

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 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 SFA. The SA must also make a copy of the final administrative review report available to the public upon request.

**School Food Authority Name:** Arab City Board of Education

**Date of Administrative Review (Entrance Conference Date):** April 17, 2017

**Date review results were provided to the School Food Authority:** April 19, 2017

**Date review summary was publicly posted:** April 13, 2018

The review summary must cover access and reimbursement (including eligibility and certification review results), an SFA'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 SFAs 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 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   |    | <b>A. Program Access and Reimbursement</b>      |    |  |
|   |    | YES   | NO |  |
|   |    | X   |    | Certification and Benefit Issuance           |
|   |    |   | X  | Verification                                 |
|   |    |   | X  | Meal Counting and Claiming                   |
|   |    | Finding(s) Details:                             |    |  |
| 1) One application was approved at the incorrect eligibility determination. |    |   |    |  |
| 2)  |    |   |    |  |
| X   |    | <b>B. Meal Patterns and Nutritional Quality</b> |    |  |
|   |    | YES   | NO |  |
|   |    | X   |    | Meal Components and Quantities               |
|   |    |   | X  | Offer versus Serve                           |
|   |    |   | X  | Dietary Specifications and Nutrient Analysis |
|   |    | Finding(s) Details:                             |    |  |
| 1) Signage explaining what constitutes a reimbursable meal was not posted.  |    |   |    |  |
| 2)  |    |   |    |  |

|   |   |   |           |                              |
|---|---|---|-----------|------------------------------|
| X |   | <b>C. School Nutrition Environment</b>  |           |                              |
|   |   | <b>YES</b>  | <b>NO</b> |                              |
|   |   | X   |           | Food Safety                  |
|   |   |   | X         | Local School Wellness Policy |
|   |   |   | X         | Competitive Foods            |
|   |   | X   |           | Other                        |
|   |   | Finding(s) Details:   |           |                              |
|   |   | 1) The approved Board's Returned/Worthless Check Policy was not adequate and did not contain all required wording as per regulations. |           |                              |
|   |   | 2) The local education authority did not comply with State financial management fund accounting requirements.                         |           |                              |
|   |   | 3) Hazard Analysis Critical Control Point policies and procedures were not up-to-date with the latest adopted food code.              |           |                              |
|   |   | 4) Proper procurement procedures were not used for purchases.   |           |                              |
|   |   | 5) Monitoring reviews were not performed prior to February 1.   |           |                              |
|   |   | 6) The school food authority failed to track the Professional Standards requirements using an approved tracking tool.                 |           |                              |
|   | X | <b>D. Civil Rights</b>  |           |                              |
|   |   | Finding(s) Details:   |           |                              |
|   |   | 1)  |           |                              |
|   |   | 2)  |           |                              |