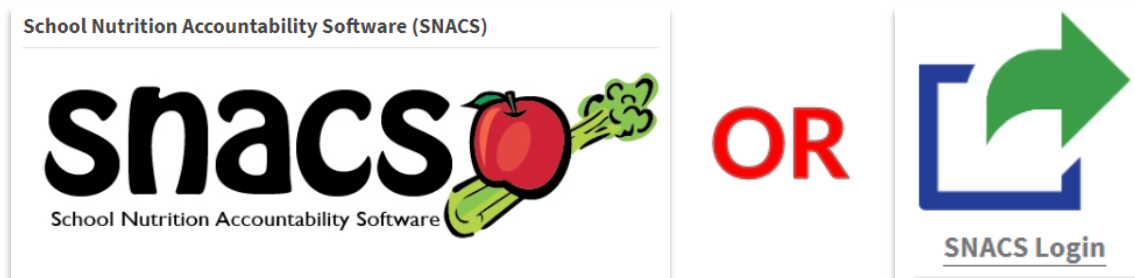


Using SNACS for the Administrative Review

1. To access SNACS, go to the [SNACS webpage](https://dpi.wi.gov/school-nutrition/snacs) (https://dpi.wi.gov/school-nutrition/snacs) and click the SNACS logo or the SNACS Login icon.

Note: Bookmark this page rather than the login page.



2. Enter your WAMS User ID and password to login.

The image shows the login page for SNACS. At the top is the logo for the Wisconsin Department of Public Instruction. Below the logo is the text 'Sign in to use available applications'. There are two input fields: 'WAMS User ID' and 'Password'. Below the 'Password' field is a 'Login' button. To the right of the input fields are three links: 'Need help with your WAMS account?', 'Do not have a WAMS account?', and 'Are you unable to access your application(s)?'. At the bottom of the page is a warning message: 'Please do not bookmark this page.' and a 'WAMS WEB ACCESS MANAGEMENT SYSTEM' logo.

3. After logging in you will be taken to your School Food Authority's (SFA) dashboard in SNACS. Select the Reviews tab from the top section to access your administrative review (circled below).

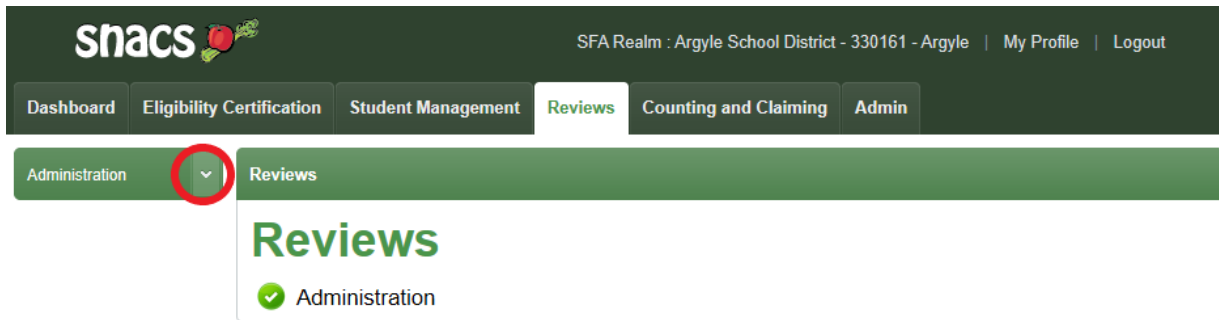
Note: the messages under the My Messages section of the dashboard are auto generated and many are based on the Calendar of Requirements. If you do not use SNACS as your school nutrition software you may ignore/delete the messages generated in SNACS.

The image shows a screenshot of the SNACS dashboard. At the top is the 'snacs' logo and the text 'SFA Realm : Argyle School District - 330161 - Argyle | My Profile | Logout'. Below the logo is a navigation bar with several tabs: 'Dashboard', 'Eligibility Certification', 'Student Management', 'Reviews', 'Counting and Claiming', and 'Admin'. The 'Reviews' tab is circled in red. Below the navigation bar is the 'Dashboard' section, which is divided into two main areas: 'My Messages' and 'Current Eligibility Summary'. The 'My Messages' section has a table with columns for Date, Category, and Subject. The 'Current Eligibility Summary' section has a table with columns for Eligibility and Count.

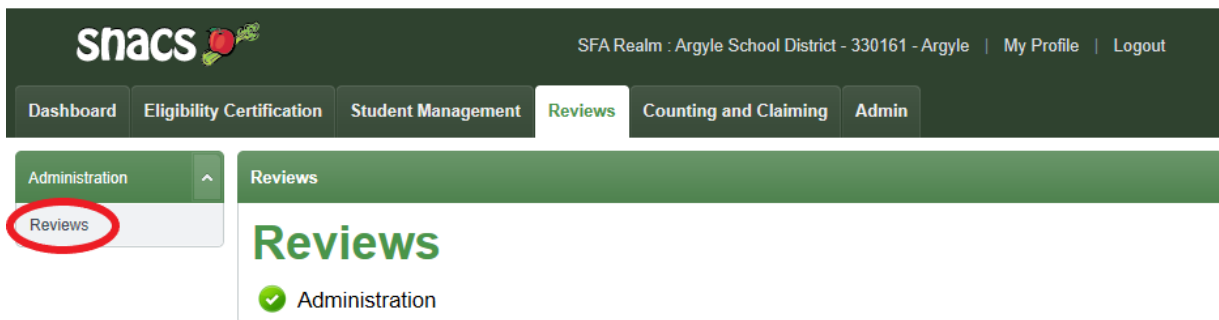
Date	Category	Subject
11/4/2019	Verification	Verification Sample Overdue
11/3/2019	Verification	Verification Sample Overdue

Eligibility	Count
Free	0
Reduced	0

4. After selecting the Reviews tab, the Reviews Module in SNACS will open. Select the Administration tab located on the left hand side of the page.

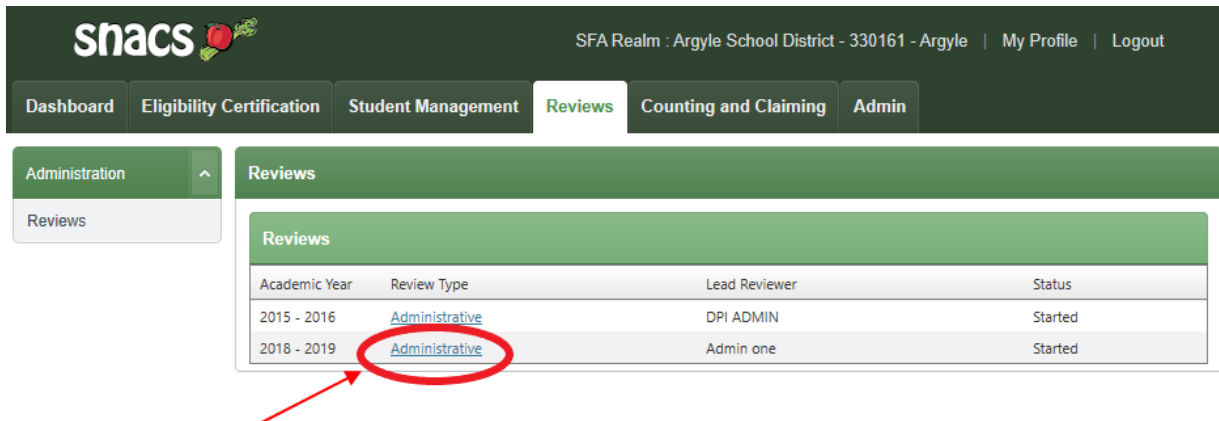


-Then select **Reviews**, which will be located directly below the Administration tab on the left hand side of the screen.



-To open the Review Details page, select the hyperlink for the current review that is scheduled. This is where you will access your review.

Note: There may be more than one review listed for your SFA if you have had a previous review done in SNACS. Select the hyperlink for the current school year's review.



5. Below is an overview of the Review Details page. More detailed information is outlined later on in this document.

The Site Selection Worksheet was submitted on 12/6/2018 2:55:15 PM by Admin one.

Review Details: 330161 - Argyle School District

« Back to Reviews

A General Info
 B Notifications
 C Site Selection Worksheet
 D Questionnaire (100)
 E Corrective Action (15)
 F Correspondence (3)
 G Documents (10)

Review Info
 Review Type: Administrative
 Review Status: Started

SA Contact
 Reviewer: Admin one
 Work Phone #:
 Email: admone828@gmail.com

D **Your remaining tasks:**
[Complete your Questionnaire](#)
[Complete your Corrective Action](#)

Review Step	Start Date	End Date
Off-Site Review	10/30/2018	11/30/2018
On-Site Review	12/03/2018	12/05/2018
Site Selection Worksheet	10/30/2018	11/28/2018
Entrance Conference	12/03/2018	12/03/2018
Exit Conference	12/05/2018	12/05/2018

- A. General Info:** the landing page of the review and where general info, including the schedule of the review, can be found.
- B. Notifications:** where the user can access any letters sent to the SFA from DPI about their review. Some letters may still be emailed. Check this tab to view letters in SNACS.
- C. Site Selection Worksheet:** This tab will be completed by the DPI Review team. The SFA will not need to enter any information here, but will be able to see which site/s were selected for review.
- D. Questionnaire:** The off-site form can be accessed via the Questionnaire tab or the “Complete your Questionnaire” hyperlink.
- Note:** *The off-site form used to be completed on paper and emailed to the lead reviewer prior to the review. These questions are now completed in SNACS prior to the on-site review.*
- E. Corrective Action:** The SFA can view and respond to any Corrective Action related to the review.
- F. Correspondence:** The SFA can send messages to their DPI review team, read messages from their DPI review team and respond to any correspondence.
- G. Documents:** Documents related to the review can be uploaded here.

6. Six to eight weeks prior to the beginning of the scheduled on-site portion of the Administrative Review (AR) the Nutrition Program Consultant (NPC) assigned to your AR will contact you to let you know when the Questionnaire is ready in SNACS for your responses. To access the Questionnaire navigate to the Review Details page in SNACS (Steps 1-4) and select the Questionnaire tab or Complete your Questionnaire hyperlink found on the Review Details page. These questions should be completed **prior** to the on-site portion of your review.

The Site Selection Worksheet was submitted on 12/6/2018 2:55:15 PM by Admin one.

Review Details: 330161 - Argyle School District

[Back to Reviews](#)

General Info | Notifications | Site Selection Worksheet | **Questionnaire (100)** | Corrective Action (15) | Correspondence (3) | Documents (10)

Review Info
 Review Type: Administrative
 Review Status: Started

SA Contact
 Reviewer: Admin one
 Work Phone #:
 Email: admone828@gmail.com

Your remaining tasks:
 • [Complete your Questionnaire](#) ←
 • [Complete your Corrective Action](#)

-After selecting the Questionnaire tab or hyperlink the Questionnaire will open as displayed below. Select the > next to a question to open the question and answer.

General Info | Notifications | Site Selection Worksheet | **Questionnaire (100)** | Corrective Action (15) | Correspondence (3) | Documents (10)

Status
 -- ALL --

Questionnaire

Section	Question #	Status	Submitted By	Submitted On
> Certification and Benefit Issuance (100 - 121)	100	Not Submitted		
> Certification and Benefit Issuance (100 - 121)	101	Submitted	Admin one	1/21/2019 10:52:16 AM
> Certification and Benefit Issuance (100 - 121)	102	Not Submitted		

-The question will now be available to complete (#1 below) and Save or Save & Submit (#2 below). **Note:** Each question needs to be saved and submitted separately in SNACS. Once the question is submitted it cannot be changed. It is recommended to select the Save & Submit selection after responding so the user does not have to go back at a later time to submit each response. Alternately, if multiple staff will be responding to the Questionnaire each question could be saved using the Save selection without submitting and the staff person at the SFA that is taking the lead on the AR can submit the saved questions at a later time. If there is a response that needs to be changed after submitting a response please contact the Nutrition Program Consultant responsible for the review to have them request resubmission of the question.

Questionnaire

Section	Question #	Status	Submitted By	Submitted On
Certification and Benefit Issuance (100 - 121) Form: Certification and Benefit Issuance (100 - 121) Question #: 100 100. Does the SFA meet one of the following criteria? <input type="radio"/> SFA-wide Special Provision Non-Base Year (Provision 2/3) <input type="radio"/> RCCI, without day students <input type="radio"/> SFA-wide Community Eligibility Provision <input type="radio"/> N/A, none of the above apply Note: If a selection other than N/A is checked, skip questions 101 - 205 and proceed to question 300.	100	Not Submitted		
> Certification and Benefit Issuance (100 - 121)	101	Submitted	Admin one	1/21/2019 10:52:16 AM
> Certification and Benefit Issuance (100 - 121)	102	Not Submitted		

Status: **Not Submitted**

-After submitting the question, it will be displayed as Submitted on the Questionnaire page.

Questionnaire				
Section	Question #	Status	Submitted By	Submitted On
> Certification and Benefit Issuance (100 - 121)	100	Submitted	Admin one	11/11/2019 2:41:02 PM
> Certification and Benefit Issuance (100 - 121)	101	Submitted	Admin one	1/21/2019 10:52:16 AM
> Certification and Benefit Issuance (100 - 121)	102	Not Submitted		

-The SFA user(s) can answer and submit responses for the questions that pertain to their work. For example the Business Manager may respond to some of the questions and the Food Service Director may respond to other questions. Both can respond and submit to questions related to their responsibilities. The Questionnaire does not need to be completed all at once, the ability to Save or Save & Submit gives the user flexibility to complete the form as time allows.

7. Once the Questionnaire is completed the SFA user can notify their DPI review team by sending them a message via the Correspondence tab (circled below).

The screenshot shows a navigation bar with tabs: General Info, Notifications, Site Selection Worksheet, Questionnaire (100), Corrective Action (15), **Correspondence (3)** (circled in red), and Documents (10). Below the tabs, there are three main sections: 'Review Info' (Review Type: Administrative, Review Status: Started), 'SA Contact' (Reviewer: Admin one, Work Phone #, Email: admone828@gmail.com), and 'Your remaining tasks' (Complete your Questionnaire, Complete your Corrective Action).

-After selecting the Correspondence tab a text window will open up and the SFA user can send a message to their DPI review team. Add the message to the Message box and select Add (circled below) to add the message. All previous correspondence is displayed the in the Previous Correspondence box which is located directly below the Message box. The SFA user can view correspondence at any time by selecting the Correspondence tab.

The screenshot shows the 'Correspondence (3)' tab selected. A 'New Correspondence' form is open with a 'Message' text area containing 'We have now answered all questions on the Questionnaire,' and an 'Add' button circled in red. Below the form is a 'Previous Correspondence' section with a 'Refresh' link. It lists three messages: 1/22/2019 2:40:10 PM (Admin one (SFA Authorized Rep) - 'We have now answered all questions on the Questionnaire.'), 12/12/2018 2:47:05 PM (Admin one (SFA Authorized Rep) - 'Thanks for the reminder! I have completed the form.'), and 12/12/2018 2:46:08 PM (Admin one (Lead Reviewer) - 'Can you please complete the Questionnaire (Off-site Form)? You can access it by selecting the Questionnaire tab in the Review Module. Please let me know if you have any issues accessing the form. Thanks').

Note: Each time a new message is sent or received the number in parenthesis listed after Correspondence (circled below) will change. Please check the Correspondence tab frequently during the AR to ensure that you are not missing any important messages from your review team.

The screenshot shows the navigation bar with the 'Correspondence (3)' tab circled in red.

8. The Documents tab is where any documentation that has been previously sent to the Nutrition Program Consultant and or Public Health Nutritionist via email can be uploaded into SNACS. Documentation that is requested prior to the start of the onsite review and any documentation related to Corrective Action can be uploaded under the Documents tab. SNACS is able to accept documentation in a variety of formats. To upload documentation select the Documents tab (circled below).

Note: File size must be less than 15MB

General Info | Notifications | Site Selection Worksheet | Questionnaire (100) | Corrective Action (15) | Correspondence (3) | **Documents (10)**

Review Info
 Review Type: Administrative
 Review Status: Started

SA Contact
 Reviewer: Admin one
 Work Phone #:
 Email: admone828@gmail.com

Your remaining tasks:
 • [Complete your Questionnaire](#)
 • [Complete your Corrective Action](#)

-To add a document select the 1. Documents tab > 2. Apply> 3. Add a new record.

General Info | Notifications | Site Selection Worksheet | Questionnaire (100) | Corrective Action (15) | Correspondence | **1 Documents (10)**

Type: --ALL-- | Form: -- ALL -- | Section: -- ALL -- | Question #: **2** Apply

3 + Add new record Refresh

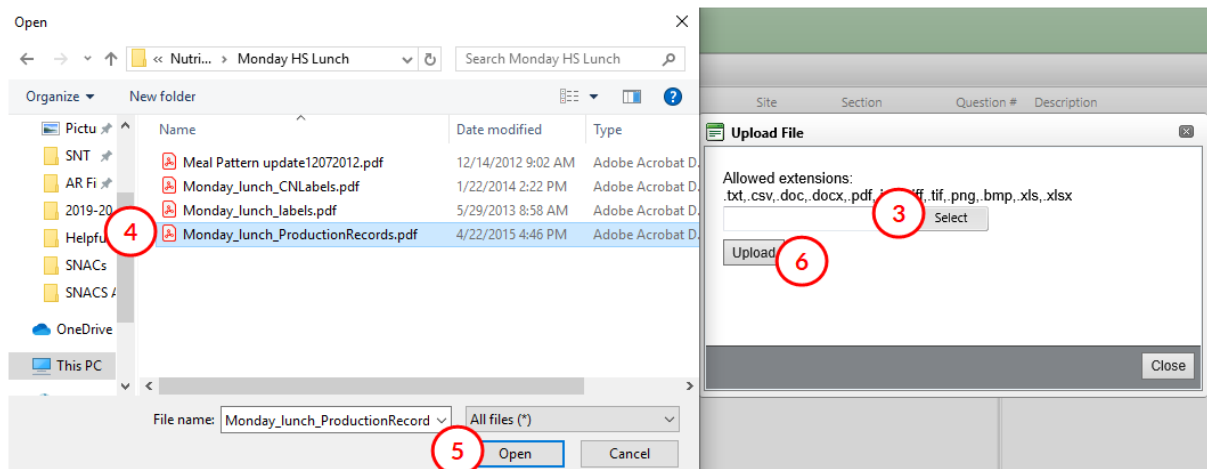
Type	Form	Site	Section	Question #	Description	Submitted By	Submitted On
General					CNPMealPatternComparisonV2_Final.pdf	Admin one	03/07/2019
General					CACFP Production Record Template.xlsx	Tanya Kirtz	03/07/2019

-After selecting Add a new record, a new workspace will open. Under Type (#1) select General from the dropdown menu, then select the Upload File button (#2) from the Add Document section.

1 Type: General | Form: -- Select -- | Section: -- Select -- | Question #:

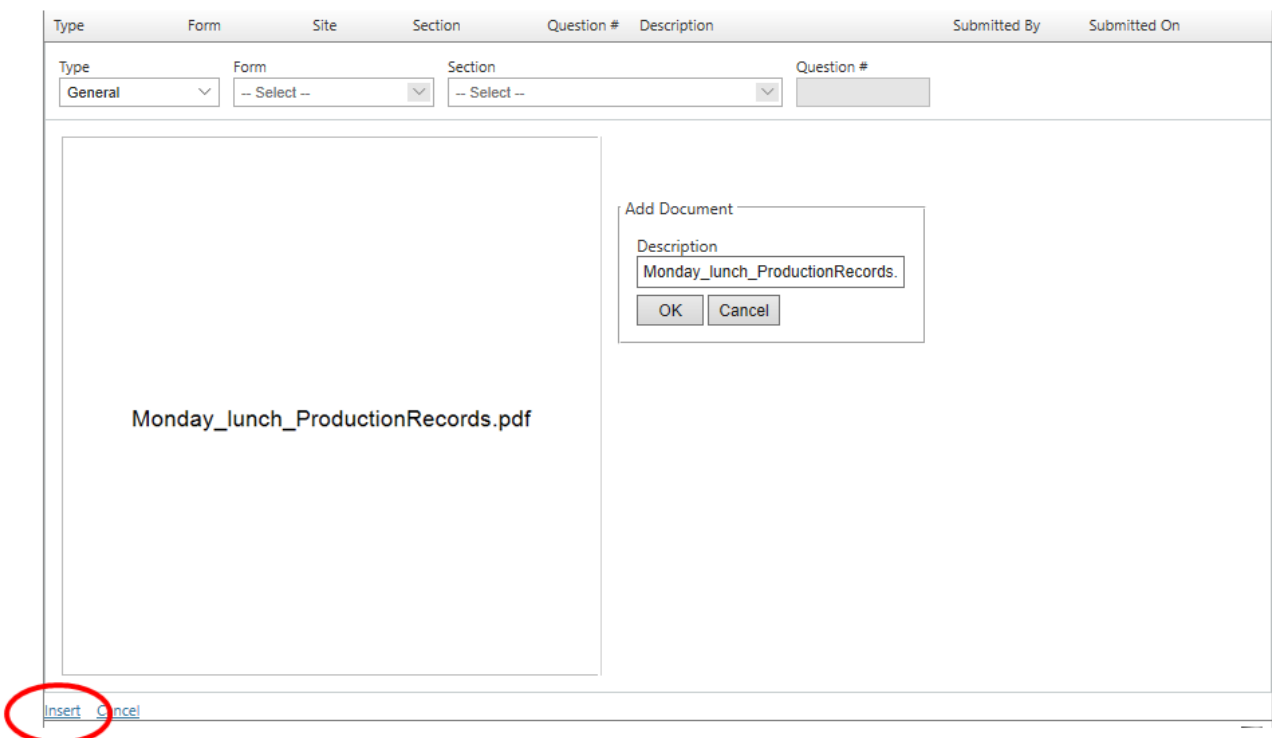
Add Document
2 Upload File

-Click on the Select button (#3), which will allow user access to documents saved on computer. Find and select the document to upload (#4), select Open (#5) and then Upload (#6).



-The document is now ready to add to SNACS. To do so, select the **Insert** hyperlink circled below.

Note: For more information on uploading or removing documents, please see the [SNACS SFA Reviews and Appeals User Manual](#). Information on documents can be found starting on page 32.



9. The Corrective Action tab is where the SFA user can access any corrective action related to the review and respond to it (circled below). Corrective Action can be viewed by the SFA user as soon as the reviewer adds corrective action to SNACS. To review and submit corrective action select the Corrective Action tab.

Review Info
 Review Type: Administrative
 Review Status: Started

SA Contact
 Reviewer: Admin one
 Work Phone #:
 Email: admone828@gmail.com

Your remaining tasks:
 • [Complete your Questionnaire](#)
 • [Complete your Corrective Action](#)

After selecting the Corrective Action tab all corrective action that has been entered into SNACS will be displayed. To review a corrective action select the > located next on the left hand side of the corrective action screen.

Note: Each corrective action must be opened and responded to separately.

Corrective Action							
	Section	Site	Question # ▲	Due Date	Current Status	Modified By	Modified On
>	Certification and Benefit Issuance (124 - 142)			09/17/2020	Flagged	Admin one	09/18/2019 02:30 PM
>	Certification and Benefit Issuance (100 - 121)		100		Flagged	Admin one	11/11/2019 02:41 PM
>	Certification and Benefit Issuance (124 - 142)		124		CAP Accepted	Admin one	06/03/2019 03:19 PM
>	Certification and Benefit Issuance (124 - 142)		126		CAP Rejected	Admin one	09/18/2019 02:40 PM

The Current Status column displays where in the process the corrective action is.

- Flagged means that corrective action has been assigned.
- CAP Submitted means that the corrective action plan was submitted by the SFA.
- CAP Accepted means that DPI has accepted the corrective action plan submitted by the SFA.
- CAP Rejected means that the corrective action plan was not accepted and additional information or a different response is requested by DPI.

After selecting the > next to the corrective action the SFA user will be able to review the corrective action and submit a response. The user can save the response and submit at a later date or choose to save and submit when responding.

Note: Any documentation related to a corrective action plan should be uploaded under the Documents tab.

▼ Certification and Benefit Issuance (124 - 142) 141 Flagged Admin one 01/14/2019 03:35 PM

Form: Certification and Benefit Issuance (124 - 142)
Site:
Question #: 141
Due Date:

Current Status: **Flagged**

History:

Flagged for Corrective Action

Finding: The SFA does not have a process and/or did not extend free meal benefits to other members of the household that qualified for the benefit.
CA #1. Notify the household(s) with students now receiving free benefits through another household members extension of benefits.
CA#2. Provide a process that the SFA will use to identify and extend meal eligibility to all members of the household.

Modified on 01/14/2019 03:35 PM by Admin one

Please enter and submit your corrective action plan

B *I* U Arial,Helvetica 11px

#1. All households with students receiving free benefits through an extension of benefits were notified on 1/15/19
#2. To ensure that we are identifying and extending meal eligibility to all members of the household, we will...

Save & Submit **Save** **Cancel**

The finding and corrective action is displayed here.

SFA corrective action plan is entered here.

Select Save & Submit to submit corrective action plan to DPI.

Select Save to save corrective action plan. This selection does not submit the corrective action plan to DPI. SFA user will need to return the Corrective Action tab and select Save & Submit to submit to DPI.

Select Cancel to delete corrective action plan.

10. The notification tab is where letters related to the review may be generated and stored for the review. Please note that currently, most notification letters will be sent via email and not generated in SNACS. Select the letter icon located below the View column to view letters.

Letter Name	Notification Method	User Name	Generated On	View
Schedule letter	PRINT	Admin one	11/26/2018 03:47 PM	
Schedule letter	PRINT	Admin one	11/26/2018 03:45 PM	
Confirmation Letter	PRINT	Admin one	05/17/2018 02:07 PM	

11. An Administrative Review Report will be generated in SNACS. The review report will be shared with the SFA at the exit conference or at a later date. The report is accessible to the SFA in SNACS to refer to after the review is completed. For guidance on reading the report, refer to the Reading a SNACS AR Report document on the [SNACS webpage](#).

The NPC assigned to the SFA review will contact you once the review is closed.

Please refer to the [SNACS SFA Reviews and Appeals User Manual](#) for additional information about the review process in SNACS. Contact [SNACS Support](#) with any questions or for additional support with the SNACS software. Questions regarding the Administrative Review or how to respond to questions and corrective action, should be directed to the Nutrition Program Consultant or Public Health Nutritionist assigned to your review.