## **Administrative Review Flow Chart**

## Pre On-Site

**Notification of Administrative Review.** 

Sponsor attends training.

Off-Site Assessment Tool available in KN-CLAIM
4-6 weeks prior to on-site review date.

KSDE & Sponsor collaborate to compile data and complete Off-Site Assessment Tool.

Complete Off-Site and Resource Management questions in KN-CLAIM prior to on-site review date.

KSDE complete Resource Management Risk Indicator Tool after Off-Site Assessment Tool is complete.

**KSDE** notifies Sponsor of selected sites.

KSDE and Sponsor collaborates to complete Meal Compliance Risk Assessment Tool.

KSDE completes off-site portion of Dietary Specifications Assessment Tool.

## On-Site

Entrance Conference. Discuss off-site assessment along with on-site process.

**Completion of On-Site Assessment Tool** 

- •F/R benefit issuance assessment
- Observe meal service
- General areas assessment
- Other programs assessment

Exit Conference. Discuss findings, action needed, deadlines, and other applicable information.

## Post On-Site

Administrative Review Report completed in KN-CLAIM within 30 days of exit conference and findings letter sent to sponsor.

Corrective Action submitted to KSDE by sponsor within 30 days.

KSDE receives, reviews and responds to documented corrective action within 30 days.

Sponsor notified of any potential fiscal action and appeal process.

Administrative Review is closed.

Key:

**KSDE** responsibility

Sponsor responsibility

Collaboration between KSDE and sponsor