



**United States
Department of
Agriculture**

Food and
Nutrition
Service

3101 Park
Center Drive
Alexandria, VA
22302-1500

MEMO CODE: SP 36-2008

DATE: 9/2/2008

SUBJECT: Coordinated Review Effort (CRE)
Revised Forms and Instructions

TO: Regional Directors
Special Nutrition Programs
All Regions

State Directors
Child Nutrition Programs
All States

Attached for your use in Coordinated Review Effort (CRE) reviews that will be conducted by your State agency beginning in School Year 2008-2009 are the revised CRE Forms and Instructions. These review instruments were developed by a task group of federal and state staff and were refined subsequent to the CRE Training Sessions that were held in four locations throughout the nation in the spring of 2008.

The CRE Forms and Instructions have been developed in MSWord and are presented on the FNS Partner Web in three folders. The first folder, *00-0 CRE Forms & Instructions Workbook – Highlighted*, contains 12 files. These files have additions and corrections that were made to the 1992 Forms and Instructions highlighted in yellow. The highlighted segments show new or corrected information, but do not identify deletions that were made. These highlighted forms are those that were used by participants in the CRE Training Sessions and can be used as a resource to train new CRE reviewers.

Next, *00-0 CRE Forms & Instructions – FINAL* contain the same text as the highlighted copies but with all of the highlighting removed. The 15 Forms and Instructions files in this folder can be downloaded from the Partner Web and reproduced to complete manually.

Finally, *00-0 CRE Forms & Instructions Electronic Version* has fields inserted into the forms so that the instruments can be loaded onto a computer and completed electronically. These 15 electronic files are protected and must be in the protected format to enter information electronically. One of the files in this folder, *00 Instructions for Using MSWord Electronic Forms*, provides information to guide the user in completing the electronic forms.

The policy regarding the use of the CRE Forms and Instructions has not changed. That is, State agencies are required to use the Forms and Instructions designed to evaluate the Critical Areas of Review as defined in 7 CFR 210.18(g). This requirement also applies to the new instruments that have been developed to review those schools participating under Provision 2 or Provision 3. Only the Optional Forms and Instructions, General Areas of Review Forms and Instructions, and the newly created Seamless Summer Option Forms and Instructions, CRE Data Summary and Excel Workbook are not required to be used in administrative reviews.

FNS will be offering a CRE Training make-up session during the week of October 27 through 31, 2008. After that training is complete, the additional materials used in the training sessions, i.e. the *CRE Training Manual*, will be posted on the Partner Web for your use.

If you have questions, please contact your FNS Regional Office for assistance.

Original Signed

CYNTHIA LONG
Director
Child Nutrition Division

Attachments