

# The FNS Management Evaluation (“ME”) Process





"No, you're not here for an audit."

# FNS Management Evaluation



- **The purpose is not to:**
  - **make life a living “hell”...**
  - **“nit-pick”...**
  - **get folks into trouble with their superiors**

# **MEs are a Management Tool...**



- **Offers a chance to step back and assess how well things are going**
- **Provides technical assistance**
- **Allows sharing of “best practices”**



# FNS Management Evaluation



- **Provides a reality check—  
compliance with federal  
regulations, policies and  
instructions**



- **Helps identify trends so regions  
can target technical assistance**

# Frequency of FNS ME's of State Agencies

- **FNS Regional Offices review States as needed for:**
  - Commodity component of the Child Nutrition Programs
  - All other commodity programs (TEFAP, CSFP, FDPIR)
- **Period of time reviewed is since the last ME**





# **Regional Offices Have Flexibility In How They Approach and Perform Management Evaluations of Each State**



# FNS Regional Office Flexibility



- **Regions choose States**
- **State selection does not have to be rotational**
- **Region may choose to visit local agencies**

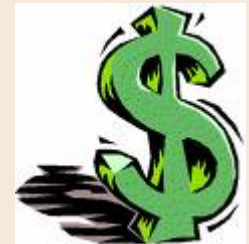




# FNS Regional Office Flexibility



- **Design of each ME based on Regional knowledge of State structure and operations...**
- **Regional staffing/travel funding is also a consideration**



# FNS Regional Office Flexibility

- **The ME may cross several programs in a State:**

- **Schools**
- **TEFAP**
- **CSFP**
- **FDPIR**



**...State structure often drives the number of programs reviewed...**

# What Do MEs Focus On?



- **Critical areas of program management:**
  - **Program Administration**
  - **Data Systems**
  - **Agreements**



# What Do MEs Focus On?



- **Areas of program vulnerability:**

- **Inventory Control**
- **Eligibility Determinations**
- **Financial Management**



# What Do MEs Focus On?



- **Region may identify other areas of special focus based on:**

- **Past audits**
- **Past ME findings**
- **Previous corrective action plans**



- **Ongoing communication with State**

# Preparing for a ME



- **Region Notifies State:**

- **When**
- **Where (SDA/LA)**
- **Who**



- **Region may share ME questions ahead of time**

# Preparing for a ME



- **State gathers documents needed for review**
- **Region holds entrance conference**



# ME Guides



- **Annual FNS Child Nutrition Program Coordinated Review Guidance gives “Areas of Focus”**
- **FNS Commodity program “ME Modules” are also used as a guide**

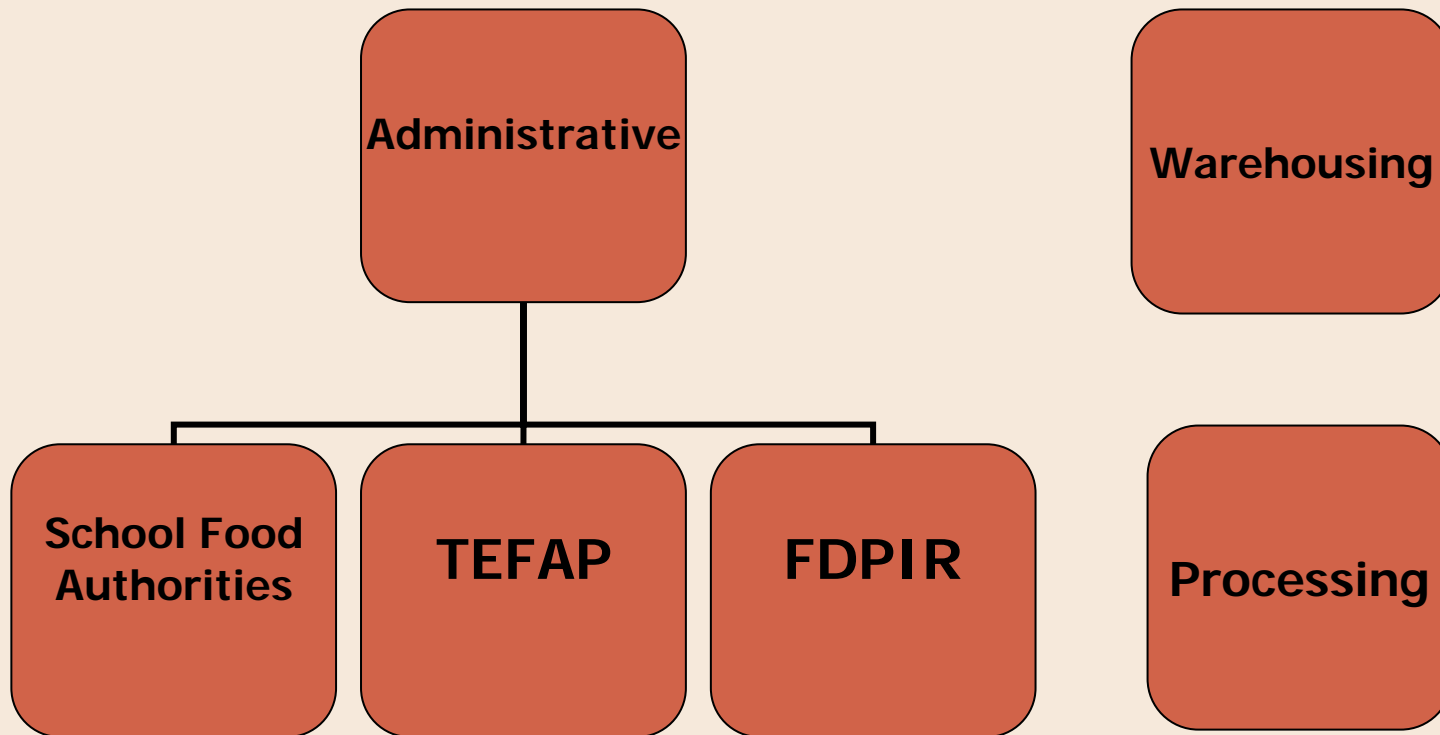




# Food Distribution Program Management Evaluations



## 6 Modules



# Administrative Module Topics



- **Training & Technical Assistance**
  - **State, RA and Local Agency Staffs**
  
- **Program Administration**
  - **Staffing**
  - **Previous MEs/audits**
  
- **Information Dissemination**
  - **Written procedures/manuals**



# Administrative Module Topics

- **Inventory Control:**
  - **Single Inventory**
  - **Transfers/Redonations**
- **Civil Rights:**
  - **Complaints/Data collection**
- **Financial Management:**
  - **Salvage Account**
  - **Operations Account**



# Administrative Module



- **Eligibility/Agreements/Contracts**
- **Claims/Commodity Losses**
- **Audits/Audit Requirements**
- **Commodity Complaints, Holds/Recalls**



# The ME Report Includes:



- **Findings—discussed at exit conference and in report**
- **Suggestions for program enhancement**
- **Where the SA must take corrective action**



# We are a team...



- ✓ **State agency**
- ✓ **FNS**