

Steps for Corrective Action for the Administrative Review (AR) Report of School Nutrition Programs

The Administrative Review (AR) is conducted by the Connecticut State Department of Education (CSDE) as required by the U.S. Department of Agriculture's (USDA) final rule, *Administrative Reviews in the School Nutrition Programs* (81 FR 50170). Upon completion of the AR, the CSDE provides an AR Overview Report to the school food authority (SFA).

SFAs must provide documentation of corrective action (CA) for any AR findings identified by the CSDE in the AR Overview Report. Documented CA can be provided at the time of the AR or submitted to the CSDE by the specified date for completion of each required CA. In rare situations, the CSDE may approve extensions of timeframes if CAs are expected to take longer or require follow-up with the SFA for more information. The CA must identify:

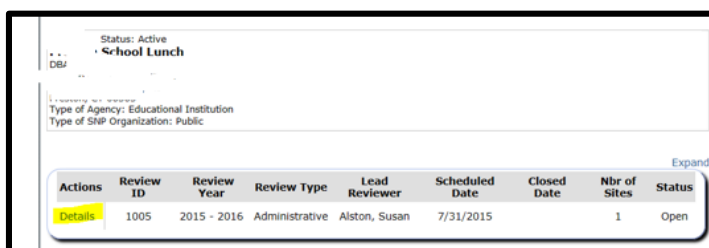
- AR findings;
- the corrective actions required;
- the timeframes by which the corrective actions must be completed; and
- any documentation the CSDE expects the SFA to provide to demonstrate corrective action was completed.

SFAs should follow the steps below to submit their CA to the CSDE.

1. Access the CSDE's Online Application and Claiming System for Child Nutrition Programs (CNP System) at <https://ct.cnpus.com/prod/Splash.aspx>. Enter your **User ID** and **Password**
2. Click on **Compliance**.



3. Click on **Details**.



Status: Active
School Lunch
DSB

Type of Agency: Educational Institution
Type of SNP Organization: Public

Actions	Review ID	Review Year	Review Type	Lead Reviewer	Scheduled Date	Closed Date	Nbr of Sites	Status
Details	1005	2015 - 2016	Administrative	Alston, Susan	7/31/2015		1	Open

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- Click on **Modify** for the **Corrective Action Documents**.

SNP Reviews Review Dashboard

Status: Active
School Lunch

Review Year: 2015 - 2016
CAP Due Date: 5/27/2016 ✓
Final Closed Date:
Entrance Date: 4/26/2016 ✓
Original Submitted Date:

Type of Agency: Educational Institution
Type of SNP Organization: Public

Review Progress

Scheduled Off-site On-site CAD Closed

Review Details

Review Type: Administrative Lead Reviewer: Alston, Susan Review ID: 1005
Review Form Set: Administrative Review v2 Status: Open

Review Tools

Action	Description
View Modify	Review Information
View Modify	Sponsor Contact Information
Detail	Site Dashboard (1)
Detail	Review Forms
View Modify	Corrective Action Documents (15)
View Modify	Commendations (0)
View Modify	Technical Assistance (6)
View Modify	Notes to Sponsor (0)
Detail	Review Attachments (2)

- For each Action Listed, click on **Modify**.

Review Findings and Corrective Action Documents

Update All Open and Returned Corrective Action Due Dates: Update

Sponsor Findings

Not Started	Pending Action	Pending Submission	Pending Approval	Returned	Accepted	Total
0	11	0	0	0	0	11

Action	Area	Question	CAD?	Status	Due Date
View Modify	100 - Certification and Benefit Issuance	141 - Does the SFA account for benefits that have been extended to students living in a household that is receiving SNAP, TANF, or FDIR benefits? If NO, explain. Record errors on the SFA-1.	Y	Pending Action	5/27/2016
View Modify	100 - Certification and Benefit Issuance	137 - Did the SFA accurately transfer the correct benefit from the eligibility determination document to the Point of Service benefit issuance document? If NO, explain. Record errors on the SFA-1.	Y	Pending Action	5/27/2016

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- The **Finding Description** and **Corrective Action** are listed first, then there is a space to write in your **Corrective Action Response**. There is also an option to **add an attachment** if one is required.

Finding Description

Add Standard Comment:

While the Determining Official was using the direct certification list to extend benefits to the students on the list, she was unaware that eligibility must be extended to all children in the household.

Required Corrective Action:

Add Standard Comment:

Develop written procedures on how the district will extend benefits to all children in a household if one of them is listed on the direct certification list. Provide written assurance that the Determining Official will attend the Application & Verification training provided by the State Agency during the summer. Attendance at one of the trainings will be verified as part of the corrective action response.

Special Instructions:

[Empty field]

Sponsor Corrective Action Response:

[Empty field]

Document Attachments

A Sponsor may submit supplemental information related to their Corrective Action by selecting the 'Add an attachment' link.

Action	Comments	Uploaded By
Add an attachment		

- After entering the Corrective Action Response, click **Save**, then click **Submit for Acceptance**.

Dates

Submitted for Acceptance:

Accepted by Reviewer:

Created By: SALston on: 4/27/2016 9:57:28 AM Modified By: SALston on: 4/27/2016 12:29:09 PM

Save
Submit For Acceptance
Cancel

- For the **Site Findings** (at bottom of the “Review Findings” screen), click on the listed **School**, then follow steps 5-7.

Site Findings								
Site ID	Site Name	Not Started	Pending Action	Pending Submission	Pending Approval	Returned	Accepted	Total
04	Memorial School	0	4	0	0	0	0	4

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9. When all responses are successfully entered, the “Status” column for each finding should read **Pending Approval**.

Note: Do **not** e-mail the CA or attach the CA to the “Review Attachments” section of the CNP System’s Compliance Module. The SFA must upload the CA with each specific finding. If you have any problems uploading the CA, please contact your Lead Reviewer.



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 <http://portal.ct.gov/-/media/SDE/Nutrition/NSLP/AdminRev/ARCorrectAction.pdf>.

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- (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.

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