



**United States  
Department of  
Agriculture**

Food and  
Nutrition  
Service

3101 Park  
Center Drive  
Alexandria, VA  
22302-1500

DATE: September 20, 2013

SUBJECT: School Meals Administrative Review –  
Revised Manual, Tools, and Forms

TO: Regional Directors  
Special Nutrition Programs  
All Regions

State Directors  
Child Nutrition Programs  
All States

This letter provides information on the revised School Meal Programs Administrative Review Manual, Tools, and Forms. These materials have been edited based on feedback from the five Spring 2013 national trainings on the Administrative Review process.

The Administrative Review Manual contains eleven (11) Sections that provide guidance for conducting an Administrative Review for the National School Lunch Program (NSLP), School Breakfast Program (SBP), and other Federal school nutrition programs (e.g., Afterschool Snack Program, Seamless Summer Program, Special Milk Program).

The Administrative Review Tools and Forms include the following:

- Off-site Assessment Tool
- On-site Assessment Tool
- Nutrient Analysis and Validation Checklist
- Meal Compliance Risk Assessment Tool
- Dietary Specifications Assessment Tool
- Resource Management Risk Indicator Tool
- Resource Management Comprehensive Review Form
- SFA Data Summary (SFA-1)
- Eligibility Certification and Benefit Issuance Error Worksheet (SFA-2)
- Other Eligibility Certification and Benefit Issuance Errors Worksheet (SFA-3)
- School Data and Meal Pattern Error Form (S-1)
- Other Meal Claim Errors (S-2)
- Statistical Sample Generator
- Fiscal Action Workbook (FA-1) Standard
- Fiscal Action Workbook (FA-2) Standard with Special Provision (for NSLP and SBP)
- Fiscal Action Workbook (FA-3) Standard Recalculation with Special Provision (for NSLP and SBP)
- Non-reimbursable Meal Allocation Form (FA-4)

- Special Provision Options Non-Base Year SFA Data Summary Form (SFA-1A)
- Special Provisions Non-Base Year and CEP Claiming Percentage/Funding Level Summary Form (SFA-2A)
- Community Eligibility Provision ISP Validation Form (SFA-3A)
- Supplemental Afterschool Snack Program Administrative Review Form
- Supplemental Special Milk Program Administrative Review Form
- Supplemental SFAs Contracting with Food Service Management Companies Review Form
- Supplemental Seamless Summer Option Administrative Review Form
- Seamless Summer Option SFA Data Summary Form (SSO SFA-1)
- Seamless Summer Option School Data and Meal Pattern Error Form (SSO S-1)
- Seamless Summer Option Eligibility Certification Form (SSO S-2)

The training presentation slides and webinar recordings will be made available later in Fall 2013.

Should you have any questions, please contact your Regional Office. Regional Offices with questions should contact the Child Nutrition Division.

Sincerely,

A handwritten signature in blue ink that reads "Cynthia Long". The signature is written in a cursive, flowing style.

Cindy Long  
Director  
Child Nutrition Division