



ADMIN REVIEW PREP

Child Nutrition & Food Distribution
Back to School Workshop 2025

Districts with a Review for School Year 2025-2026

- Belcourt
- St. Anns (Belcourt)
- Dakota Boys Ranch
- Divide County
- Drayton
- Dunseith
- Elgin
- Fort Yates
- GF Juvenile Det.
- Glenburn
- Holy Family
- Home on the Range
- Kulm
- Lewis & Clark
- Mandaree
- Mohall
- Munich
- NE Human Services
- New Salem
- Pride Manchester House
- Richland #44
- Rosevelt Carson
- Sawyer
- Scranton
- Selfridge
- Shiloh
- South Prairie
- St Johns (Wahpeton)
- St Josephs (Devils Lake)
- St Michaels (Grand Forks)
- Standing Rock
- Surrey
- Warwick
- Westhope
- White Shield
- Wing

New this Year High Risk Reviews



In order to keep the 5-year review cycle

Significant Findings in Performance Standards (Critical Areas)

Performance Standard 1: Meal Access and Reimbursement

Performance Standard 2: Meal Pattern and Nutritional Quality

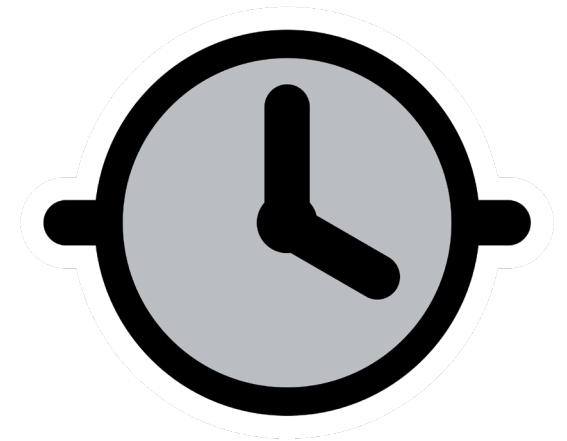
Multiple areas of technical assistance and/or corrective action

Repeat review the following year

**General Areas of Review are equally important*

Timeline

- September-October
 - SFA will receive an email indicating a review will take place. The email will contain login information with a link to PrimeroEdge to complete the review.
- October-December
 - DPI staff will reach out to SFA to schedule the review
- October-April
 - DPI staff will conduct the review



Off Site Review

- Conducted within the PrimeroEdge software
- All questions must be answered prior to the on-site visit
- Start gathering documentation for review
 - Applications
 - Menu documentation
 - Wellness policy and assessment
 - Procurement information



Reviews				
Academic Year	Program	Review Type	Lead Reviewer	Status
2024 - 2025	SNP	Administrative	Kellen Leier	Closed
2018 - 2019	SNP	Administrative	Tonya Siirtola	Closed

***25 Questions for Kitchen Staff**

***Approximately 80 Questions for Office Staff**

25 Dietary Specification Questions For Kitchen Staff

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Primero

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REVIEWS

Resources

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Administration

Create

Assign

Manage

Review Frequency

Tools

Configuration

Reports

SNP - Administrative Review Details: 08001 - Bismarck 1 (2024 - 2025)

« Back to Reviews

General Info

Site Selection

Correspondence

Forms

Questionnaire (0/0)

Corrective Action (1)

Technical Assistance (0)

Follow Up (0)

Fiscal Action

Documents (31)

Notes (0)

Commendations/Recommendations

Close

Form

Site

Section

Question #

Status

Nutrition/Meal Compliance

Silver Ranch Elementary

Dietary Specification Assessment Tool (...)

-- ALL --

Apply

Questionnaire

Collapse All

Section	Site	Question #	Status	Submitted By	Submitted On	Reviewed By	Reviewed On
▼ Dietary Specification Assessment Tool (Off Site Review)	Silver Ranch Elementary	1	Reviewed		01/23/2025	Tonya Siirtola	01/28/2025

Section:

Dietary Specification Assessment Tool (Off Site Review)

Site:

Silver Ranch Elementary

Question #:

1

For each question below, select the number that corresponds to the best description:

1 - Always (every day or 5 days/week)

2 - Most items or most of the time (3-4 days/week)

3 - Some items or some of the time (1-2 days/week)

4 - Never (0 days/week)

Are specifications considered when purchasing menu items and condiments to limit the following?

a. Saturated fat.

Lunch:

1

Breakfast:

1

b. Sodium.

Lunch:

1

Breakfast:

1

c. Trans Fat.

Lunch:

1

Breakfast:

1

Documentation:

Add...

View 0 Document(s)

Status:

Reviewed

Request Re-submission by SFA/Sponsor

Remainder of Questions

- Certification and Benefit Issuance
- Verification
- Meal Counting and Claiming
- Resource Management
- Civil Rights
- On-site Monitoring (If applicable)
- Wellness Policy
- Smart Snacks
- Professional Development
- After School Snack (If applicable)
- Fresh Fruit and Vegetable Program (If applicable)



Meal Compliance Sheets

Weekly Report Lunch, Grades K-8								
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	Cells shaded this color means the daily minimum for the component is NOT met
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Go to instructions	Monday	Tuesday	Wednesday	Thursday	Friday	Weekly Total	Weekly Requirement (cups)	Weekly Requirement Check
Minimum Fruit (cups)	1	1	1	1	1	5	2 1/2	Yes

Weekly Fruit Juice Limit Check (no more than half of total fruit)	Total Weekly Fruit	Total Weekly Fruit Juice	Percentage of total fruit
	5	0	

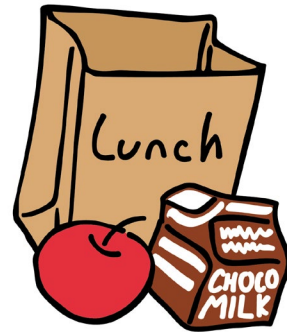
	Monday	Tuesday	Wednesday	Thursday	Friday	Weekly Total	Weekly Requirement (cups)	Weekly Requirement Check
Minimum Vegetables	1	1	1	1	1	5	3 3/4	Yes
Cups of DARK GREEN	1/4	1/4	1/4	1/4	1/4	1 1/4	1/2	Yes
Cups of RED/ORANGE	1/4	1/4	1/4	1/4	1/4	1 1/4	3/4	Yes
Cups of BEANS/PEAS(Legumes)	1/8	1/8	1/8	1/8	1/8	5/8	1/2	Yes
Cups of STARCHY vegetables	1/2	1/2	0	1/2	0	1 1/2	1/2	Yes
Cups of OTHER (any other type of vegetable)	7/8	7/8	7/8	7/8	7/8	4 3/8	1/2	Yes

Weekly Vegetable Juice Limit Check (no more than half of total vegetables)	Total Weekly Vegetables	Total Weekly Vegetable Juice	Percentage of total vegetables
	5	0	

Comments Section

What is Needed

- Month of Review Menu
 - The month prior to the onsite visit
- One full week (5 days) of Production books for both breakfast and lunch
- **All** labels for the week that is picked for both breakfast and lunch



On-Site Review

- Entrance Conference
- Meal Observation
- Technical Assistance
- Question Review
- Application Review
- Exit Conference



Documentation Needed

- Kitchen

- Month of review menu
- Meal compliance sheet with menu documentation
- Completed production books from chosen week
- Day of review completed production books and corresponding labels
- Professional Development Logs that include Civil Rights



Other Programs

- Vending Machines/School Stores
- Catering
- Fresh Fruit & Vegetable Program
- Special Milk Program
- After School Snack program
 - Will review offerings, onsite monitoring & civil rights training
 - If you operate this program but are not in charge of it, check in with those that do!
 - **FYI – regulations changed!**
 - No longer able to serve grain-based desserts
 - Weekly juice limit
 - 80% grains served must be whole grain-rich

Office Documentation Needed

- Wellness policy and assessment
- Racial Ethnic Data form
- Paid Lunch Equity Tool
- Civil Rights Complaint Procedure and Complaint log
- Professional Development Logs that include Civil Rights
- Procurement Documentation
- Meal Charge Policy
- Non-Program Revenue Tool
- Excess Fund plan
- Determination/Verification Letters if not DPI's

Procurement Review

- Food Service Procurement Policy
- Food Service Purchasing Code of Conduct
- Formal Bids (IFB or RFP)
- Contracts
- Informal or Micro-purchasing logs
- USDA Foods Processing Solicitations
- Vendor Paid List from 24-25 (All payments made out of the non-profit food service account)
- 3 Current Invoices from: Food/Grocery, Milk, Bread, Paper, Misc. or Micro-purchase items

Common Corrective Action

- Application Errors
- Incomplete Production Books
- Wellness Policy and Assessment
- Smart Snacks (Vending machines, school stores, etc.)
- 80% of grains offered must be Whole Grain
- Too much juice served, fruit offerings for 9-12 (especially at breakfast)
- Meal Pattern (short on servings or missing vegetable subgroup)
- Non-CN labeled items
- Professional Development
- Health Inspection
- "And Justice for All" Poster
- Reimbursable meal signage
- Non-Charge Policy
- On-site monitoring for District's that have more than 1 Site
- POS Location



Questions??



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