



Roadtrip to a Successful Administrative Review



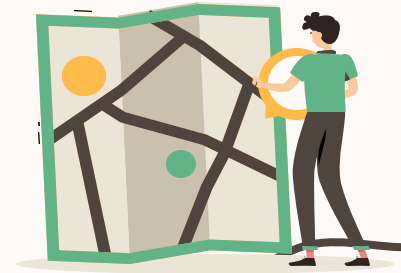
Here is where the adventure begins



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.



Along for the Ride!

We can help:

- Navigate Food Production Records
- Service Meal Applications
- Plan and Schedule Meal Preparation and Service
- Provide Enroute Assistance as Needed

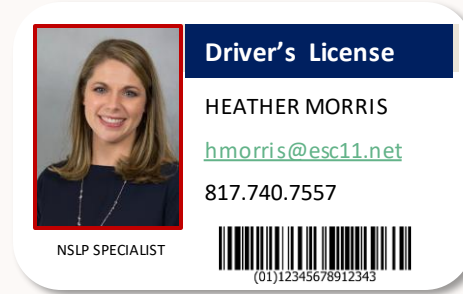


Driver's License
TAMIKA FIGGS
tfiggs@esc11.net
817.740.3661

NSLP SPECIALIST




(01)12345678912343



Driver's License
HEATHER MORRIS
hmorris@esc11.net
817.740.7557

NSLP SPECIALIST



(01)12345678912343



Driver's License
WENDY PYNE
wpyne@esc11.net
817.740.7515

NSLP SPECIALIST



(01)12345678912343



Driver's License
ELISHA BURY
ebury@esc11.net
817.740.7556

NSLP SPECIALIST



(01)12345678912343



Eagle-eyed and eager to help

Let's get to work.

- Fueling stations are located left and right
- Restrooms are available on either side
- Silence your phone; step out to take important calls
- Raise your hand any time you have a question



Lindsay ISD

Little Elm ISD

Muenster ISD

**Scheduled
Pit Stops**



STOP HERE



Driver's License

TAMIKA FIGGS

tfiggs@esc11.net

817.740.3661

NSLP SPECIALIST



(01)12345678912343

Erath Excels Academy

Lingleville ISD

Millsap ISD

**Rocketship Public
Schools**

Stephenville ISD

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Pit Stops**



STOP HERE



Driver's License

HEATHER MORRIS

hmorris@esc11.net

817.740.7557

NSLP SPECIALIST



(01)12345678912343

Alvarado ISD

Godley ISD

**Jean Massieu
Academy**

Joshua ISD

Pilot Point ISD

White Settlement ISD

**Scheduled
Pit Stops**



STOP HERE



Driver's License

ELISHA BURY

ebury@esc11.net

817.740.7556

NSLP SPECIALIST



(01)12345678912343

Aledo ISD

Birdville ISD

Gainesville ISD

Keller ISD

Lake Worth ISD

Weatherford ISD

Scheduled
Pit Stops



STOP HERE



Driver's License

WENDY PYNE

wpyne@esc11.net

817.740.7515

NSLP SPECIALIST



(01)12345678912343



AR Process Manual

2021-2023 School Year
Administrative Review/Procurement Review Checklist

ISIS Reviewer	ISIS Reviewer	ISIS Reviewer
Access to TX UNPS	The Site/Day of Review Dates	Month of Review
IS	IS	IS
Key Sections for Administrative Review		
The 2021-2023 Review Year ISIS Administrative Review ISIS will assess compliance with the Federal food programs that are identified in the following table:		
<input type="checkbox"/>	National School Lunch Program (NSLP)	
<input type="checkbox"/>	National School Lunch Program (NSLP) - All Other Sites	
<input type="checkbox"/>	NSLP After School Care Program (ASACP)	
<input type="checkbox"/>	NSLP Breakfast Program (BIP)	

MCRAT in TX-UNPS

Risk Compliance Risk Assessment Tool

Risk Score: 100%

Area	IS	IS	IS
1. Addition to the National School Lunch Program, which of the following NSLP Nutrition Programs operate at the school?			
School Breakfast Program	Yes	1	100%
Afternoon Snack Program	Yes	1	100%
Breakfast and Vegetables Program	Yes	1	100%
Special Milk Program	Yes	1	100%
2. What are the approved protein sources in the school?			
Milk	Yes	1	100%
Milk only (U.S. #1, U.S. #2, U.S. #3)	Yes	1	100%
Milk only (U.S. #1, U.S. #2)	Yes	1	100%
Milk powder	Yes	1	100%
Milk replacer	Yes	1	100%
Milk substitute	Yes	1	100%

Resource Management

Resources to be included with Completed Resource Management Summary form

- All of the Resources for the National School Lunch Program
- NSLP Nutrition Program Detailed Budget Ledger for all NSLP Foods (regardless of program) to include: NSLP Lunch Program, NSLP Breakfast Program, NSLP Afternoon Snack Program, NSLP Milk Program, NSLP Special Milk Program, NSLP Breakfast and Vegetables Program
- Statement of Assets or Department of the National School Lunch Program
- Statement of Liabilities or Department of the National School Lunch Program
- NSLP Nutrition Program Detailed Budget Ledger

Please complete based on the previous fiscal year

Statement of National School Lunch Program

NSLP: Did the ISIS keep the ability to accurately track all revenues and expenditures for the NSLP's school food service operating from all other transactions? Yes No

If Yes, describe the method used below:

Important Documents

Dietary Specifications

Dietary Specifications Summary

Instructions: For each question below, select the number that corresponds to the best description for Breakfast and Lunch service across the week of Sept 6-10, 2021. All "Type Elementary School"

- 1- Always (once a day or 2 days/week)
- 2- Most days or most of the time (2 or 3 days/week)
- 3- Some times or some of the time (1 or 2 days/week)
- 4- Never (0 days/week)

18. Are specifications established when purchasing menu items and ingredients to limit fat following?

Breakfast: 1 - Always Lunch: 1 - Always

19. Sodium:

Breakfast: 1 - Always Lunch: 1 - Always

20. Cholesterol:

Breakfast: 1 - Always Lunch: 1 - Always

21. Only low fat (percent solids for or less, unless noted) or fat-free (percent solids or percent solids to total dry matter concentration) and no trans fats:

Breakfast: 1 - Always Lunch: 1 - Always

22. Low-fat, fat-free milk products used. This includes yogurt and cottage cheese.

Breakfast: 1 - Always Lunch: 1 - Always

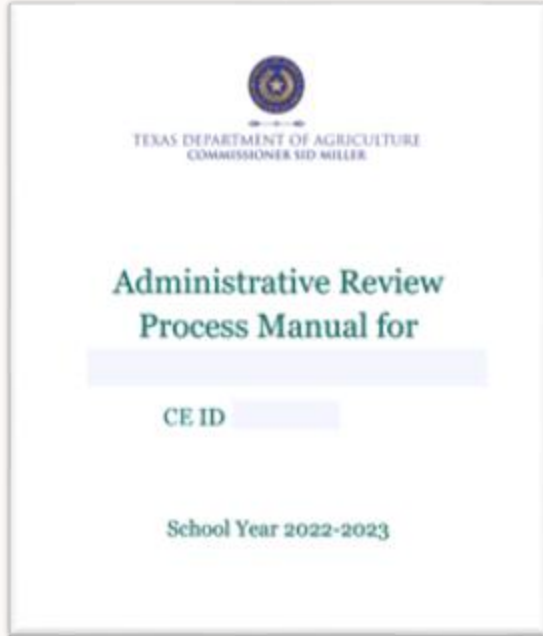
TX-UNPS

ISIS Point	ISIS Point	ISIS Point
200 - Verification and Benefit Selection	200 - Verification	200 - Verification
200 - Verification	200 - Verification	200 - Verification
200 - Meal Counting and Claiming	200 - Dietary Specifications and Nutrition Analysis	200 - Resource Management
200 - Self Rights	200 - Site or Site Workings	200 - Local School Nutrition Policy
200 - Smart Snacks	200 - Professional Standards	200 - School Breakfast and SFM Subpart
200 - School Breakfast and SFM Subpart	200 - School Nutrition Programs	200 - National School Food Service
200 - National School Food Service	200 - After School Care	200 - National Food Storage Program

Idea: Keep a binder to organize your materials for the on-site portion

8 weeks to completion! Good luck!

AR Process Manual



- Includes **CHECKLIST** of dates with clickable reference pages
- TX-UNPS User Guide, PR documents list, Procurement Table instructions
- Dietary Specifications, Resource Management Summary built in
- Follow the **NAMING** standards for uploaded documents

TX-UNPS Walkthrough

School Nutrition Programs TX-UNPS

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

Programs

The screenshot shows a dashboard for 'School Nutrition Programs' with a navigation menu and a central 'Programs' section containing several colored buttons for different program types.

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.

Expand

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 Walkthrough

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...

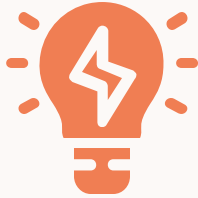
Prepare for your trip

1. Counting & Claiming System
2. Local Charge Policy
3. Civil Rights Policy
4. Attachment B
5. Attachment B Upload
6. Review Household Applications



Counting and Claiming System

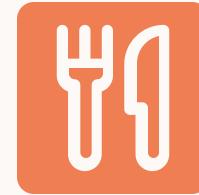
Electronic or
Manual?



How are Meal
Counts Combined?



Reimbursable Meals
vs a la Carte



Edit Checks



Cashier Training



What Is the Charge
Policy?



Local Charge Policy

Required for ALL

Must Be Board
Approved

Customize to the
Needs of District



Civil Rights Policy

Must have a written procedure:

- Parents, potential participants, and public informed on how to submit a complaint
- Staff know how to process a complaint
- Complaint Form:
 - How complaint was made: verbally, written, in-person
 - Who received the complaint
 - Method of notifying TDA

Texas Department of Agriculture Sample Complaint
September 29, 2021

Sample Complaint Form

To file a complaint, complete this form and submit it to [Enter Name or Position Title of Person Receiving Complaint and Contact Information]. All complaints, written or verbal, are automatically forwarded to the Texas Department of Agriculture.

Check if you'd like to remain anonymous

I. Contact Information for Person Submitting the Complaint
(Please record your name, address, telephone number, and additional contact information in the spaces below.)

First Name	Middle Initial	Last Name
Address	City, State, and Zip Code	Best Telephone Number for You

Are there other ways we can contact you? (If yes, list them in the box. Other ways might include an email address or a different telephone number.)

II. Reason for the Complaint
(Provide information about the complaint with as much detail as possible for questions (A-E). Attach additional paper if more space is needed.)

A. What is the name and address of the entity you are filing the complaint about?

[TDA's online complaint form](#)

Attachment B

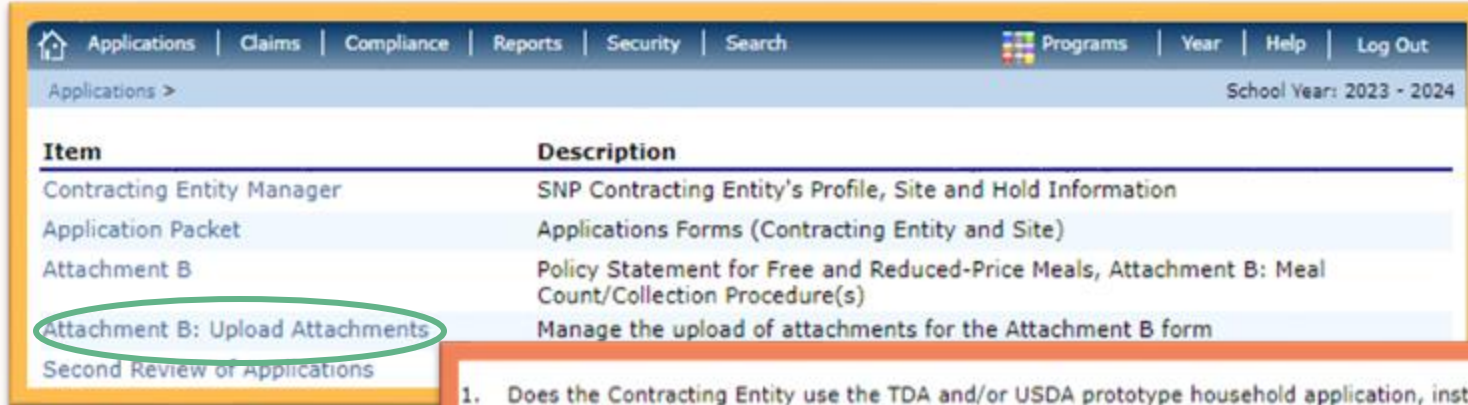
Policy Statement for Free and Reduced-Price Meals, Attachment B: Meal Count/Collection Procedure(s) (Attachment B)

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.

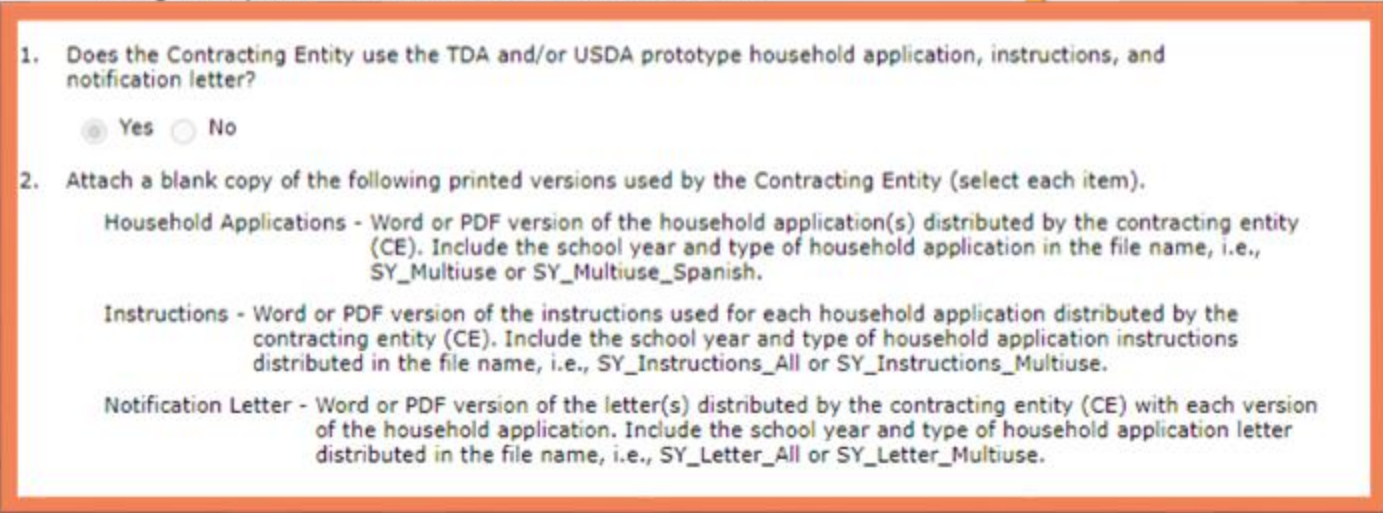
1. This Meal Count/Collection Procedure is effective starting in School Year:
2. Do any sites in the CE serve all meals to all children without charge?
 - Yes, all sites
 - Yes, some, but not all, sites
 - No
3. What is/are the approved method(s) for payment used by sites in your CE to prevent overt 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 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 and instructions. The first question 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. The second question 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.

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.

First Name	MI	Last Name	Student Attends School in District?			Grade	Optional: Student ID Number	Check all that apply.				
			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 Street Address/Apt #	Fort Worth	TX	76110	817-456-7890
Mom X Printed Name of Adult Household Member Signing the Form	City	State	Zip	Daytime Phone and Email (Optional)
				August 1, 2022 Today's Date
				Signature of Adult Household Member Signing the Form

22%: Resource Management

- Revenue from Nonprogram Foods (181)
- Nonprofit School Foodservice Account (82)
- Paid Lunch Equity (8)
- Ability to track Revenues and Expenditures (6)
- Indirect Costs (4)
- Adult Meal Payments (1)

19%: Meal Components and Quantities

- Planned menu quantities meet meal pattern requirements (204)
- Minimum daily quantity for age/grade group being offered (13)
- Meals claimed on day of review contained all of the required components (9)

7%: Wellness Policy

- Triennial Assessment available (49)
- Triennial Assessment results available to public (6)
- Wellness policy posted on the website and available to the public (23)
- Wellness committee does not include the appropriate stakeholders (5)

6%: Certification and Benefit Issuance

- Certification and benefit issuance not reviewed appropriately (30)
- Direct Certification list not updated or utilized accurately (12)
- Benefit not correctly transferred to the point of sale (7)

TOP 4 FINDINGS- STATEWIDE

SY2022-23

1.

Wellness Policy

(20%)

- Triennial Assessment not completed

3.

Verification (11%)

- Confirming and determining official cannot be the same

5.

Meal Components and Quantities (24%)

- Planned menus meet meal pattern requirements

2.

Resource Management Comprehensive Review (15%)

- Adult Meal Price

4.

Meal Counting and Claiming (11%)

- Meal counts consolidated incorrectly
- Not following Attachment B

TOP FINDINGS IN REGION 11

SY2022-23



Meet the Review
Specialist.

Stop # 1

Find the adventure in Meal Components
and Quantities



Meal Pattern Compliance

SY 2023-24 Meal Pattern Chart National School Lunch Program

Minimum Amount of Each Food Component Per Week (Minimum Offering Per Day)

Pre-Kindergarten (Pre-K) Daily			School Age Daily and Weekly				
Meal Pattern Components	Age 1-2	Age 3-5	Meal Pattern Components	Grades K-5	Grades 6-8	Grades K-8	Grades 9-12
Milk: Unflavored Age 1-2, whole milk Age 3-5, 1 percent low fat or fat free unflavored	½ cup	¾ cup	⁴ Milk Unflavored or flavored 1% low fat or fat free	5 (1) cups	5 (1) cups	5 (1) cups	5 (1) cups
Fruits	½ cup	¾ cup	Fruits	2½ (½) cups	2½ (½) cups	2½ (½) cups	5 (1) cups
Vegetables	½ cup	¾ cup	Vegetables	3¾ (¾) cups	3¾ (¾) cups	3¾ (¾) cups	5 (1) cups
^{1,2} Grains: Whole Grain-Rich or Enriched			Dark Greens	½ cup	½ cup	½ cup	½ cup
Bread product (e.g., biscuit, roll, or muffin)	0.5 oz eq	0.5 oz eq	Red/Orange	¾ cup	¾ cup	¾ cup	1½ cups
Pasta	¾ cup		Beans/Peas (Legumes)	½ cup	½ cup	½ cup	½ cup
			Starchy	½ cup	½ cup	½ cup	½ cup
			Other	½ cup	½ cup	½ cup	¾ cup
			Additional Vegetable	1 cup	1 cup	1 cup	1½ cups
Meat/Meat Alternates			⁵ Grains 80% Whole Grain-Rich	8-9 (1 oz eq)	8-10 (1 oz eq)	8-9 (1 oz eq)	10-12 (2 oz eq)
Lean meat, poultry, or fish	1 oz	1.5 oz	Meat/Meat Alternates	8-10 (1 oz eq)	9-10 (1 oz eq)	9-10 (1 oz eq)	10-12 (2 oz eq)
Tofu, soy product, or alternate protein products	1.1 oz	1.5 oz	Nutrient Specifications: Daily Amount Based on Average 5-Day Week				
Cheese	1 oz	1.5 oz	Min.-Max. Calories(kcal)	550-650	600-700	600-650	750-850
Large egg	½ egg	¾ egg	Saturated Fat % of total calories	< 10	< 10	< 10	< 10
Cooked dry beans or peas	¼ cup	¾ cup					
Peanut butter, soy nut butter,	2 Tbsp	3 Tbsp					

SY 2023-24 Meal Pattern Chart School Breakfast Program

Minimum Amount of Each Food Component Per Week (Minimum Offering Per Day)

Pre-Kindergarten (Pre-K) Daily			School Age Daily and Weekly				
Meal Pattern Components	Age 1-2	Age 3-5	Meal Pattern Components	Grades K-5	Grades 6-8	Grades 9-12	Grades K-12
Milk: Unflavored Age 1-2, whole milk Age 3-5, 1% low fat or fat free unflavored	½ cup	¾ cup	⁴ Milk Unflavored/flavored 1% low fat or fat free	5 (1) cups	5 (1) cups	5 (1) cups	5 (1) cups
Fruits and Vegetables	¼ cup	½ cup	Fruits and Vegetables	5 (1) cups	5 (1) cups	5 (1) cups	5 (1) cups
^{1,2} Grains: Whole Grain-Rich or Enriched			⁵ Vegetables	5 (1) cups	5 (1) cups	5 (1) cups	5 (1) cups
Bread Product: (e.g., biscuit, roll, muffin)	0.5 oz eq		⁶ Grains 80% WG-Rich	7-10 (1 oz eq)	8-10 (1 oz eq)	9-10 (1 oz eq)	9-10 (1 oz eq)
Pasta	¾ cup		Nutrient Specifications: Daily Amount Based on Average 5-Day Week				
Cooked Breakfast Cereal, Cereal Grain, ³ Ready-To-Eat Breakfast Cereal, Dry or Cold Flakes or Rounds Puffed Cereal Granola	½ cup	¾ cup	Min.-Max. Calories (kcal)	350-500	400-550	450-600	450-500
	¾ cup	¾ cup	Saturated Fat % of total calories	< 10	< 10	< 10	< 10
			Sodium Target (mg)	≤ 540	≤ 600	≤ 640	≤ 540
			Trans Fat	Product nutrition label/manufacturer specification must indicate 0 grams of <u>trans</u> fat per serving.			

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

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

- 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

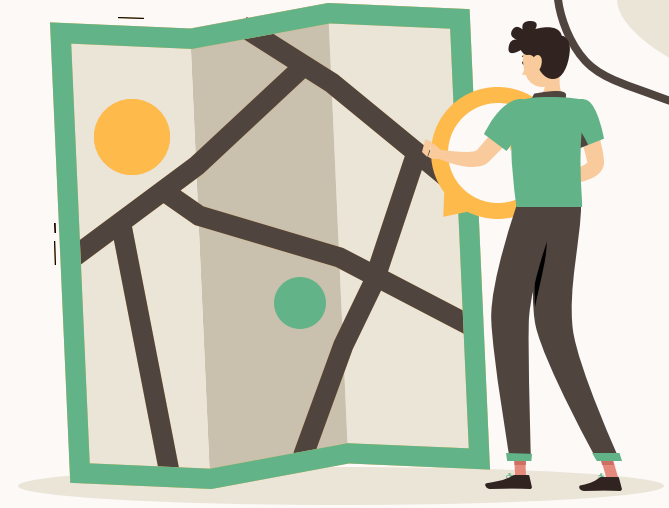


- OVS required for High School
- Buy American
- HACCP
- Staff training
- Storage/inventory
- Labels, FPRs, recipes
- Signage

Be Prepared

Stop #2

Explore the Local Wellness Policy



Local Wellness Policy Checklist

Utilize the Local Wellness Policy Checklist to ensure compliance

- Correct any discrepancies before the review

The document is a checklist titled "Local Wellness Policy (LWP) Checklist". It is intended for governing bodies (CEs) of school districts. The checklist includes the following sections:

- For Governing Bodies (CEs) Operating the District's Local Program (LTP) and/or the Local Wellness Program (LWP):** Complete this form using the attached directions. The directions provide detailed explanations of requirements and options.
- Completing Form (CE Information):** CE Name: _____ CE Identification Number (CE ID): _____
- Schools Operating Under the Local Wellness Policy (LWP):**
- I. Awareness (Required):** The CE must identify a LTP that applies to all LTP and/or LWP schools. The LTP 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 LTP and/or LWP
 - B. Approval
- Approval:** If the CE has not implemented a LTP in all schools operating LTP and/or LWP and does not have board approval for its LTP, 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!

Stop #3

Escape the Adult Meal Price Trap



Non-program Assessment

Resource Management Tool:

- 1) PLE
- 2) Nonprogram foods
- 3) Adult Meal Calculator
- 4) Indirect costs

Accounting documents:

- 1) Chart of accounts for CN
- 2) General ledger for CN
- 3) Balance sheet
- 4) Activities of revenues/expenditures
- 5) Vendor paid list



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

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.)

Documents

2019 LOAN PROCEEDS	7914 LOAN PROCEEDS
2019 OPERATING TRFRS IN	7915 OPERATING TRFRS IN
2019 BOND PREMIUM	7916 BOND PREMIUM
2019 GAS LEASE 1-SPECIAL ITEMS	7918 GAS LEASE 1-SPECIAL ITEMS
2019 SALE OF MINERAL INTERESTS	7949 SALE OF MINERAL INTERESTS
2019 NATL SCHOOL BRKFST PROGR	7952 NATL SCHOOL BRKFST PROGR
2019 NATL SCHOOL LUNCH PROGR	7953 NATL SCHOOL LUNCH PROGR
2019 USDA DONATED COMMODITIES	7954 USDA DONATED COMMODITIES
2019 INVEST INCOME SAVINGS	7955 INVEST INCOME SAVINGS
2019 CONTRIBUTED CAPITAL	7957 CONTRIBUTED CAPITAL
2019 OTHER NON OPERATING REVEN	7989 OTHER NON OPERATING REVEN
2019 OPERATING TRFRS OUT	8911 OPERATING TRFRS OUT
2019 OTHER USES	8949 OTHER USES

Chart of Accounts for CN Fund

Print F1 Chg Sh Chg F L L2 Chg	Beginning Balance	2023-20 Activity	Ending Balance		
240 A 00 1102 00 000 0 00 0 00	CASH IN BANK/FOOD SERVICE	36,006.49	35,932.23	70,938.72	
9/30/2023 AP	CDCC	915			CHECK REGISTER SUMMARY UPDATE
9/30/2023 CR	AU	919 me			CASH TOTAL
9/30/2023 CR	AU	30 Sep			CASH TOTAL
9/30/2023 CR	AU	9/31 me			CASH TOTAL
9/30/2023 AP	CDCC	915			CHECK REGISTER SUMMARY UPDATE
9/30/2023 CR	AU	9/32 me			CASH TOTAL
9/30/2023 AP	CDCC	me			CHECK REGISTER SUMMARY UPDATE
9/30/2023 CR	AU	AMBERSTAR			CASH TOTAL
9/30/2023 JE	20-09-08				21 Part Work & Workers Comp: September 2023
9/30/2023 CR	AU	9/37 me			CASH TOTAL
9/30/2023 CR	AU	9/38 me			CASH TOTAL
9/30/2023 JE	20-09-33				20 S Green Paper

CN General Ledger

NON-MOVING, STAFF	2023
OAK FARMS DAIRY-DEAN DAIRY	150,541.47
PARTS TOWN LLC	1,239.11
PILGRIM'S PRIDE CORPORATION	42,388.70
PORTIONPAC CHEMICAL CORPORATION	5,919.82
POSTMASTER	220.00

Vendor Paid List

Balance Sheet

Fnd T Fc Obj SO Org F Pr Own Act	Own	Ending Balance
240 A 00 1110 -- -- -- -- --	CASH IN BANK	2,259,227.26
240 A 00 1151 -- -- -- -- --	IMPREST FUNDS	8,150.00
240 A 00 1241 -- -- -- -- --	DUE FROM STATE	257,858.48
240 A 00 1311 -- -- -- -- --	CAFETERIA INVENTORY	204,442.68
240 L 00 2113 -- -- -- -- --	ACCRUED ACCOUNTS PAYABLE	-406,007.31
240 L 00 2160 -- -- -- -- --	ACCRUED WAGES PAYABLE	-73,739.10
240 L 00 2192 -- -- -- -- --	DUE TO FED AGENCIES	-15,208.62
240 L 00 2210 -- -- -- -- --	DEFERRED REVENUE	-202,779.30
240 Q 00 3410 -- -- -- -- --	RESERVE FOR INVENTORIES	-204,442.68
240 Q 00 3450 -- -- -- -- --	RESERVE FOR FOOD SERVICE	-1,779,222.14
240 Q 00 3601 -- -- -- -- --	REVENUE SUMMARY	-9,340,235.14
240 Q 00 3602 -- -- -- -- --	EXPENSE SUMMARY	9,344,954.87
Grand Asset Totals		2,739,673.42
Grand Liability Totals		-727,728.33
Grand Equity Totals		-2,011,945.09
Grand Totals		

	2017-18 Adopted Budget	2017-18 Revised Budget	2017-18 Actuals Through January 31, 2018	2017-18 Remaining Budget	Percent Spent
REVENUES					
Local					
Student Breakfast	\$ 152,518	\$ 151,018	\$ 82,651	\$ 68,367	54.73%
Student Lunch	1,641,100	1,626,100	906,628	719,472	55.75%
Other	1,372,994	1,389,494	769,093	620,401	55.35%
Interest on Investments	12,000	12,000	12,583	(583)	104.86%
Total	3,178,612	3,178,612	1,770,955	1,407,657	55.71%
State					
State Matching	79,938	67,833	796	67,037	1.17%
TRS On-Behalf	190,000	202,105	-	202,105	0.00%
Total	269,938	269,938	796	269,142	0.29%
Other Financing Sources					
Federal Breakfast/Lunch Reimb.	6,678,820	6,678,820	3,815,267	2,863,553	57.12%
USDA Commodities	850,000	850,000	-	850,000	0.00%
Total	7,528,820	7,528,820	3,815,267	3,713,553	50.68%
Total Revenues	\$ 10,977,370	\$ 10,977,370	\$ 5,587,018	\$ 5,390,352	50.90%
EXPENDITURES					
Food Service					
Payroll	\$ 4,551,869	\$ 4,551,869	\$ 2,065,721	\$ 2,486,149	45.38%
Contracted Services	146,875	146,875	45,533	101,342	31.00%
Supplies and Materials	5,260,100	5,260,100	2,575,282	2,684,818	48.92%
Other Operating Costs	18,600	18,600	5,704	12,896	30.67%
Capital Outlay	1,000,000	1,380,995	180,713	1,191,282	13.74%
Total Expenditures	\$ 10,977,444	\$ 11,358,439	\$ 4,879,954	\$ 6,478,486	42.96%

Statement of Activity for Revenues/Expenditures

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/Edamame Salad Sweet Potato Tot* Applesauce Beans**	Asian Noodle Chicken Salad Asian Vegetables Jicama Strips Mandarin Oranges Pomegranate Seeds** *Dinner Cranberry Cookie	Beefy Nachos Black Beans Cherry Tomatoes Blackberries Apple Cakes**	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*	Crispy 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.

Stop #4

Cruise through Verification



Follow the Timeline



October 1, 2023

Count of approved applications on file



November 1, 2023

Verification Report opens



November 28, 2023

Verification Report is due in JotForm



October 31, 2023

Count of students for annual Verification Report



November 15, 2023

Verification Process Completed

Stop #5

Navigate Meal Counting and Claiming



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

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

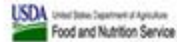
esc11.net/childnutrition

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 - Child Nutrition Surveys
 - New CN Directors
 - Administrative Review Resources
- SFSP Overview
 - SFSP Training

TIME FOR REVIEW!

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

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

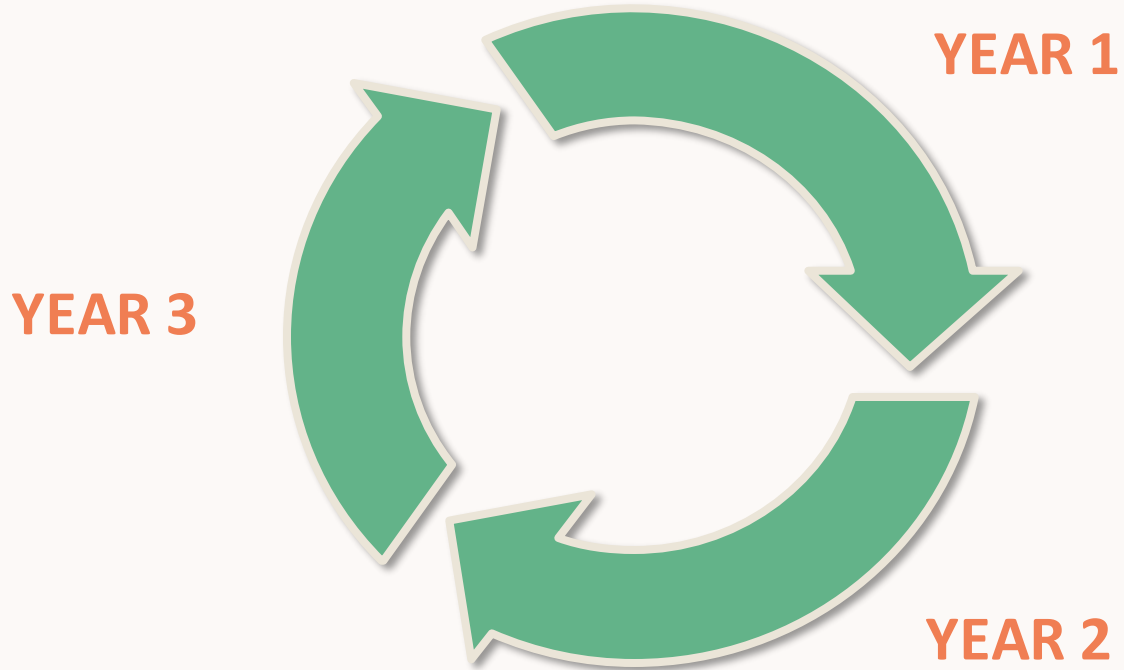
Method 1 Lunch	
Federal Funds/Reimbursement Rate	Amount CE Receives
Paid Reimbursement Rate	\$ 0.40
Performance-Based Rate	\$ 0.08
Severe Need Lunch Rate	\$ 0.02
USDA Foods Rate	\$ 0.37
Total Federal Funds Received	\$ 0.87
Highest Local Student Price Charged	\$ 3.00
Minimum Adult Charge	\$ 3.87

Paid Lunch Equity (PLE)

1. Required annually
2. Not required if you are CEP districtwide or have a positive balance as of June 30, 2022
3. Best practice: Fill out annually regardless of requirement, and maintain for your records
4. What if the district hasn't filled it out in years?



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.

Prevention plan

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.

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.



**Test Your
Knowledge!**





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.