Steps for Corrective Action for the Administrative Review Report of School Nutrition Programs

The Administrative Review (AR) of the school nutrition programs is conducted by the Connecticut State Department of Education (CSDE) as required by the U.S. Department of Agriculture's (USDA) final rule, *Administrative Reviews in the School Nutrition Programs* (81 FR 50170). Upon completion of the AR, the CSDE provides an AR Overview Report to the school food authority (SFA).

SFAs must provide documentation of corrective action (CA) for any AR findings identified by the CSDE in the AR Overview Report. Documented CA can be provided at the time of the AR or submitted to the CSDE by the specified date for completion of each required CA. In rare situations, the CSDE may approve extensions of timeframes if CAs are expected to take longer or require follow-up with the SFA for more information. The CA must identify:

- AR findings;
- the corrective actions required;
- the timeframes by which the corrective actions must be completed; and
- any documentation the CSDE expects the SFA to provide to demonstrate corrective action was completed.

SFAs should follow the steps in this document to submit their CA to the CSDE.

Note: Do **not** e-mail the CA or attach the CA to the "Review Attachments" section of the CNP System's Compliance Module. The SFA must upload the CA with each specific finding. If you have any problems uploading the CA, please contact your Lead Reviewer.

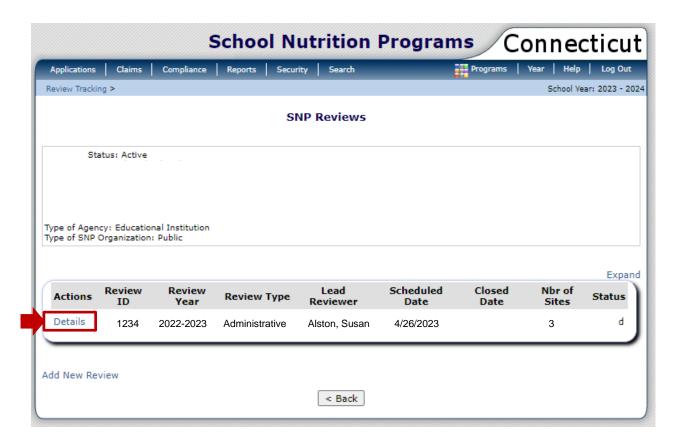
- Access the CSDE's Online Application and Claiming System for Child Nutrition Programs (CNP System) at https://ct.cnpus.com/prod/Splash.aspx. Enter your User ID and Password
- 2. Click on Compliance.



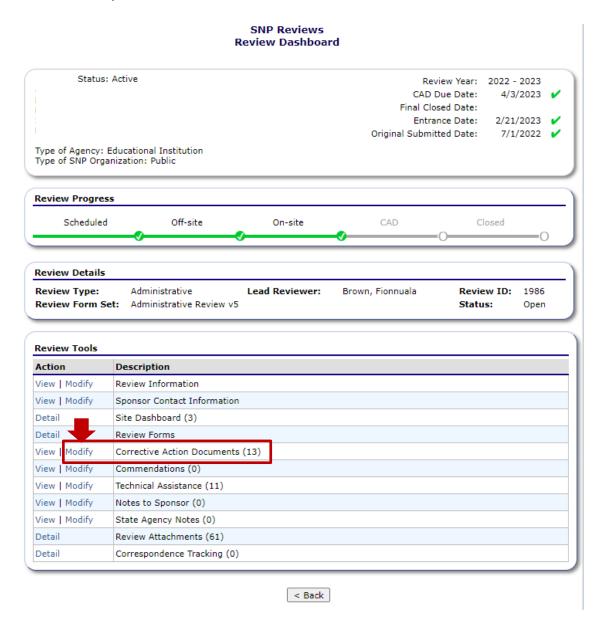
3. Under Item, click on Review Tracking.



4. Click on **Details**.



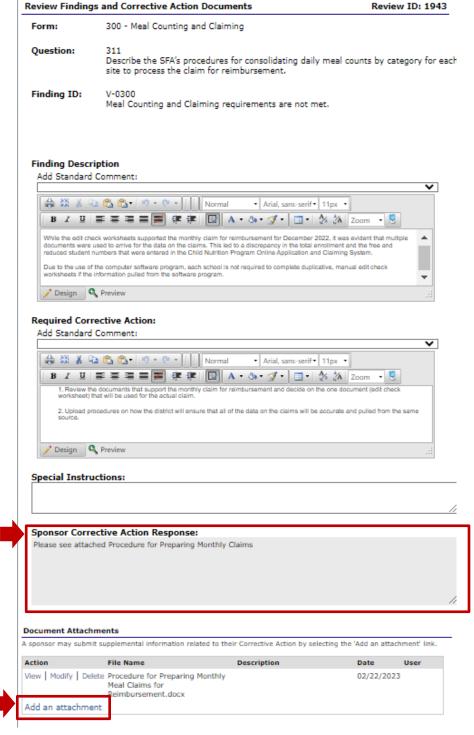
5. Click on Modify for Corrective Action Documents.



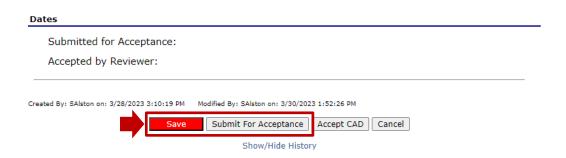
6. For each **Action** listed, click on **Modify**.

| Not Started | Pending Action Pend | | ding Submission Pending | | Approval | Returned | Accepted | cepted Total | |
|-------------|---|--------|--|---|----------|----------------------|----------|----------------|--|
| | 0 0 | | 0 | | | 7 0 | | 2 ! | |
| Action | Area | ea . | | Question | | Status | | Due Date | |
| View | 100 - Certification and Benefit Issuance | | 113 - a. Who has access to the benefit issuance system and/or documentation? | | Y | Closed 4 | | 04/2023 | |
| View Modify | 300 - Meal Counting and Claiming | | 314 - Is the SFA following their approved SFA-SA Agreement/application (including POS)? | | Υ | Pending Approval 4/0 | | 04/2023 | |
| /iew | 1000 - Local School Wellness Policy | | 1007 - For each Off-Site Assessment Tool question (Questions 1000-1006), do the responses provided demonstrate compliance with FNS requirements? | | N | Closed | | | |
| /iew Modify | 1200 - Professional Standards | | 1209 - Did the employees that work outside of the school nutrition program whose responsibilities include duties related to the operation of the school nutrition program receive training applicable to their duties related to the program? | | γ | Pending Approval 4/ | | 04/2023 | |
| /iew Modify | 1200 - Professional Standards | | 1219 - a. Are there additional employees outside of the School Nutrition Program whose responsibilities include duties related to the operation of the School Nutrition Program? | | Υ | Pending Approval 4/0 | | 04/2023 | |
| View Modify | 1600 - School Breakfa SFSP Outreach | st and | 1601 - How did the inform eligible fam the availability and of free meals for st the Summer Food st Program? | ilies about location udents via | γ | Pending Appro | oval 4/ | 04/2023 | |
| /iew Modify | RMCR - Nonprofit Scho Food Srvc Acct | ool | 5 - If Yes, is the SF to spend down its of cash resources so to compliance with the month net cash resolution. | excess that it is in e three | Υ | Pending Appro | oval 4/ | 04/2023 | |
| /iew Modify | RMCR - Nonprofit Scho Food Srvc Acct | ool | | | Y | Pending Appro | oval 4/ | 04/2023 | |
| View Modify | RMCR - Revenue From Nonprogram Foods | | 10 - If the SFA four revenue ratio was its food cost ratio, SFA take additional sufficiently increase nonprogram food p sufficient funds to nonprofit food serv account, and/or tal actions to adequate the problem? | less than did the I steps to e its prices, add its ice ke other | ٧ | Pending Appro | oval 4/ | 04/2023 | |

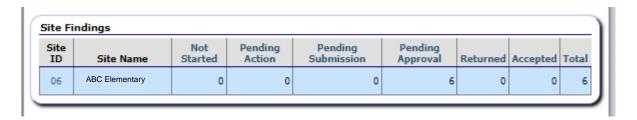
7. The Finding Description, Required Corrective Action, and Special Instructions are listed first. Enter your corrective action in Sponsor Corrective Action Response. Upload attachments, if required. Under Document Attachments at the bottom of the screen, click on Add an attachment.



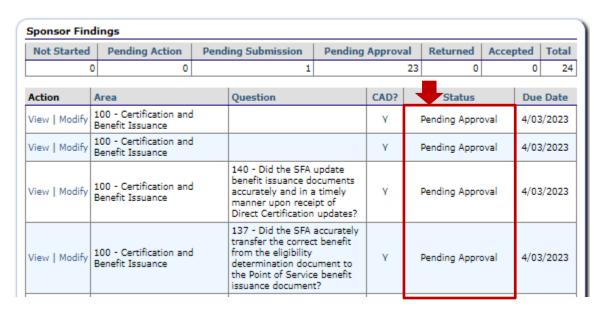
8. After entering the Corrective Action Response, click **Save**, then click **Submit for Acceptance**.



For the **Site Findings**, go to the bottom of the "SNP Review Findings" screen. Under **Site Name**, click on the listed **school**, then follow steps 6-8.



9. When all responses are successfully entered, the **Status** column for each finding will read **Pending Approval.**





For more information, visit the CSDE's Administrative Review webpage or contact the school nutrition programs staff at the Connecticut State Department of Education, Bureau of Child Nutrition Programs, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This document is available at http://portal.ct.gov/-/media/SDE/Nutrition/NSLP/AdminRev/Corrective_Action_Administrative_Review_SNP.pdf.

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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/ad-3027.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
- 2. fax: (833) 256-1665 or (202) 690-7442; or
- 3. email: program.intake@usda.gov

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