

## Child Nutrition Programs

### Child Nutrition Programs Administrative Review Report

This form represents written notification of the findings of this review, required corrective action (CA), and timeframe for the corrective action. This information will be shared with the Superintendent, Business Manager, and other appropriate program personnel. Once the CA materials are received and approved, any fiscal action will be determined and the SFA will be notified of the results in a final closure letter.

<b>SFA Name:</b>	<b>LEA Number:</b>	<b>Review Date(s):</b>
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Schools/Sites Reviewed	Date(s) on Site	State Reviewers
1.		
2.		
3.		
4.		
5.		
6.		

CN Programs Reviewed	Type of Review	Check if Applicable
National School Lunch Program	First	Provision 2
School Breakfast Program	Follow-Up	Community Eligibility Provision
After School Snack Program		
Fresh Fruit & Vegetable Program		At-Risk Snack/Supper (CACFP)
Seamless Summer Program		
Special Milk Programs		

Date of Exit Conference:	Response Due Date:
<p>The <i>Response Due Date</i> is the date the SFA's response and written Corrective Action Plan are due to the lead reviewer. Note: Failure to respond by this date will result in payments for Claims for Reimbursement being suspended. (30 calendar days)</p>	

Reviewer, Child Nutrition Programs:	Date:
SFA Representative:	Date:



Review Year: \_\_\_\_\_

Review Month: \_\_\_\_\_

Lead Reviewer: \_\_\_\_\_

The SFA must ensure the Corrective Action documentation outlines the following information for each finding:

- a. Who is/was responsible for the action?
- b. What changes or corrections were made?
- c. When were the corrections or changes made?
- d. Where were the corrections or changes implemented?
- e. How did the SFA ensure the corrections were complete?
- f. Provide documentation or evidence of the correction or implementation to the State Agency.

SFAs should clearly note on their submitted documentation which finding and site is addressed. All corrective action documentation must be submitted to the Lead Reviewer indicated above. It is preferred that all CA be submitted together and submitted electronically when possible.

Area	Findings #	Finding Description	Required Corrective Action
SFA Level			
100 – Certification & Benefit Issuance			
100 – Certification & Benefit Issuance			
100 – Certification & Benefit Issuance			
200 – Verification			



Area	Findings #	Finding Description	Required Corrective Action
300 – Meal Counting & Claiming			
600 – Dietary Specifications			
700 – Resource Management			
800 – Civil Rights			
800 – Civil Rights			
900 – SFA On-site Monitoring			



Area	Findings #	Finding Description	Required Corrective Action
1000 – School Wellness Policy			
1100 – Smart Snacks			
1200 – Professional Standards			
1500 – Reporting & Recordkeeping			
1600 – School Breakfast & Summer Outreach			
2100 – Special Provisions			



Site/School Name: \_\_\_\_\_

Area	Finding #	Finding Description	Required Corrective Action
300 – Meal Counting & Claiming			
400 – Meal Components & Quantities - Breakfast			
400 – Meal Components & Quantities - Lunch			
400 – Meal Components & Quantities			
500 – Offer vs Serve			
600 – Dietary Specifications			
800 – Civil Rights			



Area	Finding #	Finding Description	Required Corrective Action
900 – On-site Monitoring			
1100 – Smart Snacks			
1400 – Food Safety			
1500 – Reporting & Recordkeeping			
1700 – Afterschool Snack Program			
1900 – FFVP			



Site/School Name: \_\_\_\_\_

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