

# Administrative Review Organizational Tool (AROT)

## for Residential Child Care Institutions (RCCIs) and 100 Percent Community Eligibility (CEP) Districts

District: **XXXX**

Review Month: **XXX**

Sponsors must use the AROT 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.

**How does this tool work?** Each section of the AROT has a cover page that includes a list of the required documents. Please note the information below.

- **COPY:** The state agency (SA) will take a copy of some of the documents.
- **REVIEW ATTACHMENT:** The SA will review these documents *off site*.
- **REVIEW:** The SA will review these documents *on site*.

Place all documents listed under **COPY** and **REVIEW** with the corresponding cover page in a folder, clipped together, or otherwise organized. **Have all documents available for the Review Team on the first scheduled day of the review.**

**If a document is listed, it is required.** If you do not know what the document is, please check with the Lead Reviewer to clarify **prior to** the start of the on-site portion of the AR.

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## District Information

### Make a COPY for the SA

- Names and titles of staff at the selected schools.
- For the selected schools:** Mealtimes for the days of the on-site portion of the review. *Include 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 (*i.e., food service director, business official, determining officials, claims preparer*).

### Upload as a REVIEW ATTACHMENT

- RCCIs only:** Upload a master list of student names for the first day of the **selected review month**.
- The district charge policy and procedure for collecting outstanding balances at the end of the school year, if applicable.
  - [Connecticut State Department of Education \(CSDE\) 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](#)

### Have available for the SA to REVIEW

- District procedure for provision of field trip or other off-site meals. The procedure should include the following:
  - Food safety measures, *i.e.*, Hazard Analysis and Critical Control Point (HACCP) Standard Operating Procedures (SOPs)
  - Compliance with USDA meal pattern requirements
  - Method used to properly count meals at the point of service (POS)
- 2019-20 waivers or preapprovals, as applicable:
  - Lunch time
  - Residential child care institution (RCCI) exception for safety if serving multiple age/grade groups
  - Weekend or vacation meals
  - Paid lunch equity exemption
  - Separation by gender ([CSDE Operational Memorandum No. 30-15](#))
  - Preschool family-style meal service preapproval
  - Other waivers or preapprovals not listed

## Section II: Meal Access and Reimbursement

### *Meal Counting and Claiming*

#### Make a COPY for the SA

*Not applicable.*

#### Upload as a REVIEW ATTACHMENT

- [Edit Check Worksheets](#) for all programs (including the ASP) 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 SA 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, including the point-of-service daily meal count sheets for the Special Milk Program (SMP). *These are the specific documents the claims preparer uses in the placement of the monthly claim for reimbursement. **The edit check worksheets are best practice.***
- 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 SA

- 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.*
- Menus for the **review month** for all selected schools.
- Menus 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 the first week of the **review month**, **for the selected breakfast school and all schools for 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.*
- OR**
- Another USDA-approved menu software may be used to demonstrate meal pattern compliance**, however the reviewer must be able to see all layers to determine how crediting was entered or a school nutrition staff member must be made available during the onsite portion of the review to demonstrate process used.

#### Have available for the SA 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 **at the selected schools**, 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 **at the selected schools**, and lunch from **each selected school** for the first week of the **review month**.
- Food labels (Child Nutrition (CN) labels, product formulation statements to show crediting information, labels with whole grain-rich (WGR) information) for foods served on the breakfast **at the selected schools**, and lunch menu for the first week of the **review month** for **each selected school**.

**Note:** *The **Menu Documentation Organizational Tool (MDOT)** is provided by the lead reviewer to organize all documents in support of this area. Have these documents available in the order specified by the MDOT for the onsite portion of the review.*

## Section V: General Areas

### *Civil Rights*

#### Make a COPY for the SA

*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.), including the agenda and sign-in sheets. The CSDE's civil rights training is available at <https://portal.ct.gov/SDE/Nutrition/Civil-Rights-for-Child-Nutrition-Programs>.
- The district's 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.* For an example of a complaint procedure form, see the CSDE's document, [Sample Civil Rights Complaint Procedures for School Nutrition Programs](#)

#### Have available for the SA to REVIEW

*Not applicable.*

## Section V: General Areas

### *On-site Monitoring*

#### Make a COPY for the SA

*Not applicable.*

#### Upload as a REVIEW ATTACHMENT

*Not applicable.*

#### Have available for the SA to REVIEW

- The completed [On-site Monitoring Forms](#) for all schools under the school food authority (SFA). *If the AR is early in the school year and the on-site monitoring has not yet occurred for all schools, have the completed forms from the 2018-19 school year available for review. **On-site monitoring must occur in all schools, including interschool agreements and alternative high schools, for the NSLP and for 50 percent of all SBP schools, prior to February 1, 2020.***
- 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 SA**

*Not applicable.*

#### *Due dates to upload:*

- *RCCIs and all CEP districts:  
October 4, 2019*
- *All others: November 15, 2019*

#### **Upload as a REVIEW ATTACHMENT**

- 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 SA to REVIEW**

*Not applicable.*

## Section V: General Areas

### *Smart Snacks in School*

#### Make a COPY for the SA

*Not applicable.*

#### Upload as a REVIEW ATTACHMENT

*Not applicable.*

#### Have available for the SA to REVIEW

##### If **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, and fundraisers. *Any documentation that contains the necessary information is acceptable including the Alliance for a Healthier Generation's [Smart Snacks Calculator](#) printouts, recipes, product specifications, highlighted items on the CSDE's [List of Acceptable Foods and Beverages](#), or other documentation.*

##### If Connecticut 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 SA

*Not applicable.*

#### Upload as a REVIEW ATTACHMENT

- Written food safety plan based on the Process Approach to HACCP Principles and Standard Operating Procedures (SOPs). *Include SOPs for in classroom feeding, field trips, and other alternate points of service.*
- 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
  - [Sample Buy American Justification Form](#)

#### Have available for the SA to REVIEW

- Copies of two most recent food safety inspections for each selected school being reviewed. *If one or no inspections were completed in the current school year, provide copies of the inspections at the selected schools conducted during the current and previous (2018-19) school year. In the 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 (SBP) and Summer Food Service Program (SFSP) Outreach*

#### **Make a COPY for the SA**

*Not applicable.*

#### **Upload as a REVIEW ATTACHMENT**

- Documentation of household notification of availability of the SBP prior to or at beginning of school year.
- Documentation of reminders provided throughout school year of availability of SBP.
- Documentation of household notification of availability of and location of free summer meals via the SFSP. **Note:** *This is required even if your district does not offer summer meals. For more information, visit the CSDE's [Summer Food Service Program](#) webpage.*
- 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 SA to REVIEW**

*Not applicable.*

## Section V: General Areas

### *Professional Standards*

#### Make a COPY for the SA

*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 contain a complete list of the nutrition program employees and include the information below. (**Note:** *The list must be current as of the start of the on-site review*).
    - 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 SA to REVIEW

- Documentation to support the spreadsheet uploaded
  - Previous (school year 2018-19) and current (school year 2019-20) 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),
  - Document demonstrating years of school nutrition program experience,
  - Prior food safety training record,

## Afterschool Snack Program

### Make a COPY for the SA

*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. <https://portal.ct.gov/SDE/Nutrition/Afterschool-Snack-Program/Documents>
- Description of the procedure used to ensure accurate counting and claiming of snacks.
- Completed ASP on-site monitoring forms for the two required visits at the selected site. <https://portal.ct.gov/-/media/SDE/Nutrition/ASP/Forms/ASPmonitor.pdf>

### Have available for the SA 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**.

## Special Milk Program

### Make a COPY for the SA

*Not applicable.*

### Upload as a REVIEW ATTACHMENT

*Not applicable.*

### Have available for the SA 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 (FFVP)

### Make a COPY for the SA

*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 SA to REVIEW

*Not applicable.*

## Preschool Meals in the School Nutrition Programs

### Make a COPY for the SA

*Not applicable.*

### Upload as a REVIEW ATTACHMENT

- If the preschool children are eating separately from other children in grades K-8, a separate preschool menu must be uploaded. *For guidance, refer to the CSDE's [Meal Patterns for Preschoolers in School Nutrition Programs](#) webpage.*

### Have available for the SA to REVIEW

*To be determined.*

## School Nutrition Special Events *(Optional)*

This section is an opportunity for you to promote and inform the SA about the great things that you are doing in your school nutrition programs.

### National School Breakfast Week activities:

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### National School Lunch Week activities:

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### Farm to School activities:

Farm to School Handout: <https://portal.ct.gov/SDE/Nutrition/Farm-to-School/Documents>

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 (i.e., special promotions, lucky tray days):

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*Attach relevant documents (i.e., photos, fliers, etc.) as desired.*

## AROT Document Upload Checklist

The following items may be uploaded as applicable, into the CSDE's [Connecticut Online Application and Claiming System for Child Nutrition Programs](#) (CNP System) used for the Administrative Review, 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 uploaded documents.*

Date Uploaded	Attachment	TITLE in description section	Special Notes
	District Charge Policy and Debt Collection	Charge Policy	
	2019-20 Paid Lunch Equity Tool	PLE Tool	
	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>
	Edit Check Worksheets	Edit Check	<i>If different edit check worksheets are uploaded for various programs/sites, <b>TITLE</b> as follows: Edit Check-NSLP-Smith; Edit Check-SBP-St Johns, Edit Check-NSLP-All sites.</i>
	USDA Menu Planning Tool	Menu Worksheet NSLP (School Name); Menu Worksheet SBP (School Name)	<i>If uploading for more than one school or program, <b>TITLE</b> as follows: Menu Worksheet-SmithES-NSLP; Menu Worksheet-JonesES-SBP; Menu Worksheet-Smith&amp;JonesES-NSLP</i>
	Civil Rights Training	CR Training	
	Civil Rights Complaint Procedure	CR Complaint Procedure	
	Local School Wellness Policy	LSWP	<i>Upload by October 4/ November 15</i>
	Local School Wellness Policy Public Notification	LSWP Notification	<i>Upload by October 4/ November 15</i>
	Name and Title of LSWP Responsible Official	LSWP Official	<i>Upload by October 4/November 15</i>

Date Uploaded	Attachment	TITLE in description section	Special Notes
	Local School Wellness Policy update/review documentation	LSWP Review	<i>Upload by October 4/November 15</i>
	Local School Wellness Policy Assessment	LSWP Assessment	<i>Upload by October 4/November 15</i>
	Documentation of LSWP Assessment made Public	LSWP Assessment Public	<i>Upload by October 4/November 15</i>
	Food Safety Plan	HACCP Plan	
	Food Safety Plan Annual Review	HACCP Review	
	Buy American Exception	Buy American Exception (name product)	<i>Upload justification for each nondomestic food item purchased.</i>
	School Breakfast Program Outreach Start of Year	SBP Outreach Start	
	School Breakfast Program reminders	SBP Reminders	
	Summer Meals Outreach	Summer Outreach	
	Professional Standards Spreadsheet 2018-19	Prof Stnds 18-19	
	Professional Standards Spreadsheet 2019-20	Prof Stnds 19-20	
	Afterschool Snack Program Review Month Menu	ASP Menu (school name)*	<i>* If the review of the ASP is occurring at more than one school, identify the upload documents with each school name, as appropriate.</i>
	Afterschool Snack Program Production Records	ASP Prod Record (school name)*	<i>These records must be completed for the selected Review Week.</i>
	Afterschool Snack Counting and Claiming Procedure	ASP count-claim	

Date Uploaded	Attachment	TITLE in description section	Special Notes
	Afterschool Snack Monitoring	ASP first (school name)*; ASP second (school name)*	
	Fresh Fruit and Vegetable Program	FFVP Claim	
	Fresh Fruit and Vegetable Program Claim Documentation	FFVP Support Doc	
	Preschool Menu	Preschool Menu	

See next page for screen shots demonstrating how to upload attachments in the online 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
<a href="#">View   Modify</a>	Review Information
<a href="#">View   Modify</a>	Sponsor Contact Information
<a href="#">Detail</a>	Site Dashboard (0)
<a href="#">Detail</a>	Review Forms
<a href="#">View   Modify</a>	Corrective Action Documents (0)
<a href="#">View   Modify</a>	Commendations (0)
<a href="#">View   Modify</a>	Technical Assistance (0)
<a href="#">View   Modify</a>	Notes to Sponsor (0)
<a href="#">View   Modify</a>	State Agency Notes (0)
<a href="#">Detail</a>	Review Attachments (0)
<a href="#">Detail</a>	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**

- File To Attach:
- Description:**

VIEW | **MODIFY** | DELETE



For more information, visit 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 06103-1841.

This handout is available at [https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/AdminRev/AROT\\_RCCI\\_CEP.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/AdminRev/AROT_RCCI_CEP.pdf).

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Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), 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](mailto:program.intake@usda.gov).

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