



**RHODE
ISLAND**

Reporting and Recordkeeping

August 15, 2023

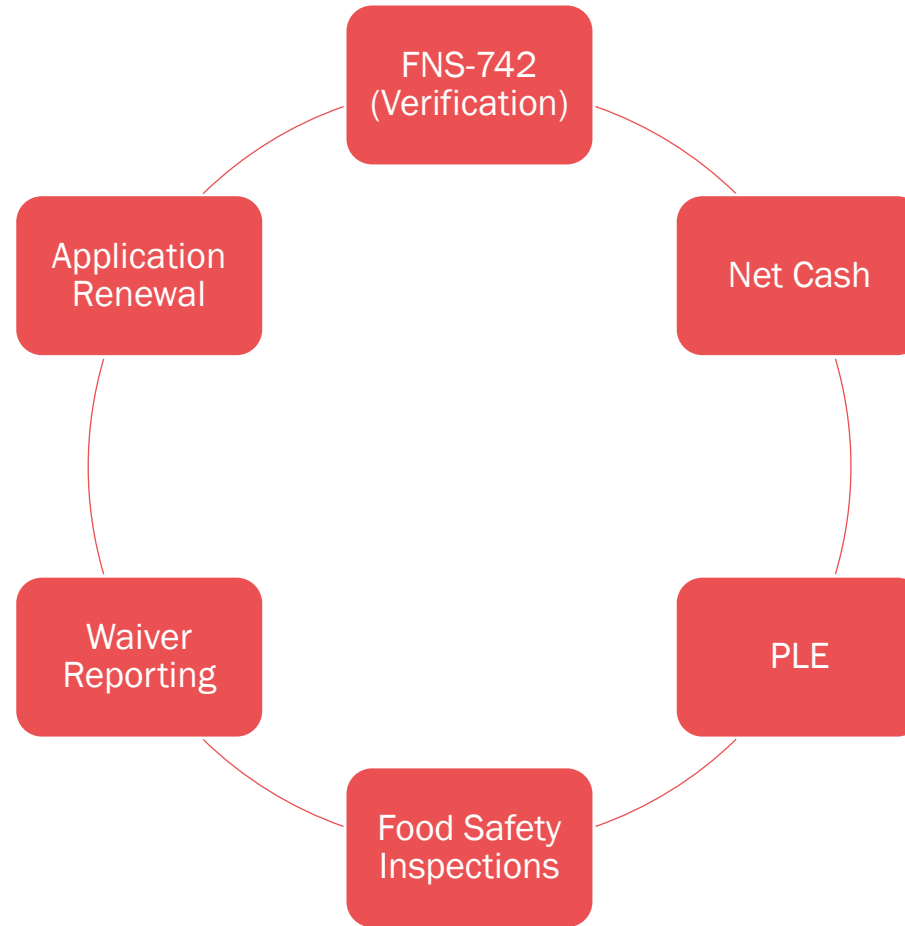
This institution is an equal opportunity employer.

Reporting

**RHODE
ISLAND**

Reporting Overview

Various reports are due to RIDE throughout the school year.



Application Renewal

Application renewal generally starts in May and should be complete by June 30th. The information listed below is collected in the application packet.

Contact Information

- Program Contact
- Business Manager
- Food Service Director
- Claim Contact
- Determining/Verification Contact

Meal Prices

- Collected by site
- Collected by meal type
- Paid Prices
- Reduced Prices
- Adult meal prices

Collection Procedures

- How meal counts are taken
- Where meal counts are taken



FNS-742 (Verification Report)

The FNS-742 collects information regarding the verification report.

Start on October
31st at earliest

Cannot complete
until verification is
complete

Due by December
15th

See “Eligibility
Determination and
Verification” training
for more details



Net Cash

The Net Cash report is now collected in CNP Connect using the Financial Report in the Application menu.

Report will be collected in December

Reporting is for the previous school year

Excess cash of more than 3 months average expenditures requires a spend down plan

Spend down plan must be submitted for approval



Paid Lunch Equity (PLE)

The purpose of the PLE tool is to ensure the average paid meal price is not less than the difference between the free and paid reimbursements.

Report is generally collected towards the end of the school year

SFAs with a zero or positive balance at end of school year (June 30th) are exempt from reporting

Non-pricing schools are exempt from this requirement

SFAs are not required to raise meal prices more than \$0.10 per year



Food Safety Inspections

SFAs must report on the number of food safety inspections conducted at each site during the school year.

Each site is required to have 2 food safety inspections each school year

Food safety inspections can be requested from the DOH

Number of food safety inspections will be reported in CNP Connect

Due after school year is complete



Waiver Reporting

Waivers to various requirements may be requested on an as needed basis as available.

SFAs must request waivers from RIDE

RIDE may need to request USDA approval

Reporting on the use of waivers is required

Due date and type of reporting varies by waiver



Recordkeeping

Recordkeeping

All records associated with the School Nutrition Programs must be retained for 3 years plus the current year.

Records include but are not limited to:

Agreement Renewal Documentation

All Verification Documentation

Meal Benefit Applications

Monitoring Forms

Direct Certification Documentation

Menu and Food Production Records

Meal Count Documentation

All Resource Management

Wellness Policy Documentation

Food Safety Inspections

Food Temp Logs

Civil Rights Compliance Documentation

Professional Standards Documentation

Administrative Review Reports



Contact Information

RIDE School Nutrition Program Contacts

Jennifer Goodwin

RIDE Nutrition Program Specialist

Jennifer.goodwin@ride.ri.gov

401-222-4269

Katie
Chippendale

RIDE Nutrition Consultant

Katherine.Chippendale@ride.ri.gov

401-222-4257

Amna Farahat

RIDE Nutrition Consultant

Amna.Farahat@ride.ri.gov

401-222-4682

Lauren Panzarella

Fiscal Technician

Lauren.Panzarella@ride.ri.gov

401-222-4252

Jessica Patroliia

Child Nutrition Programs Coordinator

Jessica.Patroliia@ride.ri.gov

401-222-4253



Thank You!

Questions?

