

**Instructions for completion and submission of the Pre-Administrative Review
Questionnaire(PARQ) and Supporting Documentation**

The Pre-Administrative Review Questionnaire(PARQ) allows the state agency (SA) to gain a better understanding of school food authority (SFA) operations prior to the on-site review. Information is requested from the SFA in advance to provide a sound review while decreasing the SA's on-site review time. As part of renewal, this information must be completed by the Sponsor.

The data collected must be current (i.e., collected during the year scheduled for review) and reflective of the current school year unless otherwise specified. The review period is typically the most recent month for which a claim for reimbursement was submitted, provided that it covers at least ten operating days. The SA will confirm this prior to the onsite review.

Monitoring Area to be completed by SFA	Number Series	Comments
Section II: Meal Access and Reimbursement		
Certification and Benefit Issuance	100-121	Many questions will be "N/A" for non-pricing program sponsors such as those with all sites implementing Community Eligibility Program (CEP).
Verification	200-204	N/A for non-pricing program sponsors (CEP)/ sponsors not using Free & Reduced-Price Applications, etc.
Meal Counting and Claiming	300-311	Update procedures on file with Program Specialist and/or upload updates to FANS System.
Section IV: Resource Management		
	700-712	
Section V: General Program Compliance		
Civil Rights	800-807	
SFA On-site Monitoring	900	N/A for single site sponsors
Local School Wellness Policy	1000-1006	
Smart Snacks	1100-1103	
Professional Standards	1200-1209	Annual staff training requirements, see latest release
Section VI: Other Federal Programs		
School Breakfast and Summer Food Service Program Outreach	1600-1601	
Section IX: Special Provision Options		
Provision 2 Only	2100-2104	N/A, if on school in the SFA operate Provision 2
Provision 3 Only	2105-2108	N/A, if on school in the SFA operate Provision 3
Community Eligibility Provision(CEP)	2109-2110	N/A, if on school in the SFA operate CEP
Provision 1 Only	2111	N/A, if on school in the SFA operate Provision 1
Provide all applicable documentation requested on the Off-site Assessment Tool.		

When saving the Pre-Administrative Review Questionnaire(PARQ) document, use the following format:

#586 Guardian Catholic School PARQ that correspond with the # and name in FANS.

Example: "#1234 ABC Academy - PARQ". Submit/upload an electronic copy to the Division of Food, Nutrition and Wellness in the "Required Documents" area in the School Meals Administrative Reviews section of FANS by the deadline designated by the Lead Reviewer.

**Pre-Administrative Review Questionnaire(PARQ)
Section II: Meal Access and Reimbursement**

SCHOOL FOOD AUTHORITY: #586 Guardian Catholic School

School Year: 2023-2024

Module: Certification and Benefit Issuance			
100.	Does the SFA meet one of the following criteria: <div style="margin-left: 20px;"> <input type="checkbox"/> SFA-wide Special Provision Non-Base Year (Provision 2/3) <input type="checkbox"/> RCCI, without day students <input checked="" type="checkbox"/> SFA-wide Community Eligibility Provision </div> Note: If one of the above is checked, skip questions 101 - 205 and proceed to question 300. If the SFA does not meet one of the above criteria answer the following questions (101-205).	YES	NO
		X	<input type="checkbox"/>
<input type="checkbox"/> N/A			
101.	Who is the determining official for certifying household applications?		
(Names and/or position titles):			

102.

Electronic Manual

a. Does the SFA use an electronic applications approval system or a manual **application approval system**? If a combination of electronic and manual is used check both boxes. a. a.

b. Does the SFA use an electronic benefit issuance system or a manual **benefit issuance system**? If a combination of electronic and manual check both boxes. b. b.

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Electronic application system means household applications are submitted by the household through a web-based or scanned application system. The system has limited to virtually no manual data entry by the SFA. Records are kept at the SFA electronically. All direct certification matches at the SFA level are completed with a computer match.

Manual application system means household applications are submitted by the household to the SFA. SFA completes eligibility determination and direct certification matches and enters data manually into a system and/or keeps written records. Hard copy records are kept on file at the SFA. If the SFA has implemented an electronic system, but one or more aspect of the application processing is conducted manually (e.g., applications are submitted online, and also on paper - SFA staff processes paper applications) the reviewer will consider it a manual/combination system. This would include instances where SFA staff are entering paper applications into the online electronic system for determinations.

Electronic benefit issuance system means that the transfer of a student's benefits to the Point of Service document is completed through a computerized system. The system has limited to virtually no manual data entry by the SFA; however, updates to benefits may be made manually in the electronic system. Benefit issuance identification and rosters are kept electronically.

Manual benefit issuance system means that the transfer of a student's benefits to the POS document is completed manually by the SFA. All updates to benefits are made manually by the SFA. Benefit issuance identification and rosters are manually developed. Hard copy records are kept on file at the SFA.

If the SFA has implemented an electronic system, but one or more aspect of the benefit issuance process is conducted manually (i.e., the SFA has an electronic benefit issuance system at most sites, but utilizes rosters/ tickets/tokens or any other benefit issuance method at some sites and SFA staff must manually make updates to those alternate systems), the reviewer will consider it a

103.	At the beginning of the school year, how is benefit status handled for children who have not submitted an application for the current school year?
Comments:	
104.	<p>If the SFA has an electronic application approval system, answer the below questions, if not proceed to the next question.</p> <p>a. How are records maintained and for how long?</p> <p>b. Describe the backup to the electronic-based approval system.</p>

manual/combination system.

**Pre-Administrative Review Questionnaire(PARQ)
Section II: Meal Access and Reimbursement**

Comments:

- a.
- b.
- c.

105.	How long does the applications approval take from the date the SFA receives the application from the household?
Comments:	
106.	Within the SFA, who has access to the applications within the system?
(Names and/or position titles):	
107.	a. When and how are households notified of students' certified eligibility? b. How are denied households notified? Review copy of the application approval/denial notification letter.

Comments:

- a.
- b.

**Pre-Administrative Review Questionnaire(PARQ)
Section II: Meal Access and Reimbursement**

108. Who is the hearing official?

(Name and/or position title):

109. Who at the SFA receives the direct certification documents from the state or local agency, and who is responsible for issuing and updating the benefit list?

Program	Name/title of person receiving direct certification documents from SA	Name/title of person issuing direct certification benefits to students
SNAP		
TANF		
FDPIR		
Homeless		
Migrant		
Foster Children		
Head Start		

110. Does the SFA use the direct certification notification letter provided by the State agency? **YES** **NO**

If no, does the letter contain all required information, and is it approved by the State agency? **YES** **NO** **N/A**
(Provide a copy of the letter used.)

Comments:

**Pre-Administrative Review Questionnaire(PARQ)
Section II: Meal Access and Reimbursement**

111. What is the SFA’s procedure for extending free school meal eligibility to all children who are members of a household in which one person in that household is receiving SNAP, TANF, or FDPIR benefits?

Comments:

112. Does the benefit issuance system identify how eligibility was determined?
(e.g., through application, direct certification, etc.)

YES		NO	

Comments:

a. Who has access to the benefit issuance system and/or documentation?

b. What safeguards are in place to ensure that only authorized individuals have access to the benefit issuance system and/or documentation?

a. (Names and/or position titles):

b.

114. How are benefits issued and distributed to students?
(e.g., via electronic system with code numbers for students, ticket system)

Comments:

115. How are eligibility determinations transferred to the benefit issuance document?

Comments:

**Pre-Administrative Review Questionnaire(PARQ)
Section II: Meal Access and Reimbursement**

116. How are benefit issuance document(s) transferred to the point of service system?

Comments:

117. How are eligibility status updates made to the point of service and to the benefit issuance document(s)?

Comments:

118. How frequently are updates made to the point of service and benefit issuance document(s)?

Comments:

119.	Does the benefit issuance document indicate the date the eligibility status changes were made?	YES		NO	

Comments:

How and when are the following changes made to the point of service and benefit issuance document:

- a. new students
- b. transfer students
- c. withdrawn students
- d. 30 day carryover of prior eligibility

Comments:

- a.
- b.
- c.
- d.

**Pre-Administrative Review Questionnaire(PARQ)
Section II: Meal Access and Reimbursement**

121.	a. Is there a backup system for updating benefit issuance document(s)?	YES		NO	
	b. If yes, describe the backup system for updating benefit issuance document(s).				
Comments:					
Module: Verification					
200.	Obtain a copy of the SFA's most recently submitted FNS-742 (Verification Collection Report).	YES		NO	
	a. Did the SFA choose the correct verification sample size?				
	b. Did the SFA verify the correct number of applications based on their verification sample size?				
	c. Was the most recent report timely and accurate?				
	If no, is this a recurring problem?				
Comments:					
201.	Who serves as the SFA's verifying official?				
(Name and/or position title):					
202.	Who serves as the confirming official?				
(Name and/or position title or software used is acceptable):					

**Pre-Administrative Review Questionnaire(PARQ)
Section II: Meal Access and Reimbursement**

203. Describe the SFA’s verification process (including SFA’s verification for cause process, deadlines, due dates, selection procedures, etc).

Comments:

204.	Does the SFA use an electronic system to identify error-prone applications? If yes, explain in the comments what software the SFA uses?	YES		NO	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Module: Meal Counting and Claiming

300.	Does the SFA use an electronic or manual system to count and consolidate reimbursable meals? If a combination of electronic and manual is used check both boxes.	Electronic	Manual
		<input type="checkbox"/>	<input checked="" type="checkbox"/>

Electronic System means meal counts are generated by an automated Point of Service (POS) system that may connect to the claim for reimbursement. Electronic systems have the ability to identify a student’s benefit category, tally daily meal counts, transfer daily meal counts to the SFA, consolidate meal counts for the SFA, and/or submit the claim for reimbursement. The system is limited to virtually NO MANUAL data entry at the POS. Meal counts are kept electronically.

Manual System means meal counts are generated by a manual Point of Service system. Meal counts are manually tallied, consolidated, and transferred to the SFA. Consolidation of meal counts by the SFA is completed manually. Hard copy records are kept on file.

If the SFA has implemented an electronic system, but one or more aspect of the benefit issuance process is conducted manually (e.g., the SFA has an electronic POS, but utilizes a roster at an alternate service location and SFA staff manually enters meal counts from the alternate service location), the reviewer will consider it a manual/combination system.

301. How does the SFA’s point of service system identify a student’s eligibility? Include all types of distinct counting methods (e.g., check-off list for grades 1-3, tickets for grades 4-8).

Comments:

Updated procedures have been uploaded to FANS. A clicker or tally sheet is used to record point of service distribution of a meal. All school students are eligible for a free breakfast, lunch, or snack.

**Pre-Administrative Review Questionnaire(PARQ)
Section II: Meal Access and Reimbursement**

Does the SFA have a backup system to their primary meal counting and claiming system should the primary system fail/not operate? **YES** **NO**

If YES, describe backup system in the comments. A tally sheet can be used as a backup system to the clicker.

Comments:

Update procedures on file with Program Specialist and/or upload updates to FANS System.

303. How often are cashiers and substitute cashiers trained on the meal counting and claiming system (including the backup system)?

Comments:

Update procedures on file with Program Specialist and/or upload updates to FANS System.

The school does not use a cashier however, a FSMC employee uses a clicker to count claimed meals.

304. At the end of meal service, how does the SFA obtain the daily meal counts by category from each school's point(s) of service?

Comments: Update procedures on file with Program Specialist and/or upload updates to FANS System. The FSMC cafeteria manager or employee tallies by clicker, and any tally sheets for PK 3 students, are totaled by the FSMC cafeteria manager who completes the daily production reports used for edit checks.

305. What are the SFA's meal counting and claiming policies and procedures for the following situations:

- | | | |
|---------------------------------------|---|------------|
| a) Offer vs. Serve? | Update procedures on file with Program Specialist and/or upload updates to FANS System. | N/A |
| b) Incomplete/Non-Reimbursable Meals? | Update procedures on file with Program Specialist and/or upload updates to FANS System. | N/A |
| c) Second Meals? | Specialist and/or upload updates to -----
FANS System. | N/A |
| d) Visiting student meals? | Specialist and/or upload updates to -----
FANS System. | N/A |

**Pre-Administrative Review Questionnaire(PARQ)
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e) Adult and non-student meals?	Update procedures on file with Program Specialist and/or upload updates to FANS System.	N/A		
f) Student worker meals?	Update procedures on file with Program Specialist and/or upload updates to FANS System.	N/A		
g) A la carte?	Update procedures on file with Program Specialist and/or upload updates to FANS System.	N/A		
h) Field trips?	Update procedures on file with Program Specialist and/or upload updates to FANS System.	N/A	X	
i) Lost, stolen, misused, forgotten or destroyed tickets, tokens, IDs, and PINS?	Update procedures on file with Program Specialist and/or upload updates to FANS System.	N/A		
j) Charged and/or pre-billed/prepaid meals?	Update procedures on file with Program Specialist and/or upload updates to FANS System.	N/A		
k) Students without funds to pay for meals?	Update procedures on file with Program Specialist and/or upload updates to FANS System.	N/A		
l) New students without approved certification of free or reduced-price benefits?	Update procedures on file with Program Specialist and/or upload updates to FANS System.	N/A		
m) Local Charge Policy and Unpaid Meal Policy Procedures?	Update procedures on file with Program Specialist and/or upload updates to FANS System.	N/A		
306.	What procedures are used as internal controls to ensure the meal counts do not exceed enrollment or attendance adjusted enrollment			
Comments: Daily edit checks are used as an internal control. Update procedures on file with Program Specialist and/or upload updates to FANS System.				

Pre-Administrative Review Questionnaire(PARQ)
Section II: Meal Access and Reimbursement

307. Electronic Systems Only: YES NO N/A

Are meal counts automatically consolidated?

If YES, does the software program contain edits and internal controls?

If NO, when and how are edit checks and internal controls completed?

Comments:

308. Have alternate points of service been approved by the SA? YES NO N/A

If there are alternative points of service, describe in the comments the number and types of alternate points of service operating during each meal service (e.g., meals in classrooms, bus).

Comments: Update procedures on file with Program Specialist and/or upload updates to FANS System. Meal points of service are field trip locations and the cafeteria.

309. If a school has more than one meal service line, how does the point of service system prevent duplicate or second meals from being claimed?

Comments: Update procedures on file with Program Specialist and/or upload updates to FANS System. There is one serving line in the cafeteria. PK 3 students may use their own separate serving line in the cafeteria as needed to accommodate developmental needs.

310. At the site level, how are the total daily meal counts by category submitted to the SFA for consolidation?

Comments: Update procedures on file with Program Specialist and/or upload updates to FANS System. Any daily PK 3 rosters used in the cafeteria are combined with the daily clicker POS counts by the FSMC cafeteria manager.

311. Describe the SFA's procedures for consolidating daily meal counts by category for each site to process the claim for reimbursement, if applicable.

Comments:

Update procedures on file with Program Specialist and/or upload updates to FANS System. NA, only one site is used.

**Pre-Administrative Review Questionnaire(PARQ)
Section IV- VI:**

Module: Maintenance of Nonprofit School Food Service Account

700. Did the SFA have the ability to accurately track all revenues? **YES** **NO**
How does the SFA track all revenues and expenses transferred in and out of the nonprofit school food service account?

Comments: All revenues come from FDACS reimbursements and this revenue item has a line item in the school's accounting and budgeting system.

		YES	NO
701.	Did the SFA have a fund balance in excess of three months average expenditures? If yes, but the excess funds balance was approved by the State agency list this in the comments.		X

Comments:

702. Did the SFA transfer funds other than approved indirect costs out of the nonprofit school food service account to support the General Fund or for other non food service-related expenses? **YES** **NO**

Comments:

703. If the SFA purchased equipment costing \$5,000 or more during the previous school year? If Yes, did the SFA receive prior approval from the State agency either directly or via the State's pre-approved equipment list (Comments response required.).

YES	NO
<input checked="" type="checkbox"/>	<input type="checkbox"/>

Comments: The school made FDACS approved equipment purchases with funds made available through the Emergency Operational Costs Reimbursement Program in 2022 and a FDACS approved capital purchase in June, 2023 for delivery/installation July, 2023.

704. Did the SFA have any financial findings related to the child nutrition programs on previous administrative reviews, A-133, OIG, or other state audits within the past three years?

YES	NO
<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments:

**Pre-Administrative Review Questionnaire(PARQ)
Section IV- VI:**

705.

Did the SFA have internal control procedures in place to ensure that only allowable costs were charged to the nonprofit school food service account?

YES		NO	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: The school’s bookkeeper records revenue and expense in accordance with a chart of accounts. The school’s financial transactions and financial statements are maintained using Parish Soft financial accounting and reporting software containing required internal controls.

Module: Paid Lunch Equity

706. Did the SFA use the USDA Paid Lunch Equity Tool or a comparable mechanism to evaluate the need to raise its paid lunch prices? _____ **YES** **NO** **N/A***

Comments:

*N/A selection is only allowable if all sites at the SFA are nonpricing

707. Did the SFA use non-Federal funds to support its paid lunch prices? **YES** **NO** **N/A***

Comments:

*N/A selection is only allowable if all sites at the SFA are nonpricing

708. Did the SFA increase its paid lunch prices at the level required by the USDA Paid Lunch Equity tool or comparable mechanism? **YES** **NO** **N/A***

Comments:

*N/A selection is only allowable if all sites at the SFA are nonpricing

Module: Revenue from Nonprogram Foods				
709.	Did the SFA sell second meals, Smart Snacks, and/or catering (e.g., foods/beverages for school board meetings; foods for outside entities and programs)?	YES	NO	NA
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

*If the SFA sold only milk and/or adult meals and no other Nonprogram foods, select "No".

**Pre-Administrative Review Questionnaire(PARQ)
Section IV- VI:**

710.		YES	NO	NA
	If the SFA provided adult meals for teachers and/or parents, did it charge and collect reimbursement from the adults receiving the meals or from the General Fund to cover the costs of the meals?			

Comments: Procedures are in place for employees to pay the school the cost of a meal charged by the FSMC. These funds would be paid directly to the FSMC as an additional meal charge.

***IF No, how did the SFA cover the cost of meals?**

711.	If the SFA charged for adult meals, were the meal prices charged in compliance with FNS Instruction 782-5, Rev. 1?	YES	NO	NA

Comments:

Module: Indirect Costs

712.	Were indirect costs charged to the SFA's nonprofit school food service account?	YES	NO
		<input type="checkbox"/>	<input type="checkbox"/>

Comments: Any indirect expenses are generally paid by the school but a portion of the expense is allocated to the program on the annual statement of financial performance. This includes, for example, the school's utility bills and cleaning service.

Module: Civil Rights

800. What non-discrimination statement is used for Program materials? Please provide exact language.

Comments: [USDA Nondiscrimination Statement](#)

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity.

2019 Justice for All poster

Did the School Food Authority publish a public release as required for the School Year being reviewed? **Yes** No

Provide a copy. **Attached.**

RCCIs are not required to submit a public release unless their enrollment includes day students.

**Pre-Administrative Review Questionnaire(PARQ)
Section IV- VI:**

802. What services does the SFA provide to households comprised of persons with Limited English Proficiency (LEP)?

Comments: Some bilingual staff members support parents with LEP during activities such as school enrollment or parent teacher conferences.

803 What is the SFA’s procedure for receiving and processing complaints alleging civil rights discrimination within FNS school meal programs?

Provide a copy. Attached.

Comments: All allegations or any suspicion of misconduct that affects the health, safety, or welfare of a student engaged in by any instructional personnel or administrators are reported to the supervising principal or to the Superintendent of Catholic Schools for further investigation or action.

Has the School Food Authority received any written or verbal complaints alleging discrimination in FNS Programs in the current or prior school year?

YES

NO

If yes, provide the following information: date, nature of complaint, and agency complaint was reported to.

Comments:

805. What procedures are in place for accommodating students with disabilities?

Comments: The school does not currently have any students with disabilities enrolled at the school however, the school is ADA compliant and contains an elevator and handicap accessible walkways and ramps.

Pre-Administrative Review Questionnaire(PARQ)

Section IV- VI:

When was the SFA’s most recent civil rights training for staff who interact with program applicants or participants (e.g., cafeteria staff, determining officials) and their supervisors?

Provide supporting documentation demonstrating topics covered and attendance of staff.

Comments: Staff training for civil rights, point of service, and meal components is scheduled for August 7, 2023 at 1:00 PM in the school’s cafeteria. Attached is the class sign in sheet for last year’s staff training class.

- 807. a. How does the SFA collect racial/ethnic data?
- b. How often is this information collected?
- c. Provide documentation to support the response.

Comments:

- a. This data is collected in FACTS, the school’s information management system.
- b. This data is collected during student enrollment and updated as needed.
- c. Please see the following school webpage for enrollment directions.
<https://guardiancs.schoolinsites.com/admissions#>

Module: SFA On-site Monitoring

- | | | | |
|------|---|-----------|------------|
| 900. | YES | NO | N/A |
|
 | | | |
| a. | Was the on-site monitoring of breakfast completed prior to February 1 st ? Yes, 09.02.22 | | |
| b. | Was the on-site monitoring of lunch completed prior to February 1 st ? Yes, 09.02.22 | | |
| c. | How does the SFA ensure that all schools are meeting program requirements? For example, list in the comments, how and when the monitoring is conducted? | | |

Comments:

c. Monitoring of the breakfast, lunch, and snack programs are completed each year by the SFA within one month of the start of the school year using the appropriate on-site review forms in FANS.

**Pre-Administrative Review Questionnaire(PARQ)
Section IV- VI:**

Module: Local School Wellness Policy			
1000.		Yes	No
	Are the minimum required elements written into the Local School Wellness Policy? In comments, explain how required elements are being met.	X	
	Provide a copy or appropriate web address of the current local school wellness Policy.	X	
<p>Comments: The Wellness Policy is located at https://guardiancs.schoolinsites.com/parents. The policy undergoes annual reviews and triennial assessments with stakeholders to ensure the policy is adhered to.</p>			
1001.	How does the public know about the local school wellness policy? Provide documentation to support the response (or appropriate web address(es)).		
<p>Comments: The policy is maintained on the school website in the parental section with other school policies. Further, parents are also notified about the policy through the Eagle Update, the school's digital weekly family communication. https://guardiancs.schoolinsites.com/parents</p>			
1002.	When and how does the review and update of the local school wellness policy occur? Provide documentation to support the response (or appropriate web address(es)).		
<p>Comments: The policy is reviewed annually and undergoes a triennial assessment as required every three years. Attached is the latest triennial assessment and a copy of survey results from stakeholders.</p>			
1003.	a. Who is involved in reviewing and updating the local school wellness policy? b. What is their relationship with the SFA?		
<p>Comments: a. The stakeholders including students, parents, teachers, school nurse, coach, and staff review and provide comments.</p>			

Pre-Administrative Review Questionnaire(PARQ)

Section IV- VI:

1004.	How are potential stakeholders made aware of their ability to participate in the development, review, update, and implementation of the local school wellness policy? Provide documentation to support the response (or appropriate web address(es)).
Comments: The stakeholders receive a notification from the Operations Manager, Program Director, or the school Principal requesting their participation and feedback. Attached is the most recent communication.	
1005.	Provide a copy of the most recent assessment on the implementation of the local school wellness policy.
1006.	How does the public know about the results of the most recent assessment on the implementation of the local school wellness policy? Provide documentation to support the response (or appropriate web address(es)).
Comments: The results are posted to the school's website https://guardiancs.schoolinsites.com/parents	
Module: Smart Snacks	
1100.	What are the SFA's food sale policies? List all types of food/beverage sales to include the selling of non-food items in combination with food items.
Comments: No food is sold outside of the school lunch and breakfast program during the school day.	
1101.	What is the SFA's process for determining compliance with non-packaged or recipe food items (combination foods that do not have a label)?
Comments: CN labels and the Food Buying Guide are used.	
1102.	How does the SFA account for accompaniments when determining whether food items meet the Smart Snack standards?

**Pre-Administrative Review Questionnaire(PARQ)
Section IV- VI:**

Comments: The school does not sell foods or beverages outside of the NSLP federally reimbursed school meal programs.

1103.	Who is responsible for tracking Smart Snacks compliance at the: a) SFA level: b) School level: c) For foodservice:
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Comments: The school does not sell foods or beverages outside of the NSLP federally reimbursed school meal programs.

a.	
b.	
c.	

Module: Professional Standards

1200.	What is the LEA student enrollment? (select one)		
a) 2,499 or less	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) 2,500 - 9,999	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) 10,000 or more	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1201.	List the employee count for each of the following:	
Directors	2	Director and assistant director as required by FDACS.
Managers		

Pre-Administrative Review Questionnaire(PARQ)

Section IV- VI:

Other Full-Time Nutrition Staff >20 hours/week	FSMC
Part-Time Nutrition Staff <20 hours/week	
Staff hired after January 1 of the School Year being reviewed	
Non-school nutrition staff that have responsibilities that include duties related to the program	

1202. a. Has the SFA hired any new directors on or after July 1, 2015? If no, proceed to Question 1204. YES **NO** N/A
- b) If a new School Nutrition Program Director has been hired, did they meet the hiring standards requirements?

Comments:

1203.

- a. If a new School Nutrition Program Director has been hired, did they complete food safety training within 30 days of being hired?
- b. If yes, proceed to question 1204. If no, was previous food safety certification obtained in the last 5 years? If yes, list the date of certification in comments.

YES	NO	N/A
		X
X		

**Pre-Administrative Review Questionnaire(PARQ)
Section IV- VI:**

Comments: **The current program director completed training in 2021.**

1204.

a. Did School Nutrition Program Directors meet the training requirement? See attachment 1 for training requirements.

b. If no, after review of the scheduled/planned trainings for the remainder of the school year is the School Nutrition Program Director expected to meet annual training requirements?

List completed training hours and expected/planned training hours in the comments.

YES	NO
X	

Comments: **The Assistant Director will complete the required courses within the next school semester as required by the FDACS.**

1205.

a. Did School Nutrition Program Managers, if applicable, meet the training requirements?

b. If not, after review of scheduled/planned trainings, trainings for the remainder of the school year is the School Nutrition Program Manager expected to meet the annual training requirements?

List completed training hours and expected/planned training hours in the comments.

YES NO

Comments NA

**Pre-Administrative Review Questionnaire(PARQ)
Section IV- VI:**

1206.

YES **NO**

Have the school nutrition staff met the annual training requirements for the current school year including part-time, full-time and any staff hired after January 1, if applicable? For staff hired after January 1, employees must meet at least half of the annual training requirements.

If not, review the scheduled/planned trainings for the remainder of the school year.

List completed training hours and expected/planned training hours in the comments.

Comments: The FSMC staff has completed their required training as recorded in the attached Food Service Management Monitoring Tool dated 04.26.23 . The next scheduled training is 08.07.23 at 1:00

1207.

Has the State Agency allowed the SFA flexibility to complete annual training requirements over a 2 year period?

YES **NO**

If yes, list in the comments section, the first school year to which the flexibility was applied.

Comments:

1208.

Is the SFA tracking training hours on an annual basis? Please describe how the SFA tracks and monitors annual training including frequency and tracking mechanism.

YES	NO
X	

Comments: The SFA maintains annual class attendance sign in sheets for all trainings. The Director and Assistant Director also complete required trainings through the FDACS training portal.

Pre-Administrative Review Questionnaire(PARQ)

Section IV- VI:

1209.

Did the employees that work outside of the school nutrition program whose responsibilities include duties related to the operation of the school nutrition program receive training applicable to their duties related to the program?

YES	NO
<input checked="" type="checkbox"/>	

If yes, list their names and job titles in the comments.

Comments: For 2022-2023:

Catrenna Robinson Felicia Bosman
 Berenda Gamble
 Tonya Williams
 Takia Presley
 Emily Kelley
 Yolanda Ellison
 Amanda Rainey
 Vince Clayton
 Shawn Blaylock
 BeTreylin Elder

Module: School Breakfast and Summer Food Service Program Outreach

| Not applicable

1600. How did the SFA inform households of the availability of the School Breakfast Program prior to (or at the beginning) of the school year and provide reminders about the availability of the School Breakfast Program throughout the school year?

Comments:

1601. How did the SFA inform eligible households about the availability and location of free meals for students via the Summer Food Service Program?

Comments:

Indicate if any additional federal programs are operated by the SFA

- Afterschool Snack Program
- Seamless Summer Option
- Fresh Fruit and Vegetable Program
- Special Milk Program

**Pre-Administrative Review Questionnaire(PARQ)
Section IX: Special Provision Options**

** For Provision 2 ONLY**

| Not applicable (if no schools in the SFA operate Provision 2, skip this page)

2100. Are non-federal funds being properly allocated to account for the difference of offering all meals to students at no charge and the Federal reimbursement?

YES			NO		

Comments:

2101. What procedures are/were used to calculate the Base Year claiming percentages for each school implementing Provision 2?

Comments:

2102. What procedures are used to apply the Base Year claiming percentages to the Non-base Year's claims for reimbursement?

Comments:

2103. If applicable, were adjustments made to the claiming percentages established during the Base Year? YES NO

If yes, describe the procedure used for the adjustment.

Comments:

2104. Has the SFA ensured all meals are provided at no cost to all enrolled students during Provision 2 Base Year? YES NO

If no, explain.

Comments:

Pre-Administrative Review Questionnaire(PARQ)
Section IX: Special Provision Options

X ** For Provision 3 ONLY **
| Not applicable (if no schools in the SFA operate Provision 3, skip this page)

2105.	Are non-federal funds being properly allocated to account for the difference of offering all meals to students at no charge and the Federal reimbursement?	YES	NO
Comments:			
2106.	What procedures are/were used to calculate the Base Year level of federal assistance for each school implementing Provision 3?		

Comments:

2107. What procedures are used to apply the Base Year level of federal assistance to the Nonbase Year’s claims for reimbursement?

Comments:

2108. If applicable, were adjustments made to the level of federal assistance established during the Base Year? **YES** **NO**

If yes, describe the procedure used for the adjustment.

Comments:

**Pre-Administrative Review Questionnaire(PARQ)
Section IX: Special Provision Options**

** For Community Eligibility Provision ONLY **

Not applicable (if no schools in the SFA operate Community Eligibility Provision, skip this page)

2109.	Are non-federal funds being properly allocated to account for the difference of offering all meals to students at no charge and the Federal reimbursement?	YES	NO
		<input checked="" type="checkbox"/>	

Comments:
Generally, the FDACS reimbursement covers the cost to provide free breakfast, lunch, and snack to all students.

2110.	<p>What procedures are used to apply the established ISPs to the current School Year’s claims for reimbursement? (Documentation supporting establishment of ISP and corresponding claiming percentages will be verified during completion of the On-site Review Assessment Tool)</p> <p>If applicable, were adjustments made to the ISP and corresponding claiming percentages in the current SY? If yes, describe the procedure used for the adjustment. No</p>
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Comments: After obtaining the number of qualifying students from FDC, that number is entered into the Data Collection section of FANS where the ISP is calculated by dividing the number of qualifying students by the total enrollment and multiplying by the appropriate factor to determine meals reimbursed at the federal free level.

** For Provision 1 ONLY **

Not applicable (if no schools in the SFA operate Provision 1, skip this page)
END

2111. Are all households provided meal applications and allowed to apply for meal benefits each school year?

YES			NO		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: