

# Food and Nutrition Management Evaluation Reviews

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# What is Management Evaluation?

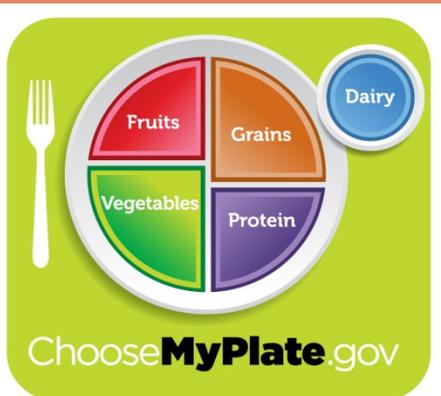
- Management Evaluation is often referred to as an ME Review
- Each year in July, Food and Nutrition Services (FNS) sends the Department of Human Services (DHS) a memo of target areas that are required to be reviewed
- SNAP-Ed or Nutrition Education is one of the areas ME Reviewers are required to review
- There are other areas outside of SNAP-ED that require an ME review



# Who is considered for the Food and Nutrition reviews?

- For Nutrition Education, review sites are chosen from:
  - Iowa Department of Public Health (IDPH) and
  - Iowa State University (ISU)

Three types of reviews are completed for a federal fiscal year and are selected from the implementing agencies. Reviewers select one Youth Education Lesson, one Adult Education Lesson and one Senior Education Lesson.



# Review Process

- There are four parts to the review process:
  - Completion of a questionnaire
  - Observation of the lesson and instructor
  - Financial review
  - Report and findings

Quality Review



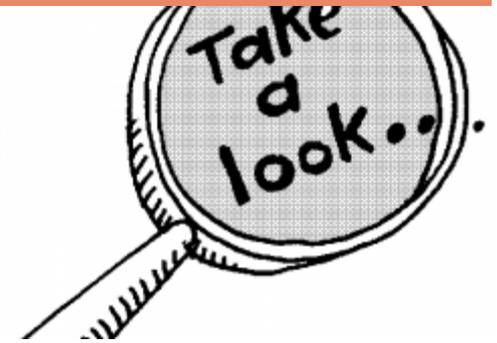
# Questionnaire

- The questionnaire is completed by the implementing agency being reviewed prior to the lesson observation
- There are some questions that require a financial person to complete prior to the lesson observation



# Observation

- ❖ Set a date and time to observe a lesson
- ❖ Pre-meeting
- ❖ Observation
- ❖ Questions



# Financial Review

- Financial Information will be requested for the site reviewed
- This request is generally for a designated three month time span
- All supporting documentation needs to be included
- The financial review is done off site by a DHS Internal Auditor
- DHS may request additional information



**FINANCIAL  
PICTURE**

# Report and Findings

- Once all the information is obtained and reviewed a draft copy of any findings is shared with the agency before the final report is submitted to FNS
- You will have the opportunity to make adjustments to the findings if something can be changed due to information or documentation received
- A final report is submitted to FNS for all Food and Nutrition reviews



# Reviewers

- There are two DHS staff that will conduct the Food and Nutrition reviews
  - Lisa Michaelson
  - Shannon Harris



Questions?