

## CE Administrative Review (AR) Preparation Form

<b>Contracting Entity (CE) Name:</b>	<b>Date of Review:</b>
<b>CE ID Number:</b>	<b>Attendance Factor:</b>
<b>Site Name:</b>	

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
<b>I. Application Approval</b>			
1. Are applications approved at this school? Responsible Party _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are applications on file correctly approved? <i>You want to be sure that the person for approving apps is the same as on your policy statement</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>II. Direct Certification</b>			
1. Is direct certification correctly utilized by the school?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. If YES, is required documentation maintained at the CE level? (If Question 1 above is No, mark "N/A") <i>You should be down loading from the state DC every month (LA-08 steps 01 thru 17, and you must have the original printed STATE DC list in addition to Systems Design list.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>III. Master List</b>			
1. Is a master list used in the meal system? <i>(FS-04-02-use the E option)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Do names listed on the master list match approved applications on file and on the direct certification list? <i>(Be sure to archived FS-04-09)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. If more than one list is used (e.g. master list/ticket issuance list/food service line list), then are all lists the same? <i>You need to discard of old lists</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are all lists updated as needed? <i>(This should be run at every campus at least once a month)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>IV. Meal Count System</b>			
1. Does the meal count system produce an accurate count of reimbursable meals (free/reduced-price/paid) served to eligible children?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Is the implemented collection procedure the approved collection procedure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Is the method used for counting reimbursable meals in compliance with the approved point of service requirement? (Meal counts must be taken at the location where complete meals are served to children)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. If the meal count is not taken at the end of the food service line, does the school have a system to account for reimbursable meals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Is the point-of-service meal count used to determine the school's claim for reimbursement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Is the person responsible for monitoring meals correctly identifying reimbursable meals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Is there a method of identifying non-reimbursable meals (i.e., not meeting meal pattern requirements, seconds, adult meals, etc.), distinguishing them from reimbursable meals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

g.	Is someone trained as a backup for the monitor and the meal counter?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h.	Does the collection procedure in use ensure that only one meal per child per day is claimed for reimbursement? <b>Yes any additional meals are claimed as Ala Carte</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<b>Yes</b>	<b>No</b>	<b>N/A</b>
2.	Does the meal count system prevent overt identification?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a.	Is the medium of exchange made available to all students at the same location?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b.	Does the medium of exchange use accepted codes for identifying students as free, reduced price or paid?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Does the school have a back-up counting system in case of mechanical failure of the automated system and do staff know when and how to implement it? <b>(Master Roster with "E" option for Encryption)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Is the school correctly implementing policies for handling the following issues?			
		<b>Yes</b>	<b>No</b>	<b>N/A</b>
	• Incomplete Meals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Second Meals <b>(All 2<sup>nd</sup> meals are ala carte price)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Lost, stolen, misused, forgotten or destroyed tickets, tokens, IDs, PINs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Visiting student meals <b>(Listed on FS-07-05)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Adult and non-student meals (and identifying program vs. non-program) <b>(use MEALRP)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• A la carte	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Student worker meals <b>(earned Meals count available)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Field Trips	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Charged and/or prepaid meals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Offer vs. Serve	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>V. Meal Count Recording and Edit Checks</b>				
1.	Does the school use proper procedures for counting and recording meals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	For any day during the review month, does the number claimed for free and reduced-price meals exceed the number of free and reduced-price eligible students? <b>(Use MEALRP and MEALR2 or FS-04-15&amp; 16 for reporting)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	For any day during the review month, does the number of meals claimed exceed the attendance factor? <b>(This is flagged in FS-07-10 &amp; FS-04-21)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Does the school have proper procedures to manage and safeguard cash (reconciliation, extra item sales, adult meals, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Are daily counts correctly totaled and recorded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. If claims are aggregated, are the meal counts correctly totaled and consolidated? ☐ ☐ ☐
7. Are internal controls (edits, monitoring, etc.) established to ensure that daily meal counts do not exceed the number of students eligible or in attendance and that an accurate claim for reimbursement is made? (*This is on the FS-02-03 report that is run everyday at campus also on MEALRP*) ☐ ☐ ☐
8. Record today's meal counts by category and compare to the number of students eligible by category.

	Number of Students Approved by Category	Today's Meal Counts by Category
Free		
Reduced-Price		
Paid		

**NOTE: The following two questions are for all CEs except for CEs on Provision 2 in non-base years or RCCIs with only residential children.**

Yes No N/A

9. Is a current eligibility list kept up-to-date and used by the meal count system to provide an accurate daily count of reimbursable meals **by category** (free, reduced-price, paid)? ☐ ☐ ☐
10. If applicable, are edit checks completed and documented which compare the daily counts of free, reduced-price and paid lunches against the product of the number of children currently eligible for free, reduced-price and paid lunches, respectively, times an attendance factor (and any discrepancies accounted for)? (*Compare FS-07-10 to FS-04-21. BE SURE to run FS-08-02 and it should read "UPDATE ACCUCLAIM DATE RANGE" prior to running any end of Month Reports and before an Audit!*) ☐ ☐ ☐

#### VI. Results of Review

1. Is corrective action plan required? ☐ ☐ ☐
2. Is a follow-up review required? ☐ ☐ ☐

#### VII. Comments, Notes and Observations During the Review

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#### VIII. Suggest Corrective Action (Follow-up in 45 days)?

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Signature of CE Reviewer

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Signature of Manager

## Directions: CE Administrative Review (AR) Preparation Form

### Purpose

This form is intended to serve as review or self-assessment in preparation for an on site administrative review (AR). Staff may find conducting a self-assessment every other month will support preparation for an on site review and promote effective management.

### Directions for Completing This Form

#### General Information

- **Contracting Entity (CE) Name:** Record the name of the CE in the designated space.
- **CE ID Number:** Record the ID number of the CE in the designated space.
- **Site/School Name:** Record the site or school location name in the designated space.
- **Date of Review:** Record the date the review was completed.
- **Attendance Factor:** Record the CE's attendance factor in the designated space.

*(NOTE: The attendance factor is the total daily attendance for the month divided by the number of days in operation for the month. This number is reported on the Accuclaim/Edit Check Daily Record or for Provision 2 schools the P2 | Daily/Accuclaim Record Form.<sup>1</sup>)*

#### Questions I-V

- Answer each question by marking the appropriate box under Yes, No, or N/A and fill in any blank spaces as requested.
- Review the CE/site retained documentation related to each question topic area.
  - Is the documentation readily accessible?
  - Is the document kept in an organized manner?
  - Does the documentation support the answer?
  - If not, what changes need to be made to ensure that the CE/site is implementing the program correctly?
- Compare results from the self-assessment to previous scores.
- Develop strategies to address areas of need.

#### Question VI

Use This Form	
<b>Frequency</b>	As needed, recommended every other month
<b>Required Form Format</b>	Use this sample or a similar review instrument.
<b>Record Retention</b>	Form kept on site and made available on request. State Board of Education policies require public and charter schools to maintain record for a period of five years. Private schools RCCIs maintain records for three years.

<sup>1</sup> Form available at <http://www.squaremeals.org>.

- Determine if the answers to Questions I–V will result in a corrective action plan (CAP). Mark the appropriate response once that determination has been made.
- Determine if a follow-up review is needed to make sure the CAP has been completed successfully. Mark the appropriate response once that determination has been made.

**Question VII**

- Record any comments, notes or observations based on the review (and CAP and follow-up if appropriate) that will help in improving the nutrition program.

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*There are some other general reports that you may find helpful for checking and cleaning up applications are:*

**LA-14-03** *This will give you a report of any applications that may exist without students so that you can delete them*

**LA-15-02** *This report will print a list of students that are eating at a different status than what the application was approved for. This does occur when a student on an application was approved for reduced but was also on a migrant, run away or foster list. You need to review these to make sure that it is correct and not a clerical error.*

*The other report for applications is **LA-14-05** which is the application audit report that you should pull for the capuses being audited to give to the auditor. This provides a list of applications that need to be pulled and a brief summary of the support material for the*