

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.

Do not email 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. Sponsors that experience any problems uploading the CA should contact their Lead Reviewer.

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1. 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**.

Item	Description
Review Tracking	Functions for tracking reviews.
Procurement Review Tracking	Functions for tracking procurement reviews.

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

4. Click on **Details**.



The screenshot shows the 'SNP Reviews' page in the 'School Nutrition Programs Connecticut' software. At the top, there are navigation links: Applications, Claims, Compliance, Reports, Security, Search, Programs, Year, Help, and Log Out. Below the navigation is a breadcrumb trail: Review Tracking >. The main title is 'SNP Reviews'. A status message 'Status: Active' is displayed. Below it, agency information is shown: Type of Agency: Educational Institution and Type of SNP Organization: Public. A table lists SNP reviews with columns: Actions, Review ID, Review Year, Review Type, Lead Reviewer, Scheduled Date, Closed Date, Nbr of Sites, and Status. The 'Actions' column contains a 'Details' button, which is highlighted with a red box and a red arrow pointing to it. The table row data is: Review ID 1234, Review Year 2022-2023, Review Type Administrative, Lead Reviewer Alston, Susan, Scheduled Date 4/26/2023, Closed Date (empty), Nbr of Sites 3, and Status d. At the bottom of the page are buttons for 'Add New Review' and '< Back'.

Actions	Review ID	Review Year	Review Type	Lead Reviewer	Scheduled Date	Closed Date	Nbr of Sites	Status
Details	1234	2022-2023	Administrative	Alston, Susan	4/26/2023		3	d

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

5. Click on **Modify** for **Corrective Action Documents**.

SNP Reviews
Review Dashboard

Status: Active Review Year: 2022 - 2023
CAD Due Date: 4/3/2023 ✓
Final Closed Date:
Entrance Date: 2/21/2023 ✓
Original Submitted Date: 7/1/2022 ✓

Type of Agency: Educational Institution
Type of SNP Organization: Public

Review Progress

Scheduled Off-site On-site CAD Closed

Review Details

Review Type: Administrative Lead Reviewer: Brown, Fionnuala Review ID: 1986
Review Form Set: Administrative Review v5 Status: Open

Review Tools

Action	Description
View Modify	Review Information
View Modify	Sponsor Contact Information
Detail	Site Dashboard (3)
Detail	Review Forms
View Modify	Corrective Action Documents (13)
View Modify	Commendations (0)
View Modify	Technical Assistance (11)
View Modify	Notes to Sponsor (0)
View Modify	State Agency Notes (0)
Detail	Review Attachments (61)
Detail	Correspondence Tracking (0)

◀ Back

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

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

Sponsor Findings						
Not Started	Pending Action	Pending Submission	Pending Approval	Returned	Accepted	Total
0	0	0	7	0	2	9
Action	Area	Question	CAD?	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	300 - Meal Counting and Claiming	314 - Is the SFA following their approved SFA-SA Agreement/application (including POS)?	Y	Pending Approval	4/04/2023	
View	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		
View	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?	Y	Pending Approval	4/04/2023	
View	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?	Y	Pending Approval	4/04/2023	
View	1600 - School Breakfast and SFSP Outreach	1601 - How did the SFA inform eligible families about the availability and location of free meals for students via the Summer Food Service Program?	Y	Pending Approval	4/04/2023	
View	RMCR - Nonprofit School Food Svrc Acct	5 - If Yes, is the SFA on track to spend down its excess cash resources so that it is in compliance with the three month net cash resource limit?	Y	Pending Approval	4/04/2023	
View	RMCR - Nonprofit School Food Svrc Acct	10 - If the SFA found that its revenue ratio was less than its food cost ratio, did the SFA take additional steps to sufficiently increase its nonprogram food prices, add sufficient funds to its nonprofit food service account, and/or take other actions to adequately resolve the problem?	Y	Pending Approval	4/04/2023	
View	RMCR - Revenue From Nonprogram Foods	10 - If the SFA found that its revenue ratio was less than its food cost ratio, did the SFA take additional steps to sufficiently increase its nonprogram food prices, add sufficient funds to its nonprofit food service account, and/or take other actions to adequately resolve the problem?	Y	Pending Approval	4/04/2023	
Add New Finding						

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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**.

Review Findings and Corrective Action Documents Review ID: 1943

Form: 300 - Meal Counting and Claiming

Question: 311
Describe the SFA's procedures for consolidating daily meal counts by category for each site to process the claim for reimbursement.

Finding ID: V-0300
Meal Counting and Claiming requirements are not met.

Finding Description
Add Standard Comment:

While the edit check worksheets supported the monthly claim for reimbursement for December 2022, it was evident that multiple documents were used to arrive for the data on the claims. This led to a discrepancy in the total enrollment and the free and reduced student numbers that were entered in the Child Nutrition Program Online Application and Claiming System.

Due to the use of the computer software program, each school is not required to complete duplicative, manual edit check worksheets if the information pulled from the software program.

[Design](#) [Preview](#)

Required Corrective Actions:
Add Standard Comment:

1. Review the documents that support the monthly claim for reimbursement and decide on the one document (edit check worksheet) that will be used for the actual claim.
2. Upload procedures on how the district will ensure that all of the data on the claims will be accurate and pulled from the same source.

[Design](#) [Preview](#)

Special Instructions:

Sponsor Corrective Action Response:
Please see attached Procedure for Preparing Monthly Claims

Document Attachments
A sponsor may submit supplemental information related to their Corrective Action by selecting the 'Add an attachment' link.

Action	File Name	Description	Date	User
View Modify Delete	Procedure for Preparing Monthly Meal Claims for Reimbursement.docx		02/22/2023	

Add an attachment

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

Dates

Submitted for Acceptance:
Accepted by Reviewer:

Created By: SAiston on: 3/28/2023 3:10:19 PM Modified By: SAiston on: 3/30/2023 1:52:26 PM

 **Save** **Submit For Acceptance** **Accept CAD** **Cancel**

[Show/Hide History](#)

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.

Site Findings									
Site ID	Site Name	Not Started	Pending Action	Pending Submission	Pending Approval	Returned	Accepted	Total	
06	ABC Elementary	0	0	0	6	0	0	6	

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

Sponsor Findings						
Not Started	Pending Action	Pending Submission	Pending Approval	Returned	Accepted	Total
0	0	1	23	0	0	24
Action	Area	Question	CAD?	Status	Due Date	
View Modify	100 - Certification and Benefit Issuance		Y	Pending Approval	4/03/2023	
View Modify	100 - Certification and Benefit Issuance		Y	Pending Approval	4/03/2023	
View Modify	100 - Certification and Benefit Issuance	140 - Did the SFA update benefit issuance documents accurately and in a timely manner upon receipt of Direct Certification updates?	Y	Pending Approval	4/03/2023	
View Modify	100 - Certification and Benefit Issuance	137 - Did the SFA accurately transfer the correct benefit from the eligibility determination document to the Point of Service benefit issuance document?	Y	Pending Approval	4/03/2023	

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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/nsip/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:

1. 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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