

ADMINISTRATIVE REVIEW ORGANIZATIONAL TOOL (AROT) for Public and Private Schools

2017

This is a **sample** of the Connecticut State Department of Education's (CSDE) AROT. The CSDE modifies the AROT provided to school food authorities (SFAs) scheduled for an administrative review to include only those **areas specific to each SFA**.

School Food Authority: _____ Review Month: _____

The SFA must use this organizational tool to provide the required documentation for completion of the Administrative Review (AR) of the U.S. Department of Agriculture's (USDA) Child Nutrition Programs operated by the sponsor.

ABOUT THIS TOOL

The CSDE's AROT includes cover pages that correspond to each section of the AR required by the USDA's final rule, [Administrative Reviews in the School Nutrition Programs](#) (81 FR 50170). Each cover page lists the required documents for the AR and whether the CSDE (CSDE) will need a copy or will review documents on or off site.

- **COPY:** The SFA must provide a copy of these documents to the CSDE review team.
- **UPLOAD AS REVIEW ATTACHMENT:** The SFA must upload these documents to the [Connecticut Online Application and Claiming System for Child Nutrition Programs](#) (CNP System) for the CSDE team to review *off-site*.
- **REVIEW:** The SFA must have these documents available for the CSDE team to review *on-site*.

The documents listed in the AROT are required for completion of the AR. If you are not familiar with a document, please check with the CSDE lead reviewer **before** the on-site review. Resources bolded in blue are links to documents, forms, and websites with relevant information.

DIRECTIONS

Place all listed documents listed under **COPY** and **REVIEW** with the corresponding cover page in a folder and clip together. **The SFA must have all documents available for the CSDE review team on the first day of the AR.**

COVER PAGES

1. District Information
2. Section II: Meal Access and Reimbursement (*not applicable to RCCIs without day students*)
3. Section II: Verification
4. Section II: Meal Counting and Claiming
5. Section III: Nutritional Quality and Meal Pattern - Meal Components and Quantities and Dietary Specifications & Nutrition Analysis
6. Section V: General Areas - Civil Rights
7. Section V: General Areas - On-site Monitoring
8. Section V: General Areas - Local School Wellness Policy
9. Section V: General Areas - Smart Snacks in School
10. Section V: General Areas – Food Safety/Storage/Buy American
11. Section V: General Areas – School Breakfast and Summer Food Service Programs Outreach
12. Section V: General Areas - Professional Standards
13. Afterschool Snack Program
14. Split-Day Kindergarten Milk Program
15. Fresh Fruit and Vegetable Program
16. Farm to School/ Special Events Conducted (Optional)
17. Upload Checklist and Instructions



For more information, see the Connecticut State Department of Education's (CSDE) [Administrative Review](#) webpage or contact the [school nutrition programs](#) staff in the CSDE Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103.

This bandout is available at
www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/forms/arot.pdf.

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To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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District Information

Make a COPY for the CSDE

- District school calendar for **school year 2017-18**. *Indicate snow days, delayed openings and early dismissals or any day when meals are not served.*
- Names and titles of staff at the selected schools.
 - **For the selected schools:** Meal times for the days of the on-site portion of the review. *Include the National School Lunch Program (NSLP), School Breakfast Program (SBP), Fresh Fruit and Vegetable Program (FFVP), and Afterschool Snack Program (ASP).*
 - If the schools being visited for the SBP serve breakfast in the classroom, specify the number of locations where meals are counted.
- Names and phone numbers for key staff, e.g., food service director, business official, determining officials, claims preparer.

Upload as a REVIEW ATTACHMENT

- The district charge policy and procedure for collecting outstanding balances at the end of the school year
 - **CSDE Operational Memorandum No. 4-17:** Guidance on Unpaid Meals and Collection of Delinquent Meal Payments
 - **USDA Memo SP 23-2017:** Unpaid Meal Charges: Guidance and Q&As
 - **USDA Memo SP 29-2017:** 2017 Edition: Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation's Schools
- If applicable (i.e., if charging under the federal paid lunch price for the school year) upload a copy of the Food and Nutrition Service's (FNS) "*Paid Lunch Equity Tool*" or equivalent, or copy of the district's paid lunch equity (PLE) waiver.
 - **USDA Memo SP 11-2017:** Paid Lunch Equity SY 2017-18 Calculations & Revised Tool
 - **USDA Memo SP 17-2017:** Paid Lunch Equity Guidance for SY 2017-18

Have available for the CSDE to REVIEW

- 2017-18 waivers, as applicable
 - Early Implementation Preschool Meal Pattern
 - Flavored Milk
 - Lunch Time
 - Residential Child Care Institutions Exception for Safety if Serving Multiple Age/Grade Groups
 - Weekend or Vacation Meals
 - WGR Exemption
 - Other waivers not listed

Section II: Meal Access and Reimbursement *Certification and Benefit Issuance*

Make a COPY for the CSDE

Not applicable.

Upload as a REVIEW ATTACHMENT

- District/School Benefit Issuance Document (e.g., Master List). Provide the document that is maintained and updated by the determining official.

Have available for the CSDE to REVIEW

- Printed Statistical Sample of student names provided by the CSDE
- Student Applications and/or documentation of eligibility, e.g. the Direct Certification List. *The applications and documents should be in the same order as the names listed in the sorted Statistical Sample that the Lead Reviewer returns to the Determining Official.*
- All denied applications
- The actual benefit issuance document that the district is using for the review month.

Section II: Meal Access and Reimbursement *Verification*

Make a COPY for the CSDE

Not applicable.

Upload as a REVIEW ATTACHMENT

Not applicable.

Have available for the CSDE to REVIEW

- A document to show the total number of newly approved applications on file as of October 1, 2017. *This is the list used for the selection of applications for verification.*
- All verified applications for the current school year
- The actual verification materials used by the sponsor in conducting verification including:
 - the completed **Verification Selection Worksheet** for each household selected for verification;
 - the original household application for all verified households;
 - the verification notification letter to selected households;
 - documentation of follow-up with unresponsive households; and
 - any notice of adverse action.
- Documentation from the point-of-service (POS) demonstrating change in student eligibility status as a result of verification, when applicable. *This could be a printout of the Benefit Issuance Document on date change was made or screen shot of change made in electronic POS system.*

Section II: Meal Access and Reimbursement

Meal Counting and Claiming

Make a COPY for the CSDE

Not applicable.

Upload as a REVIEW ATTACHMENT

- Edit Check Worksheets** for all programs and all schools in the district in support of the claim for reimbursement for **the review month**. *Edit Checks must have the attendance factor applied and include paid students.*

Have available for the CSDE to REVIEW

- All supporting documentation from the Point-of-Service for the claim submitted for **the review month** for all child nutrition programs at all schools. *These are the specific documents the claims preparer uses in the placement of the monthly claim for reimbursement, e.g., **edit check worksheets**.*
- Individual Site Claims** submitted for all schools for **the review month**.

Section III: Nutritional Quality and Meal Pattern

Meal Components and Quantities

Make a COPY for the CSDE

- Detailed menus for all Child Nutrition Programs for the first week of the review month for the following selected schools: **name of schools**. *This menu must include all choices available to students. Include all milk varieties and vegetable subgroups.*
- Menu for **the review month** for all selected schools.
- Menu for the week of the on-site visit for all selected schools.

Upload as a REVIEW ATTACHMENT

- Completed Menu Worksheet portion of a USDA-approved Menu Planning Tool for Certification (**Menu Worksheet**) for **each selected school** for the first week of **the review month**, for both breakfast and lunch for each grade group (e.g. K-5, 6-8, K-8, 9-12) in that school. *Include main menu items and ALL alternate menu choices. DO NOT PRINT THE MENU WORKSHEETS.*
- WEBTRITON USERS:** *If you will be submitting documentation from Webtrition, the CSDE must have full access to the program to see each layer of the menu compliance process while on site.*

Have available for the CSDE to REVIEW

- Completed** Medical Statement for Meal Modification in School Nutrition Programs (For students at the selected schools)
- Crediting information for the menu items served during the week of the onsite review.**
- Production Records for breakfast and lunch from **each selected school** for the first week of **the review month**. *Production records must be COMPLETE, listing ALL items offered to students including milk varieties and condiments.*
- Recipes for foods served at breakfast and lunch from **each selected school** for the first week of **the review month**.
- Food labels (CN labels, product formulation statements to show crediting information, labels with WGR information) for foods served on the breakfast and lunch menu for the first week of **the review month** for **each selected school**.

In some cases, due to findings during the on-site portion of the review, copies of the items listed above may be required by the CSDE.

Attached is the CSDE's *Menu Documentation Organizational Tool (MDOT)* to assist with the organization of the menu documentation.

Section V: General Areas

Civil Rights

Make a COPY for the CSDE

Not applicable.

Upload as a REVIEW ATTACHMENT

- Documentation of most recent Civil Rights training used pertaining to the USDA Child Nutrition Programs for **all** staff (food service workers, hearing official, determining officials, verifying officials, etc.) along with the agenda and the sign-in sheets.
- Districts written procedures for handling Child Nutrition Civil Rights complaints. *The district must have a written, formal procedure for receiving and processing complaints alleging discrimination within the Child Nutrition programs. All Civil Rights Complaints pertaining to the USDA Child Nutrition Programs **must** be reported to USDA Office of Civil Rights or the CSDE at the time they occur*

Have available for the CSDE to REVIEW

Not applicable.

Section V: General Areas

On-site Monitoring

Make a COPY for the CSDE

Not applicable.

Upload as a REVIEW ATTACHMENT

Not applicable.

Have available for the CSDE to REVIEW

- The completed **On-site Monitoring Forms** for all schools in the SFA. *If the Administrative Review is early in the school year and the on-site monitoring has not yet occurred for all schools, have the completed forms from the 2016-17 school year available for review. **On-site monitoring must occur in all schools for the NSLP, and for 50 percent of all SBP schools, prior to February 1, 2018.***
- Documentation of follow-up and corrective action taken for any deficiencies noted.

Section V: General Areas

Local School Wellness Policy

Make a COPY for the CSDE

Not applicable.

Upload as a REVIEW ATTACHMENT *Due Date: October 16, 2017*

- A copy of the current local school wellness policy.
- Documentation demonstrating the local school wellness policy has been made available to the public.
- The name and title of the school official responsible for developing, implementing and monitoring the wellness policy.
- Documentation of the district's efforts to review and update the local school wellness policy, including an indication of who is involved in the update and methods the district uses to make stakeholders aware of their ability to participate.
- A copy of the district's most recent assessment on the implementation of the local school wellness policy.
- Documentation demonstrating the district's most recent assessment on the implementation of the local school wellness policy has been made available to the public.

Have available for the CSDE to REVIEW

Not applicable.

Section V: General Areas

Smart Snacks in School

Make a COPY for the CSDE

Not applicable.

Upload as a REVIEW ATTACHMENT

Not applicable.

Have available for the CSDE to REVIEW

NOT Connecticut Healthy Food Certified

- Documentation for the first week of **the review month** of all foods and beverages sold a la carte at the selected schools. Acceptable documentation may be menus, production records, and related materials.
- Nutrition documentation for food items sold by the food service department to students in **all** schools in the district.
- Nutrition documentation for food items sold by entities outside of the school food service, such as school stores, PTAs, fundraisers. *Any documentation that contains the necessary information is acceptable including **Alliance for a Healthier Generation Smart Snacks Calculator** printouts, recipes, product specifications, highlighted items on the CSDE's **List of Acceptable Foods and Beverages**, or other documentation.*

Healthy Food Certified

All documentation submitted to the CSDE as part of the **annual HFC documentation requirement** will be reviewed off site. *Note: This documentation is due on **November 1** each year.*

Section V: General Areas

Food Safety/Storage/Buy American

Make a COPY for the CSDE

Not applicable.

Upload as a REVIEW ATTACHMENT

- Written food safety plan based on the Process Approach to HACCP Principles and Standard Operating Procedures (SOPs)
 - [2016 Updated SOP templates](#)
- Documentation of annual review of the food safety plan.
- If non-domestic products are used, provide documentation of justifications to support exception to the Buy American requirements.
 - [USDA Memo SP 38-2017](#): Compliance with and the Enforcement of the Buy American Provision in the National School Lunch Program

Have available for the CSDE to REVIEW

- Copies of two most recent food safety inspections for each school. reviewed. *If one or no inspections were completed in the current school year, provide copies of the two inspections conducted during the 2016-17 school year. In absence of two inspections, provide documentation of the request made to the local health department for two inspections.*
- The addresses of any off-site storage facilities.

Section V: General Areas

School Breakfast Program & Summer Food Service Program Outreach

Make a COPY for the CSDE

Not applicable.

Upload as a REVIEW ATTACHMENT

- Documentation of household notification of availability of the School Breakfast Program prior to or at beginning of school year.
- Documentation of reminders provided throughout school year of availability of School Breakfast Program.
- Documentation of household notification of availability of and location of free summer meals via Summer Food Service Program. *This is required even if your district does not offer summer meals!*
- If outreach in these areas has not been completed, upload the plan of action for how this outreach will be conducted.**

Have available for the CSDE to REVIEW

Not applicable.

Section V: General Areas

Professional Standards

Make a COPY for the CSDE

Not applicable.

Upload as a REVIEW ATTACHMENT

- The spreadsheet currently being used to track the training of all school nutrition staff members according to USDA Professional Standards.
 - The spreadsheet must be **current as of the start of the on-site review** and contain a complete list of the nutrition program employees and include the following information:
 - Name
 - Date hired
 - Title/Position
 - Employee status (full time, part time, acting, substitute, include average hours per week for each employee)
 - USDA Professional Standards Employee Category/Position (nutrition program director, manager or staff)
 - Professional development hours completed

Have available for the CSDE to REVIEW

- Documentation to support the spreadsheet uploaded
 - Previous (school year 2016-17) and current (school year 2017-18) training sign-in sheets, attendance rosters, and agenda.
 - Certificates of completion for any off-site trainings being tracked.
 - Planned/scheduled trainings for the remainder of this school year.
- For School Nutrition Program Directors hired on or after July 1, 2015:
 - Highest level of education achieved
 - Education achievement certificates (i.e. diplomas)
 - Years of school nutrition program experience
 - Prior food safety training record

Afterschool Snack Program

Make a COPY for the CSDE

Not applicable.

Upload as a REVIEW ATTACHMENT

The following items for **the selected schools**:

- Documentation indicating that the approved after school care program offers educational or enrichment activities.
- Documentation indicating the time of snack service.
- Snack menu for **the review month**.
- Production records** for snacks served during the first week of **the review month**. Production records are mandatory.
- Description of the procedure used to ensure accurate counting and claiming of snacks.
- Completed **Afterschool Snack Program on-site monitoring forms** for the two required visits at the selected site.

Have available for the CSDE to REVIEW

The following items for **the selected schools**:

- All documentation available in support of the claim for **the review month**.
- For programs that are **not** area eligible*, the roster of students receiving snacks for the first week of **the review month**.

Split-Day Kindergarten Milk Program

Make a COPY for the CSDE

Not applicable.

Upload as a REVIEW ATTACHMENT

Not applicable.

Have available for the CSDE to REVIEW

- Claim for reimbursement for the review month.
- All supporting documentation for the selected claim.
- Copies of invoices reflecting milk pricing and delivery amounts from the first week of the review month.
- Copy of the roster used for point-of-service milk counts for the first week of the review month.

Fresh Fruit and Vegetable Program

Make a COPY for the CSDE

Not applicable.

Upload as a REVIEW ATTACHMENT

- FFVP claim submitted for **the selected month**.
- All supporting documentation for the above claim.
 - Invoices (anything claimed on your monthly report)
 - Fresh fruits/vegetables
 - Dips, paper, small equipment
 - Large equipment purchases (must have been approved prior to purchase)
 - Payroll records
 - Frontline staff
 - Administrative staff

Have available for the CSDE to REVIEW

Not applicable.

Farm to School and School Nutrition Special Events

This page is *optional* and will be collected along with supporting documentation that you would like to provide. It is an opportunity for you to promote and inform the CSDE of all of the great things that you are doing in your school nutrition programs.

Farm to School

CSDE Handout: [Farm to School](#)

Check off each Farm to School area that the district engages in with students.

- Schools/Cafeterias
- Curriculum
- Gardens
- Marketing
- Purchasing

Special Events

Describe below or list any special activities or events involving the school nutrition programs, e.g., National School Lunch Week activities, special promotions, lucky tray days.

AROT Document Upload Checklist

The following items must be uploaded into the CSDE's online CNP System used for the AR, as noted in the AROT. As documents are uploaded, title them as noted in this chart to clearly identify each document for the CSDE reviewers. *Use the first column to keep track of the documents uploaded.*

Date Uploaded	AROT Page	Attachment	TITLE In Description Section	Special Notes
	1	District Charge Policy & Debt Collection	Charge Policy	
	1	2017-18 Paid Lunch Equity Tool	PLE Tool	
	2	District Benefit Issuance Document	BI Document	<i>This must include ALL students in the SFA for the first date of the selected Review Month.</i>
	4	Edit Check Worksheets	Edit Check	<i>If different edit check worksheets are uploaded for various programs/sites, TITLE as follows: Edit Check-NSLP-Smith; Edit Check-SBP-St Johns, Edit Check-NSLP-All sites.</i>
	5	USDA Menu Planning Tool(s)	Menu Worksheet NSLP (School Name); Menu Worksheet SBP (School Name)	<i>If uploading for more than one school or program, TITLE as follows: Menu Worksheet-SmithES-NSLP; Menu Worksheet-JonesES-SBP; Menu Worksheet-Smith&JonesES-NSLP</i>
	6	Civil Rights Training	CR Training	
	6	Civil Rights Complaint Procedure	CR Complaint Procedure	
	8	Local School Wellness Policy	LSWP	<i>Upload by October 16</i>
	8	Local School Wellness Policy Public Notification	LSWP Notification	<i>Upload by October 16</i>
	8	Name and Title of LSWP Responsible Official	LSWP Official	<i>Upload by October 16</i>
	8	Local School Wellness Policy update/review documentation	LSWP Review	<i>Upload by October 16</i>
	8	Local School Wellness Policy Assessment	LSWP Assessment	<i>Upload by October 16</i>
	8	Documentation of LSWP Assessment made Public	LSWP Assessment Public	<i>Upload by October 16</i>
	10	Food Safety Plan	HACCP Plan	

Date Uploaded	AROT Page	Attachment	TITLE In Description Section	Special Notes
	10	Food Safety Plan Annual Review	HACCP Review	
	10	Buy American Exception	Buy American Exception (name product)	<i>Upload justification for each nondomestic food item purchased.</i>
	11	School Breakfast Program Outreach Start of Year	SBP Outreach Start	
	11	School Breakfast Program reminders	SBP Reminders	
	11	Summer Meals Outreach	Summer Outreach	
	12	Professional Standards Spreadsheet 16-17	Prof Stnds 16-17	
	12	Professional Standards Spreadsheet 17-18	Prof Stnds 17-18	
	13	Afterschool Snack Program Review Month Menu	ASP Menu (school name)*	<i>*If review of the Afterschool Snack Program is occurring at more than one school, identify the upload documents with each school name, as appropriate</i>
	13	Afterschool Snack Program Production Records	ASP Prod Record (school name)*	<i>These records must be completed for the selected Review Week.</i>
	13	Afterschool Snack Counting and Claiming Procedure	ASP count-claim	
	13	Afterschool Snack Monitoring	ASP first (school name)*; ASP second (school name)*	
	15	Fresh Fruit and Vegetable Program	FFVP Claim	
	15	Fresh Fruit and Vegetable Program Claim Documentation	FFVP Support Doc	

See next page for screen shots demonstrating how to upload attachments in the CNP System.

Screen Shots from Online Compliance Module

**SNP Reviews
Review Dashboard**

Status: Active
Board of Education
 DBA:
 Type of Agency: Educational Institution
 Type of SNP Organization: Public

Review Year: 2017 - 2018
 CAP Due Date:
 Final Closed Date:
 Entrance Date: 2/14/2018 ✓
 Original Submitted Date: 7/1/2017 ✓

Review Progress

Scheduled Off-site On-site CAD Closed

Review Details

Review Type: Administrative **Lead Reviewer:** Schipke, Jackie **Review ID:** 1446
Review Form Set: Administrative Review v3 **Status:** Open

Review Tools

Action	Description
View Modify	Review Information
View Modify	Sponsor Contact Information
Detail	Site Dashboard (0)
Detail	Review Forms
View Modify	Corrective Action Documents (0)
View Modify	Commendations (0)
View Modify	Technical Assistance (0)
View Modify	Notes to Sponsor (0)
View Modify	State Agency Notes (0)
Detail	Review Attachments (0)
Detail	Correspondence Tracking (0)

School Nutrition Programs **Connecticut**

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

Statewide Review Dashboard > Review Search > Attachments Upload > School Year: 2017 - 2018

VIEW | **MODIFY** | DELETE

**SNP Reviews
Attachment Detail**

Status: Active
Board of Education
 DBA:
 Type of Agency: Educational Institution
 Type of SNP Organization: Public

Attachment Detail

1. File To Attach:
2. Description:

VIEW | **MODIFY** | DELETE