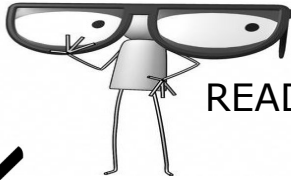


TIPS FOR THE ADMINISTRATIVE REVIEW PROCESS



READ THE QUESTION FOR UNDERSTANDING



USE COMPLETE SENTENCES FOR YOUR ANSWER



USE CORRECT GRAMMAR, SPELLING AND PUNCTUATION



WRITE OUT ACRONYMS



WHEN ASKED FOR AN EXPLANATION OF HOW SOMETHING IS DONE, EXPLAIN AS THOUGH YOU ARE WRITING FOR A PERSON WHO DOES NOT HAVE SCHOOL FOOD SERVICE EXPERIENCE



THE MIGRANT, FOSTER OR HOMELESS LIST MUST BE SIGNED BY THE SCHOOL LIAISON (USE LETTERHEAD, IF POSSIBLE)



IF YOU USE LETTERS (SUCH AS BENEFIT LETTERS TO THE HOUSEHOLD) WITHIN NUTRIKIDS, MEALTRACKER, ETC., MAKE CERTAIN ALL OF THE INFORMATION IS THE SAME AS THE TDA VERSION, EVEN THE NON-DISCRIMINATION STATEMENT

REMEMBER THESE DEFINITIONS:



NON-PROGRAM REVENUE IS THE MONEY YOU RECEIVE FROM A LA CARTE SALES AND ADULT MEALS

NON-PROGRAM EXPENDITURES ARE THE MONIES YOU SPEND ON A LA CARTE ITEMS AND ADULT MEALS

PROGRAM REVENUE IS THE MONEY YOU RECEIVE FOR PAID STUDENT MEALS AND THE FEDERAL MONEY YOU RECEIVE

PROGRAM EXPENDITURES ARE THOSE EXPENSES THAT ARE INCURRED FOR THE REIMBURSABLE STUDENT MEALS