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