

DATE: September 2019

TO: School Food Authority Administrators and Food Service Directors

FROM: Christine Emerson, Director
School Nutrition Programs

SUBJECT: 3-year Administrative Review Cycle Waiver

This memorandum provides guidance for school districts participating in the U.S. Department of Agriculture (USDA) National School Lunch Program administered by the Office of Public Instruction (OPI) School Nutrition Programs (SNP).

On September 20, 2019 OPI SNP was approved by USDA Food and Nutrition Services (FNS) for a waiver to implement a 5-year administrative review cycle as proposed by SP 12-2019 *Flexibility for the Administrative Review Cycle Requirement* through June 30, 2024. The goal of the waiver is to decrease administrative burden on Montana's school food authorities (SFAs) while increasing technical assistance and training opportunities.

OPI SNP recognizes the importance of balancing program integrity with the local needs of Montana SFAs. With the transition to a 5-year administrative review cycle, OPI SNP will provide targeted support to SFAs on non-administrative review years through on-site technical assistance visits (TA). SFAs receiving a TA visit on non-administrative review years will be notified by MT OPI in advance, and will have the opportunity to request specific training needs.

Please contact Montana OPI SNP at (406) 444-2501 with any questions.

Sincerely,



Christine Emerson, Director
School Nutrition Programs
Montana Office of Public Instruction