

APPENDIX B

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

Section 207 of the HHFKA amended section 22 of the NSLA (42 U.S.C. 1769c) to require State agencies to report the final results of the administrative review to the public in an accessible, easily understood manner in accordance with guidelines promulgated by the Secretary. Regulations at 7 CFR 210.18(m) requires the State agency to post a summary of the most recent final administrative review results for each school food authority (SFA) on the State agency's publicly available website no later than 30 days after the SA provides the final results of the administrative review to the school food authority. The State agency must also make a copy of the final administrative review report available to the public upon request.

School Food Authority Name:

Date of Administrative Review (Entrance Conference Date):

Date review results were provided to the School Food Authority:

Date review summary was publicly posted:

The review summary must cover access and reimbursement (including eligibility and certification review results), the school food authority's compliance with the meal patterns and the nutritional quality of school meals, the results of the review of the school nutrition environment (including food safety, local school wellness policy, and competitive foods), compliance related to civil rights, and general program participation. At a minimum, this would include the written notification of review findings provided to the school food authority's superintendent or equivalent as required at 7 CFR 210.18(i)(3).

General Program Participation

1. What Child Nutrition Programs does the School Food Authority participate in? (Select all that apply)

<input checked="" type="checkbox"/>	School Breakfast Program
<input checked="" type="checkbox"/>	National School Lunch Program
<input type="checkbox"/>	Fresh Fruit and Vegetable Program
<input checked="" type="checkbox"/>	Afterschool Snack
<input type="checkbox"/>	Special Milk Program
<input type="checkbox"/>	Seamless Summer Option

2. Does the School Food Authority operate under any Special Provisions? (Select all that apply)

<input type="checkbox"/>	Community Eligibility Provision
<input type="checkbox"/>	Special Provision 1
<input type="checkbox"/>	Special Provision 2
<input type="checkbox"/>	Special Provision 3

Review Findings

3. Were any findings identified during the review of this School Food Authority?

Yes No

If yes, please indicate the areas and what issues were identified in the table below.

YES	NO	REVIEW FINDINGS		
X		A. Program Access and Reimbursement		
		YES	NO	
		X		Certification and Benefit Issuance
		X		Verification
		X		Meal Counting and Claiming
		Finding(s) Details:		
		1) One Income Eligibility Form (IEF) was approved at the incorrect benefit level, and one IEF was missing.		
		2) Several Income Eligibility Forms were not received within the thirty-day carryover period, and eligibility was not changed from free to paid.		
		3) The school food authority did not perform the required verification process for students eligible to receive free and reduced meals.		
		4) The school food authority did not have meal count documentation, and meal counts were consolidated inaccurately resulting in disallowed meals.		
X		B. Meal Patterns and Nutritional Quality		
		YES	NO	
			X	Meal Components and Quantities
		X		Offer versus Serve
		X		Dietary Specifications and Nutrient Analysis
		Finding(s) Details:		
		1) The school food authority did not implement offer versus serve meal service as indicated on approved online application.		
		2) The school food authority did not have the required workbooks and production records on file to meet dietary specification requirements.		
X		C. School Nutrition Environment		
		YES	NO	
		X		Food Safety
		X		Local School Wellness Policy
			X	Competitive Foods
		X		Other

		<p>Finding(s) Details:</p> <p>1) The school food authority did not notify the public of the eligibility criteria for free and reduced meals.</p> <p>2) The United States Department of Agriculture's formula for calculating the price of paid lunches was not used.</p> <p>3) The school food authority's Food Permit had expired, and two recent food inspections were not available.</p> <p>4) The school food authority did not have an adequate Hazard Analysis and Critical Control Points Plan with standard operating procedures.</p> <p>5) The school food authority did not have an adequate accounting system in place. The Child Nutrition Program Annual Report was not complete.</p> <p>6) A local school Wellness Policy has been established, but the policy did not contain all of the required criteria.</p> <p>7) Signage was not posted on the serving line to assist students in identifying a reimbursable meal.</p> <p>8) The school food authority's food inventory was not properly tracked or recorded to ensure First In, First Out method and safeguard food loss. Temperature logs were not maintained.</p> <p>9) The school food authority did not conduct and document training as required by the Professional Standards.</p> <p>10) Proper procurement procedures were not used in accordance with Federal, State, and Local regulations.</p> <p>11) Potable water was not available at each meal service.</p>
X		D. Civil Rights
		<p>Finding(s) Details:</p> <p>1) The school food authority did not have documentation of Civil Rights training as required by federal guidelines.</p>