



COMMONWEALTH of VIRGINIA
Department of Education

October 4, 2013

TO: Division Superintendents

FROM: Patricia I. Wright, Superintendent of Public Instruction

SUBJECT: Federal Program Monitoring: Changes in the Administrative Review Process for the Federal School Nutrition Programs Beginning in 2013-2014

The Code of Federal Regulations Title 7, Part 210.18, requires the Virginia Department of Education to conduct an administrative review of the federally funded breakfast, lunch, afterschool snack, special milk, and other programs, as applicable, in each participating school division and public residential child-care institution (RCCI). This review, formerly known as Coordinated Review Effort (CRE), is a comprehensive evaluation designed to assess compliance with regulations, standards, and state and federal laws. Section 207 of the Healthy, Hunger-Free Kids Act of 2010 amended the National School Lunch Act to require implementation of a unified accountability system to ensure school food authority (SFA) compliance with program requirements. In response, USDA assessed the administrative review regulations and, as a result, developed an updated administrative review process for the National School Lunch Program and School Breakfast Program.

This newly revised federal administrative review will involve both off-site and on-site data collection, staff interviews, document reviews, and observation of the school nutrition programs in operation. Implementation of this revised federal review process and the newly required three-year (previously five-year) review cycle will begin with the 2013-2014 school year. For your information, the schedule of school division and RCCI administrative reviews for the next three years is in [Attachment A](#) to this memo.

A more detailed schedule for the 2013-2014 school year, including the dates for off-site pre-review data collection and the on-site review, is in [Attachment B](#) to this memo. School divisions scheduled for a review during the 2013-2014 school year are asked to immediately compare the on-site review dates to the division's calendar and contact Lynne A. Fellin, associate director of school nutrition programs, with any conflicts due to holidays, scheduled breaks, or dates during the week scheduled for the on-site review when meals would not be offered to students.

A one-hour webinar, to orient all school divisions to this new federal review process, will be conducted on Thursday, October 10, 2013, at 1 p.m. Specific information about the webinar will be sent by e-mail directly to the school nutrition program point of contact for each school division and RCCI. In-depth orientation sessions for school divisions and RCCIs scheduled for a school nutrition program federal administrative review during the 2013-2014 school year will be conducted during the week of October 14-18, 2013. Details of these orientation sessions will be sent directly to the school nutrition program point of contact for each SFA scheduled for a review this school year. It is recommended that each SFA scheduled for a review have at least one representative participate in the orientation; the representative should have divisionwide responsibility for the school nutrition programs. Additional information and registration details for the orientation sessions will be sent directly to the school divisions scheduled to be reviewed.

Questions regarding the school nutrition federal program monitoring administrative review process should be directed to Lynne A. Fellin, associate director of school nutrition programs, at (804) 225-2717 or by e-mail at lynne.fellin@doe.virginia.gov.

PIW/CDG/LAF/idl

Attachments:

- a. [FPAR Schedule Three-year Cycle](#) (PDF)
- b. [School Nutrition Programs FPAR Schedule 2013-2014](#) (PDF)