**SNP Administrative Review Pre-Visit Checklist**

**DOCUMENTS TO UPLOAD TO CNPweb E-REVIEW - Please title the document that you are uploading:**

*Special Provision 2 Non-Base Year (years 2-4) and CEP schools are not allowed to collect Free/Reduced Applications. Italicized items on this list will not be applicable to those schools.*

* *Benefit Issuance Document (e.g., Student Master List used to maintain a student’s eligibility status), if applicable*
* Menu documentation for breakfast and lunch for the **week of review** – includes menus, completed production records for 5 consecutive days, corresponding recipes, Child Nutrition (CN) labels and other product labels. Labels must be photocopies or photographs of the original, not printed labels from the manufacturer or distributor. Labels must also show the nutrition facts and ingredients.
* SNP Itemized program revenues (subsidies received, a la carte, meal sales and town appropriation if applicable) for March 2023\*
* SNP Itemized program expenses (food, labor and other costs) for March 2023\*
* Documentation of any SY 2023 SNP equipment purchases over $5,000\*
* SNP SY2023 Year-end balance sheet
* FFVP menu for the review period (if applicable)
* Afterschool Snack Program menu for the review period (if applicable)
* Afterschool Snack Program production records for the from the first week of the review period

\* Please note, financial documentation from the prior school year will be reviewed. Paid Lunch Equity does not apply to non-pricing schools or those with a positive/zero balance on June 30, 2022.

**DOCUMENTS TO HAVE AVAILABLE AT THE TIME OF ON-SITE REVIEW:**

* Professional standards training documentation and tracking form for all School Nutrition program staff including USDA Civil Rights training documentation for all staff assisting with SNP
* Completed On-site Monitoring Forms (found on our website) for all schools in the SFA completed before February 1st (when applicable). Provide prior year if current year is unavailable.
* For school nutrition program directors hired on or after July 1, 2015, please provide the following documentation:
* Highest level of education achieved
* Education achievement certificates
* Years of school nutrition program experience
* Sanitation training completed
* *Student meal benefit applications and other documentation of eligibility (e.g., the Direct Certification List), if applicable*
* *Denied applications, if applicable*
* *Verification materials used in conducting verification including, if applicable:*
* *Original household application for all verified households from current school year*
* *Verification notification letter to selected households for current school year*
* *Documentation of verified income and efforts to follow-up with unresponsive households*
* *Any notice of adverse action*
* *Documentation from the point-of-service demonstrating change in student eligibility status as a result of verification, if applicable*
* Meal counts from reviewed school(s) by day for the review period broken down by free, reduced, and paid students (*CEP and Non-Base Year Special Provision 2 schools are not broken down by free, reduced, paid – we are looking for daily counts by day for the review period)*
* Copy of the internal control procedures used to ensure that only allowable costs are charged to the nonprofit school food service account
* Supporting documentation for non-program Food Revenue (catering, adult meals, a la carte)

Examples include:

* Invoices
* Deposit Slips
* Bank Statements
* FFVP - All supporting documentation for the above claim (If applicable)
	+ Invoices (anything claimed on your monthly report)
	+ Large equipment purchases (must be approved prior to purchase)
	+ Payroll records involving FFVP
		- Frontline staff
		- Administrative staff
	+ Completed On-site monitoring forms for all schools operating FFVP completed prior to February 1st
* Afterschool Snack Service (If applicable)
	+ On-site monitoring forms for the two required visits at the selected site
	+ Documentation indicating that the approved afterschool program offers educational or enrichment activities
	+ Description of the procedure used to ensure accurate counting and claiming of snacks
	+ All documentation in support of the claim for reimbursement
	+ For programs that are not area eligible, the roster of students receiving snacks for the first week of the review period