



School Food Service Training

TOPIC:	Administrative Review Process and Forms
DATE:	Wednesday, July 24, 2019
TARGET AUDIENCE:	Sponsors Being Reviewed in SY 19-20 (New and Experienced SFS Directors, Central Office Staff)
LOCATION:	Diocese of Shreveport Catholic Center 3500 Fairfield Ave Shreveport, LA 71104

		Learning Topic Codes**	CE Hours*
8:00 am – 8:30 am	Registration		
8:30 am – 9:00 am	General Information & Timeline <ul style="list-style-type: none"> • Schedule and Announcements • Site Selection 	3260	0.50
9:00 am – 10:00 am	Administrative Review Process	3260	1.00
10:00 am – 10:15 am	Break		
10:15 am – 12:30 pm	Offsite Forms <ul style="list-style-type: none"> • Off-Site Tool • Meal Compliance Risk Assessment Tool • Dietary Specifications Assessment Tool 	3260	1.75
12:30 pm – 1:00 pm	Lunch		
1:00 pm – 2:00 pm	Menu Certification	1100, 1150	1.00
2:00 pm – 2:30 pm	CEP	3260, 3130	0.50
2:30 pm – 2:45 pm	Break		
2:45 pm – 4:00 pm	Procurement	3260, 3320	1.25
4:00 pm – 4:15 pm	Questions and Answers with State Agency		

***Total Continuing Education (CE) Hours: 6.00**

****Learning Topic Codes:** 1100 Menu Planning, 1150 Analyze menus for school meal pattern requirements, 3130 Community Eligibility, 3260 Prepare for yearly Administrative Reviews, 3320 establish and document appropriate accounting procedures for all revenues and expenses, ensuring all procedures comply with Federal, State, and local regulations

Resource:

AR Resources: <https://cnp.doe.louisiana.gov/DNAMemos/Forms.asp#C37>

Menu Certification Resources: <https://www.fns.usda.gov/school-meals/certification-compliance-worksheets-5-day-schedule>

Agenda is subject to change