

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 State agency provides the final results of the administrative review to the SFA. The State agency must also make a copy of the final administrative review report available to the public upon request.

**School Food Authority Name:** Concerned Citizens for Our Youth, Inc. dba Beacon House

**Date of Administrative Review (Entrance Conference Date):** November 6, 2017

**Date review results were provided to the School Food Authority:** November 8, 2017

**Date review summary was publicly posted:** July 31, 2019

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)

X	School Breakfast Program
X	National School Lunch Program
	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:		
1) Meal counts were overclaimed.				
2) Monthly meal count sheets were not utilized, and information submitted on the claim was inaccurate.				
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) Meat/meat alternate component was not creditable.				
2) Production records were not completed consistently.				

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 school food authority did not have a Hazard Analysis of Critical Control Points Plan.			
2) The school food authority did not maintain the First In, First Out inventory method to ensure food safety.					
3) The school food authority's Child Nutrition Programs Annual Report was incorrect, and the revenues and expenses were not tracked and monitored.					
4) The school food authority did not provide a Procurement Plan.					
X		<b>D. Civil Rights</b>			
		Finding(s) Details:			
		1) Civil Rights training was not properly documented.			
		2)			