

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:** Daleville City Board of Education

**Date of Administrative Review (Entrance Conference Date):** December 2, 2016

**Date review results were provided to the School Food Authority:** May 3, 2017

**Date review summary was publicly posted:** May 3, 2017

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 checked="" 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>		
		<b>YES</b>	<b>NO</b>	
			X	Certification and Benefit Issuance
		X		Verification
			X	Meal Counting and Claiming
		Finding(s) Details:		
		1) The hearing official was involved in verification process of the Income Eligibility forms.		
		2)		
X		<b>B. Meal Patterns and Nutritional Quality</b>		
		<b>YES</b>	<b>NO</b>	
			X	Meal Components and Quantities
		X		Offer versus Serve
			X	Dietary Specifications and Nutrient Analysis
		Finding(s) Details:		
		1) Offer versus Serve signage was not posted on the service line. The cashier and students were not able to identify what constitutes a reimbursable meal.		
		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) Accounting codes were incorrect and rebates were not distributed accurately.			
		2) The USDA Nonprogram Food Revenue Tool was not completed correctly.			
		3) Meal prices were not raised as required by USDA regulations.			
		4) Proper procurement procedures and documentation were not used for purchases.			
5) Items were sold that did not meet the USDA Smart Snack Policy.					
6) A vending machine was operational within one hour of lunch meal service time.					
	X	<b>D. Civil Rights</b>			
		Finding(s) Details:			
		1)			
		2)			