



Food and
Nutrition
Service

Park Office
Center

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DATE: February 21, 2019

MEMO CODE: SP 11-2019

SUBJECT: Administrative Review – SY 2018-2019 Fiscal Action Workbook Update

TO: Regional Directors
Special Nutrition Programs
All Regions

State Directors
Child Nutrition Programs
All States

FNS issued memorandum SP 07-2019 on November 30, 2018. This memorandum provided information regarding the delay of the fiscal action process due to State agency reported errors associated with the SY 2018-2019 Fiscal Action Workbook. Currently, regulations at 7 CFR 210.18(l) requires State agencies to take fiscal action for Performance Standard 1 violations and specific Performance Standard 2 violations identified during an Administrative Review.

In an effort to ensure accuracy of the fiscal action process, FNS has corrected the State agency reported errors associated with the SY 2018-2019 Fiscal Action Workbook and conducted several rounds of testing. A corrected version of the SY 2018-2019 FA Workbook, to assist SFAs still in the process of completing fiscal action, is attached to this memorandum and has been posted to Partner Web.

State agencies assessing fiscal action for SY 2018-2019 are expected to begin the fiscal action process utilizing the current SY 2018-2019 Fiscal Action Workbook attached. State agencies that have already made calculations for fiscal action prior to the release of memorandum SP 07-2019 are not required to recalculate fiscal action assessed. If there will be significant and impactful differences in calculations for their school food authorities, it is at the State agency's discretion to consider recalculation using the most current SY 2018-2019 Fiscal Action Workbook.

State agencies are reminded to distribute this memorandum to Program Operators. Program Operators should direct any questions concerning this guidance to their State agencies. State agencies should direct any questions concerning this guidance to the appropriate FNS Regional office.

Sincerely,

Original Signed

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