations of both breakfast and lunch meal service(s) at selected site(s).
- Paperwork review.





# After the Review

07

# No Findings Review Process

- **Congratulations!**
- **Letter of Closure signed by Director of School Operations**
- **Letter of Closure and No Findings certificate signed by TDA Commissioner Miller.**



# CAD Process

- Email sent to CE when CAD is ready for review and response
- Email includes TXUNPS guide as to how to respond to a CAD
- CEs have 21-30 days to respond to a CAD
- Contact the AR Specialist with questions
- Utilize the ESC

# CAD Review and Approval

- **CEs must completely address the finding in the CAD and upload any requested documentation**
- **CEs can see status of CAD in TX-UNPS**



# Fiscal Action and Financial Action

# 2<sup>nd</sup> CAD Process

- **CADs that are not approved are sent through a 2<sup>nd</sup> CAD process. CEs will get an email with instructions.**
- **CEs will have 15 days to complete the CAD.**

# 2<sup>nd</sup> CAD not Accepted



- Claims may be placed on hold.  
Follow-up AR scheduled.

**TDA will conduct a follow-up AR:**

- If Follow-up AR successful, hold removed and Follow-up AR closed.
- If Follow-up AR not successful, CE must request 2<sup>nd</sup> Follow-up AR.



- **TDA is on a 3-year AR cycle**
- **Value communication and positive interaction**
- **Partners**

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