**The Administrative Review Process**

The new review process is much different than before; we will be looking at much more then applications and eligibility, and meal production and serving. The new focus is more whole picture from financials to meal productions and everything in between. Here are a few highlights of what the administrative review will look like:

Scope of review (Monitoring Areas):

* Meal Access and Reimbursement (Critical Area - Performance Standard 1 (PS 1))
* Nutritional Quality and Meal Pattern (Critical Area - Performance Standard 2 (PS 2))
* Resource Management (General Areas)
* General Program Compliance (General Areas)
  + Adding School Breakfast to 50% of reviews and Breakfast & Summer Food Service Program Outreach
* Other Federal Program Reviews (Critical and General Areas)
  + Afterschool Snacks
  + Seamless Summer Option
  + Fresh Fruit and Vegetable Program
  + Special Milk Program

The new process:

* Off Site Assessment will be completed 4-6 weeks prior to review
* Review of Wellness Polices
* Review of Food Safety Plans
* Review of All Foods Sold in School (Competitive Foods)
* Review of Nonprofit School Food Service Account (Current Assets, Current Liabilities, and Net Cash Recourse)
* Meal Compliance Assessment Tool
* Review of one week’s menu with production records, labels, recipes, and manufacture’s analysis sheets