

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:

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), 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		A. Program Access and Reimbursement	
		YES	NO
		X	Certification and Benefit Issuance
		X	Verification
		X	Meal Counting and Claiming
		Finding(s) Details:	
		1) Review of applications for the school revealed seventeen (17) applications, approved at the incorrect benefit level and four (4) applications were incomplete. The school food authority (SFA) did not have a current list of free, reduced, and paid students to be verified to the claim.	
		2) The SFA completed verification but did not correctly validate one (1) application response from free to reduced based on income documentation provided by parent.	
		3) The SFA did not utilize the direct certification list to validate students' eligibility.	
		4) The school's meal counts by eligibility did not match the claim for reimbursement. Meal counts were not consolidated and reported correctly.	

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 did not meet the Dietary Specifications (Calories, Saturated Fat, Sodium and Trans Fat) for the appropriate age/grade group being served.				
X		C. School Nutrition Environment		
		YES	NO	
		X		Food Safety
		X		Local School Wellness Policy
			X	Competitive Foods
		X		Other
Finding(s) Details:				
1) The SFA's Wellness Policy was not in compliance with federal regulations.				
2) The HACCP (Hazard Analysis Critical Control Point) plan was not district specific. The temperature in storage areas was not in compliance with federal requirements. The SFA did not date mark products.				
3) Documentation was not on file to support the methods of procurement used by the SFA. The SFA did not have a written procurement plan. The SFA did not follow federal procurement requirements.				
4) United States Department of Agriculture (USDA) regulations require SFAs to use the USDA Nonprogram Food Revenue Tool or a USDA-approved alternative method to calculate the nonprogram food costs and nonprogram food revenues. Ellwood Christian Academy staff did not use an approved tool for nonprogram food revenues.				
5) The SFA's Charge Meal Policy did not comply with federal requirements.				
6) The SFA's Worthless Check Policy did not comply with federal requirements.				
7) The SFA did not complete, document, and track training as required by the professional standards.				

		8) The SFA did not have procedures in place to ensure compliance with requirements in regards to the Maintenance of the Nonprofit School Food Service Account. Revenues from nonprogram foods were properly recorded.	
		9) The SFA did not have procedures in place to ensure compliance with the requirements for Paid Lunch Equity.	
X		D. Civil Rights	
		Finding(s) Details:	
		1) Ellwood Christian Academy staff did not have documentation of Civil Rights training for the child nutrition program personnel.	