

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: ELLWOOD CHRISTIAN ACADEMY

Date of Administrative Review (Entrance Conference Date): December 4, 2017

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

Date review summary was publicly posted: February 9, 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)

X	School Breakfast Program
X	National School Lunch Program
	Fresh Fruit and Vegetable Program
	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		A. Program Access and Reimbursement		
		YES	NO	
		X		Certification and Benefit Issuance
		X		Verification
			X	Meal Counting and Claiming
		Finding(s) Details:		
One application was approved at the incorrect benefit level. Four applications were incomplete.				
The verification documentation was not available for review.				
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:				
The certification workbook for compliance with the daily and weekly meal pattern requirements was not available for review.				

X		C. School Nutrition Environment		
		YES	NO	
		X		Food Safety
		X		Local School Wellness Policy
			X	Competitive Foods
		X		Other
		Finding(s) Details:		
		The school food authority (SFA) provided a Hazard Analysis Critical Control Point (HACCP) Plan to ensure the safety of all foods served in school cafeterias but the plan was not district specific.		
		The Wellness Policy was not complete and up-to-date.		
		Documentation was not provided demonstrating that families were informed of the availability and location of Summer Food Service Program meals.		
		A Charge Meal Policy in accordance with Program requirements was not adopted.		
		An approved Worthless Check Policy in accordance with Program requirements was not in place.		
		The professional standards training information was not documented and tracked.		
		The SFA was under a tax lien with the Internal Revenue Service (IRS). All Child Nutrition Program funds/reimbursements were ceased.		
		The SFA did not follow proper procurement requirements as required by federal regulations.		
		The USDA Nonprogram Food Revenue Tool or a USDA-approved alternative method to calculate the nonprogram food costs and nonprogram food revenues was not used.		
		Inventory items were not recorded to properly track food items maintained in the kitchen.		
	X	D. Civil Rights		
		Finding(s) Details:		
		2)		