CE Provision 2 (P2) Administrative Review (AR) Preparation Form
Year 2 and Following Years

Contracting Entity (CE) Name:
_____

Date of Review:
_____

CE ID Number: _____   **Site:** _____

_____

Program Participation Information

- **Prior Month Average Daily Participation (ADP):** _____
- **Current Enrollment:** _____
- **Meal Count for Day of Review:** _____

- **Program Average Daily Attendance (ADA):** _____

<mark>*You will find ADA and ADP on FS-08-12*</mark>

	Yes	No	N/A
I. Maintenance of Application Documentation			
1. Does the site have the base year approved applications on file as supporting documentation?	☐	☐	☐
2. Is Direct Certification (SNAP, TANF, FDPIR, and Foster) and other categorical eligibility programs (Head Start, Early Head Start, Even Start, and Migrant; Situation: Foster and Runaway or Displaced) documentation from the base year maintained?	☐	☐	☐
II. Meal Count System			
1. Does the meal count system produce an accurate count of reimbursable meals served to eligible children?	☐	☐	☐
a. Does the collection procedure in use match the information recorded on the approved *Policy Statement, Attachment B*?	☐	☐	☐
b. If the meal count is not taken at the end of the food service line, does the site have a system to account for reimbursable meals accurately?	☐	☐	☐
c. Are only meals that meet meal pattern requirements counted and claimed for reimbursement?	☐	☐	☐
d. Does the meal counting procedure in use ensure that only one meal per child per day is claimed for reimbursement? <mark>Yes all additional meals are served Ala carte</mark>	☐	☐	☐
e. Does the site have trained substitute cashier?	☐	☐	☐
f. Does the site have a back-up counting system in case of mechanical failure of an automated system? <mark>Use FS-04-02 Roster</mark>	☐	☐	☐
III. Meal Count Recording and Edit Check			
1. Does the site use a proper procedure for counting and recording	☐	☐	☐

meals? ==Use MEALRP & MEALR2 for reports==

2. For any day during the review month, does the number of meals claimed exceed enrollment? U==se MEALRP & MEALR2 for reports== ☐ ☐ ☐

3. For any day during the review month, does the percent of children's participation exceed the attendance factor? ==This is Flagged in FS-04-21 and FS-07-10 reports. You must research these flagged items.== ☐ ☐ ☐

4. Does the site have proper procedures to manage and safeguard cash (reconciliation, extra item sales, adult meals, etc.)? ☐ ☐ ☐

	Yes	**No**	**N/A**

IV. Results of Review

1. Is a corrective action plan required? ☐ ☐ ☐

2. Is a follow-up review required? ☐ ☐ ☐

V. Comments, Notes and Observations During the Review

_____

_____

_____

_____

_____

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

_____

_____

_____

_____

_____

_____	_____
Signature of Reviewer	**Signature of Manager**

Directions: CE Provision 2 (P2) Administrative Review (AR) Preparation Form
Year 2 and Following Years

Purpose

This form is intended to serve as review or self-assessment in preparation for an on-site Administrative Review (AR) for a P2 site. Staff may find conducting a self-assessment every other month will support preparation for an on-site review and promote effective management.

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

Directions for Completing This Form

General Information

- **Contracting Entity (CE) Name:** Record the name of the CE in the designated space.

- **Date of Review:** Record the date the review was completed.

- **CE ID Number:** Record the ID Number of the CE in the designated space.

- **Site Name:** Record the site or school location name in the designated space.

Program Participation Information

- **Prior Month, Average Daily Participation (ADP):** Record the site's ADP for the prior month in the designated space.

- **Program Average Daily Attendance (ADA):** Record the site's ADA in the designated space

- **Current Attendance:** Record the most current number of participants who could participate in the meal program.

    (**NOTE:** *The CE's attendance office is likely to have this information.*)

- **Meal Count for the Day of Review:** Record the meal count of the day of the review in the designated space. *(It is extremely important that you run FS-08-02 Update Acclaim Date Range prior to running any End of month reports and before an Audit!)*

Questions I–IV

Maintenance of Application Documentation

- Answer each question by marking the appropriate box under *Yes*, *No*, or *N/A* and fill in any blanks spaces as requested.

- Review the CE/site documentation retained 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 V-VI

- Determine if the answers to Questions V−VI 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.

Signatures

- **Signature of Reviewer:** Have the reviewer attest to the information recorded by signing in the designated space.
- **Signature of Manager:** Have the manager attest to the information recorded by signing in the designated space.

Provision 2 districts will also need to get attendance counts for the dates of the audit from the districts PEIMS system and make sure that the total number of breakfast and lunch meals do not exceed the attendance for that campus on any given day that the audit period covers. You can either use the Daily Summary Report (FS-07-10) for a single day or use the Accuclaim Report (FS-04-21) to review a month at a time. Should the meals be greater than the attendance you will have to prove that the additional meals are in fact correct. This will be either on an Off Campus Activity Report (FS-07-05) for that day or it may be that that campus records attendance based on a single period (example 2nd period) and if the child is not there for that count they are counted absent for the complete day. Example a child could come in eat breakfast leave for a doctors appointment return and eat lunch yet be marked absent because he missed 2nd period attendance count. You will need to review sign out logs at the campus or