



# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF EDUCATION

P.O. BOX 2120

RICHMOND 23218-2120

January 30, 2017

Chief School Officer  
ABC Private School  
One Park Place  
Anytown, VA 22222

Dear Chief School Officer:

The Code of Federal Regulations, Title 7, Part 210.18 requires the Department of Education (DOE) to conduct a federal program administrative review (FPAR) of the USDA school nutrition programs in all participating school food authorities (SFA) once every three years. Private SFAs were notified of the three year cycle and annual review schedule in SNP Memorandum Number 2016-2017-10 in January 2017. The school nutrition programs (SNP) in ABC Private School are scheduled for this federal review in the 2016-2017 school year. This letter provides details regarding the pre-review off-site data collection, information the SFA staff must provide to DOE prior to the review, and the on-site DOE review schedule. Dates and deadlines, as well as information to assist the SFA in preparation for the review, are provided in an attachment to this letter.

As the chief school officer, your participation in this federal review process is respectfully requested. Please reserve time on your calendar to participate in the entrance and exit meetings. The review will begin with an entrance meeting on Tuesday, February 28, 2017 at 8:30 am, with you, the division's SNP contact, and staff from the DOE Office of School Nutrition Programs. Karen Patterson, DOE-SNP specialist, will be the team leader for the review process. Contact information for the team leader is provided in the attachment. The review will conclude with an exit conference on Wednesday, March 1, 2017 at 3 pm.

The purpose of this review is to determine compliance with federal and state regulations governing the school nutrition programs. The scope of the review includes five compliance modules: Access and Reimbursement; Nutritional Quality/Meal Pattern; Resource Management; General Program Compliance; and, Other Federal Programs. Within these modules, school policies and practices will be assessed, documentation will be reviewed, and meal service will be observed.

Chief School Officer  
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This process for the USDA federal program administrative review includes the SFA staff as active partners in the assessment. Data collection will take place off-site prior to the review to make effective use of SFA and DOE staff time and increase efficiency during the on-site review. Please assure all deadlines are met; contact the team leader or me if issues arise. Staff from SFAs scheduled for review during the current school year will receive orientation to the review process from Karen Patterson as part of the off-site data collection process.

During this review, the DOE-SNP review team will be working with you, the SFA school nutrition program staff, administrators, and building staff to assess the school nutrition programs, evaluate compliance, and identify areas that may require technical assistance or corrective action. Please contact Karen O. Patterson, the review team leader, or Lynne A. Fellin, Associate Director, at (804) 225-2717, with questions about this review.

Sincerely,

*Sandy*

Sandra C. Curwood, PhD, RDN  
Director  
Office of School Nutrition Programs

SCC/LAF/ag  
Enclosure

c: Ms. Mary Smith, School Nutrition Program Contact Person  
Karen O. Patterson, DOE-SNP Team Leader  
Lynne A. Fellin, Associate Director, School Nutrition Programs

**VIRGINIA DEPARTMENT OF EDUCATION  
SCHOOL NUTRITION PROGRAMS  
FEDERAL ADMINISTRATIVE REVIEW 2016-2017**

School Food Authority: ABC Private School - 5555

DOE-SNP Team Leader Karen O. Patterson

Phone: 804 371-4282 E-mail: Karen.patterson@doe.virginia.gov

**Pre-Review Off-Site Data Collection**

Sent to Division: January 30, 2017 Due from SFA: February 13, 2017

**Off-Site Review Form:**

Review, Edit, Return Off-Site Form to: SNPWEBDOC@doe.virginia.gov

**USDA Menu Certification Workbooks/Dietary Specifications/Potential Nutrient Analysis:**

**Menu Week to be Used for All Federal Review Compliance Assessment: February 13-17, 2017**

- Complete USDA Menu Certification Workbooks for lunch and breakfast for each grade group served (K-5, K-8, 6-8, and 9-12) for each unique menu offered during the week used for review. The Simplified Nutrient Assessment section of the workbooks is not required. Menu certification workbooks must be completed and available for review on first day of on-site review week.
- Complete Dietary Specifications Assessment questions once received from the DOE-SNP Team Leader and return to [SNPWEBDOC@doe.virginia.gov](mailto:SNPWEBDOC@doe.virginia.gov).
- Compile information for potential nutrient analysis to be ready on first day of onsite visit.

**Benefit Issuance (If Applicable for Pricing Programs):**

- Division-wide Benefit Issuance List of all Active Free and Reduced Eligible Students Include: Student Name; Application Number; Eligibility Status; School Name; Eligible by Application or D/C; Verification. Do not include Denied. Submit in Excel format. CEP divisions, contact Team Leader for information.
- Send via Secure, Confidential SSWS Dropbox to Team Leader and copy Lynne Fellin (see instructions attached for how to use the SSWS Dropbox)

**On-Site Review Information**

**Review Schedule:** Tuesday, February 28, through Wednesday, March 1, 2017

**Entrance Meeting followed by Central Office Review:**

Tuesday, February 28, 2017, 8:30 a.m.

**Exit Meeting:** Wednesday, March 1, 2017, 3 p.m.

**On-site school observations will include breakfast, lunch and other federal programs, if operating.**

School	Date	Reviewer
1. ABC Private School	Wednesday, March 1	Karen Patterson