Administrative Review Tips from the Monitor

1. Contracting Entities (CE) must have renewed their Application Packet in TX-UNPS to have access to the Administrative Review (AR) Compliance - Off-site Review questions. It is recommended that CEs submit their applications for renewal as soon as possible in the prior spring.

2. CEs with online/scanned application systems should work with their Information Technology (IT) department to determine how to provide the application sample (examples: provide temporary, view only, access of the system to the monitor or have the vendor extract the sample file). This will prevent a CE from having to print, scan and upload the application sample.

3. Once CEs have been notified that they are having an AR, they can start the following activities prior to the off-site review:
   a. Scanning documents that are not electronic,
   b. Creating folders on their computer to save review documents until the off-site review begins,
   c. Review systems and processes used in the site(s) (POS, accounting, application, verification, etc.),
   d. Discuss the upcoming review with the other staff that would be involved (kitchen managers, business manager, dietitian, IT, nutrient analysis software contacts, administration, etc.),
   e. Conduct on-site reviews for all sites. Ensure that the sites are in compliance with regulations, to include: counting and claiming, food production records, CN labels and other documentation, civil rights, food safety, etc. Provide training on a reimbursable meal.),
   f. Reviewing application processes to ensure applications are processed timely and accurately.
   g. Ensure all menus meet the meal pattern requirements,
   h. Conduct civil rights training,
   i. Contact the local health department for food safety inspections.

4. CEs will need access to a scanner with the capability to scan multiple pages into one file.

5. Off-site due dates are issued in accordance with the Administrative Review process and any delays for providing requested documentation could result in a more comprehensive review of the programs and possible corrective action.

6. Business manager or financial manager (the individual in charge of the finances) should be available during the review process for questions about Resource Management, Procurement and General Ledger questions.

7. Benefit Issuance rosters will be requested CE wide instead of by site. CEs should evaluate how that information can be gathered for the entire CE into one file. It is recommended that this file be in an Excel format.

8. Observing meal preparation is part of the AR. It is recommended that accurate meal preparation times be determined for the sites selected for review, as the Monitors will be requesting that information during the Off-site review.