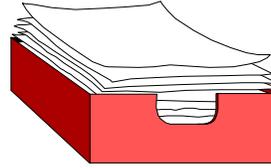


Chapter 8

Preparing for a Review



In this unit the RCCI will learn how to prepare for the Coordinated Review Effort (CRE) and the School Meals Initiative (SMI) Review. Your RCCI may have a CRE and SMI review at the same time.

These reviews are important because they are an assurance of accountability for federal funds that the RCCI receives through the school breakfast and lunch programs. For an RCCI that operates within the regulations and keeps timely, accurate records, the reviews can be helpful and supportive.

The CRE review covers administrative and operational management of the RCCI. The primary focus is on the following records:

- point of service meal count system at mealtime
- applications/determination of free and reduced-price meals for day students
- daily attendance sheets for review period
- production records
- claims for

reimbursement

Usually reviews come around only once every four or five years. If there are problems noted the state may review more often. You will be notified in writing in advance of the review date. An RCCI who want the security of knowing exactly what to expect can request pre-review technical assistance over the telephone.

Reimbursement claims

Meal counts claimed for reimbursement must be the actual numbers of reimbursable meals served to eligible participants during the claim month. The monthly counts claimed cannot exceed the maximum number of eligible students in attendance on any one day during the month multiplied by the number of days on which there were students in

attendance. Furthermore, this maximum figure needs to be reduced by a participation factor in order to take into consideration the rate at which the students participate at mealtime. Students will be absent from meals for various reasons, or may not always take a reimbursable meal.

Students multiplied by days multiplied by rate of participation provides a rough edit check to make sure there are no overclaims.

School Meals Initiative

The SMI review covers the Nutrient Analysis of the week preceding the review if NuMenus has been chosen. If Food Based has been chosen the reviewer will ask for the menus, production records, and all nutritional data for the chosen review week.

Common errors

The reviewers sometimes find an RCCI in violation for one of the following errors:

- ✎ Meal counts being taken

from attendance records rather than from “a point of service count.”

- ✎ Meal taken by resident or meal served did not qualify as reimbursable.
- ✎ No milk served at lunch. Kool-aid or fruit drink was served.
- ✎ Adult lunches were counted.
- ✎ Counts incorrectly added or claimed.

If an RCCI has day students, which is rare in some states, the reviewers may find the RCCI in violation of any of the following:

- Application/eligibility incorrect; that is, applications incorrectly denied, incorrectly approved, or data missing.
- Meal incorrectly counted or claimed by category.
- Total counts by category incorrectly added or claimed.

Reviewers will check these other requirements:

- ✎ The RCCI complies with civil rights provisions.
 - ✎ “And Justice for All” poster is displayed.
 - ✎ Procedures are

established to receive complaints alleging discrimination.

- ✎ Admission procedures are non-discriminatory.

✎ Free and reduced-price meal denials do not show discrimination against minorities.

✎ Disabled persons are provided program benefits prescribed by regulations.

✎ Records and reports are correct and maintained for three years plus current year.

✎ If day students are present, overt identification of residents receiving free and reduced-price meals is prevented.

Preparing for the review

- ◆ Request technical assistance if needed.
- ◆ Review the check list before the review.
- ◆ Make sure all files are in order and easily accessible.
- ◆ Review sections of this manual that cover the CRE requirements. If the review reveals any deficiencies, go back over those units that explain the requirements and make the changes and improvements that will bring the RCCI into compliance.

On the day of the review

Reviewers will interview the person who plans the menus, takes the meal counts, and submits the claim for reimbursement. Someone will need to be on hand to take over regular duties so the person responsible for those critical areas is free to meet with reviewers, provide files and forms, and answer questions.

The review is a learning opportunity for those who want to provide the best possible care for children. It is a time to better understand regulations and develop more efficient and practical ways of complying with regulations.

The checklist on the following page is provided to help an RCCI prepare and evaluate readiness for a CRE.

If a SMI review is performed, the State Agency will work with the RCCI to achieve compliance.

A checklist of materials needed for an SMI Review is provided on page 8-4 of this chapter.

Preparing for the CRE Review - Checklist

✓	Criteria	Supporting Documentation	Reference
	Reimbursement claims correct by count and category.	Latest reimbursement claim, application/determination forms, meal counts, edit checks, admission and discharge records	Requirements and Regulations, page 6-1; Records and Reports, pages 5-6 and 5-7; Appendix G

Meal counts are timely and accurate.	Meal count forms, master roster, edit checks	Records and Reports, page 5-6; Requirements and Regulations, page 6-2
Meals served conform to meal requirements.	Menus	Meal Patterns, page 9-1; Meeting the Nutrient Standards, pages 1-5 and 1-6
Adequate serving sizes. Serving sizes are as planned.	Production records	Records and Reports, pages 5-9 through 5-12; Meal Patterns, page 9-1
Adequate food inventory to produce adequate servings.	Production records	USDA Food Buying Guide; Records and Reports, pages 5-2 through 5-7; Appendix F
Implementation of offer versus serve.	Actual practice Visual	Meeting the Nutrient Standards, pages 1-7 and 1-9
Correct determination and applications forms for free and reduced-price meals.	Forms for each resident: (1) Individual (income) Determination Form, (2) Application for Free and Reduced Price School Meals form if day students are present.	Requirements and Regulations, page 6-1; Records and Reports, pages 5-1 through 5-13; Eligibility Guidance, USDA
Master roster accurate by category and current residents.	Application/determination forms, admission/discharge records	Records and Reports, page 5-1; Appendix G
Monthly edit checks made and accurate.	Edit check file, meal counts, master roster - must have daily meal counts	Records and Reports, page 5-7
AND JUSTICE FOR ALL posters posted.	Visual	Requirements and Regulations, page 6-2; Preparing for the Review, page 8-2
Special needs met.	Diet prescriptions, menus	Meal Service, page 4-6
Records maintained for three years plus current year.	Files	Requirements and Regulations, pages 6-1 through 6-3
Meal counts made only at time and point of service.	Visual	Definitions page vi; Records and Reports, page 5-7

Preparing for the SMI Review - Checklist

Copies of the following items are needed by the reviewer for both breakfast and lunch for the week prior to your review date. Please have the copies ready on the day of the review; the reviewer will be taking them.

MENU PLANNING METHOD

Food Based

1. Purchased food specifications showing crediting of meal components for the review week's menu.
2. Food Specification Nutrient Data Sheet/Nutrition Label of purchased foods for the review weeks's menu.
3. Standardized recipes for the review week's menu.
4. Menus for the review and current month.
5. Cycle menus, if available.
6. Production sheets of the review week's meal service for the RCCI being reviewed.

Nutrient Standard Menu Planning (NSMP) or Assisted Nutrient Standard Menu Planning (ANSMP)

In addition to the above items listed for Food Based, please add the following items:

1. Nutrient analysis of each age/grade grouping for the prior week's menu.
2. If you are weighting breakfast and lunch together, then we need the ratio of breakfast to lunch meal counts used for the combined analysis, if applicable.
3. Your computer up and running with your menus on it.

If you have questions, please call your State Agency ahead of time. It is very important to have all documents ready for the reviewer.