

“Grantees and Contractors are hereinafter referred to as Contractor.”

The Nutrition Education and Obesity Prevention Branch (NEOPB) will conduct fiscal and administrative reviews of NEOPB contracts to ensure compliance with the United States Department of Agriculture (USDA) guidance. The reviews may be conducted using any of the following three methods:

1. Site Visit
2. Desk Review
3. Compliance Review

1200.1 Site Visits

Site visits allow NEOPB staff to provide on-site technical assistance to Contractors. They may consist of an orientation or compliance review. Contractors will receive a notification letter for the site visit with instruction on how to prepare for the upcoming orientation or compliance review. After a site visit, a letter or a report will be generated and sent to the Contractor.

The site visits can be conducted by the Contract Compliance Monitoring Unit (CCMU) or Contract Manager (CM). Site visits conducted by CCMU staff occur every two years, (compliance reviews only), unless there is a need for more frequent visits. The CM may accompany CCMU on their visit.

The California Department of Social Services (CDSS) and/or USDA staff may also accompany NEOPB staff on any site visit.

1200.2 Desk Reviews

Desk reviews are conducted by NEOPB staff to review documentation to determine if a Contractor is compliant with contract requirements. Contractors will receive a notification letter for the desk review with instruction on how to prepare. After the desk review, a report will be generated and sent to the Contractor.

A desk review could be used by the CCMU to determine if priority finding has been adequately addressed. A CM may request a fiscal desk review for a specific line item for a specific quarter during the contract term. This may be requested in conjunction with an invoice submission for payment and could result in an invoice being disputed and returned for corrections.

1200.3 Compliance Reviews

A CCMU compliance review may be requested at any time during the term of a NEOPB funded contract and up to three years after termination of the contract. It will be conducted to review fiscal supporting documentation for the Contractor and any subcontractors, comprised of a full quarter's invoice expenses which have been previously paid. A Contractor's records must be sufficient and clear enough to support all fiscal claims. During a review, if items of non-compliance are discovered they become a priority finding and you may be required to either reimburse NEOPB for any unallowable or undocumented expenses or a follow-up fiscal site visit may be needed

by CCMU in order to clear the priority findings. This review may be conducted by the CDPH, CDSS, and/or the USDA.