

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:** Chilton County Board of Education

**Date of Administrative Review (Entrance Conference Date):** October 29, 2018

**Date review results were provided to the School Food Authority:** November 2, 2018

**Date review summary was publicly posted:** January 3, 2019

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)

X	School Breakfast Program
X	National School Lunch Program
X	Fresh Fruit and Vegetable Program
X	Afterschool Snack
	Special Milk Program
	Seamless Summer Option

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

	Community Eligibility Provision
	Special Provision 1
	Special Provision 2
	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:		
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) The school food authority offered meals to Pre-K students that did not meet the Child and Adult Care Food Program guidelines. These students were served offsite and were not comingled.		
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:		
		2) The school food authority's Charge Meal Policy was not up-to-date. The policy was violated by allowing adults to charge meals and students to charge in excess of the established limit.		
		3) The procurement plan did not meet the federal requirements.		
		4) The school food authority did not maintain documentation to support contractual agreements.		
		5) The school food authority did not properly allocate costs contributed to the Child and Adult Care Food Program and Summer Food Service Program.		
		6) The school food authority did not have internal control procedures to prevent system manipulation.		
		7) The school food authority failed to bond employees who handled local Board of Education funds.		
		8) The school food authority did not have procedures to accurately track employee training to include training hours completed and planned.		

		<p>9) The school food authority violated the local Wellness Policy by allowing snack items to be offered for sale in the vending machines that were not Smart Snack compliant.</p>
		<p>10) The school food authority did not maintain documentation to support required monitoring of the National School Lunch Program.</p>
		<p>11) The school food authority's vending machines located on the campus of Verbena High School contained items that were not approved for the youngest age/grade group with access. Additionally some items offered for sale in the vending machines were not Smart Snack compliant.</p>
		<p>12) The meals per labor hour at Clanton Elementary were below the standard of 16 to 19 meals.</p>
		<p>13) The school food authority failed to maintain temperature logs for hot and cold foods that were held for service.</p>
	X	<b>D. Civil Rights</b>
		Finding(s) Details:
		1)
		2)