



Food and
Nutrition
Service

Park Office
Center

3101 Park
Center Drive
Alexandria
VA 22302

DATE: August 23, 2019

MEMO CODE: SP 35-2019

SUBJECT: Administrative Review Addendum (Effective School Year 2019-2020)

TO: Regional Directors
Special Nutrition Programs
All Regions

State Directors
Child Nutrition Programs
All States

This memorandum provides information regarding the School Meal Programs Administrative Review (AR) Manual effective School Year (SY) 2019-2020. In previous years, AR materials have been updated annually. This school year's updates to the AR process are issued through an addendum document (attachment). These updates are NOT reflected in the AR manual, forms, and tools.

The AR addendum highlights changes and clarifications to the AR process based on final rules. The AR addendum supersedes corresponding sections of the AR manual, forms, and tools.

Please note that all AR materials issued for SY 2018-2019 and the AR addendum are effective for 2019-2020 and until further updates are issued. State agencies are expected to start implementing the AR addendum for SY 2019-2020 administrative reviews. Please note, data collected during administrative reviews in SY 2019-2020 will be reported on the FNS-640 due March 1, 2021.

State agencies should direct any questions concerning this guidance to their FNS Regional Office.

Sincerely,

Sarah E. Smith-Holmes
Director
Program Monitoring and Operational Support Division
Child Nutrition Programs