



United States  
Department of  
Agriculture

Food and  
Nutrition  
Service

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Alexandria, VA  
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DATE: March 6, 2014

MEMO CODE: SP 24 - 2014

SUBJECT: Additional Administrative Reviews Guidance

TO: Regional Directors  
Special Nutrition Programs  
All Regions

State Directors  
Child Nutrition Programs  
All States

This memorandum addresses the requirement for State agencies to conduct Additional Administrative Reviews (AAR) of high-risk local educational agencies in the School Meal Programs. As you are aware, these reviews have been required of State agencies since the provision was added to section 22 of the Richard B. Russell National School Lunch Act (NSLA) in 2004.

Due to recent changes mandated by Section 207 of the Healthy, Hunger-Free Kids Act of 2010 (P. L. 111-296), State agencies are now required to increase the number of administrative reviews on an annual basis to ensure all SFAs are reviewed within the three year review cycle. This increased frequency of reviews, coupled with the new Administrative Review procedures, satisfy the objective of Section 22 of the NSLA to reduce administrative and payment errors, thereby eliminating the need for State agencies to continue conducting AARs of selected local educational agencies, as prescribed in SP 09-2014 "Additional Administrative Reviews (AAR) and State Retention of Improperly-Paid Funds in School Year (SY) 2013-2014", dated November 13, 2013. Therefore, effective this school year, State agencies are no longer required to conduct AARs.

Questions regarding this memo should be directed to the Regional Offices (RO). RO questions should be directed to the Program Monitoring and Operational Support Division.

**Original Signed**

Cynthia Long  
Deputy Administrator  
Child Nutrition Programs