

## 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 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 School Food Authority. The State agency must also make a copy of the final administrative review report available to the public upon request.

**School Food Authority Name:**

Greene County Board of Education

**Date of Administrative Review (Entrance Conference Date):**

January 29, 2018

**Date review results were provided to the School Food Authority:**

February 2, 2018

**Date review summary was publicly posted:**

August 1, 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)

<input checked="" type="checkbox"/>	School Breakfast Program
<input checked="" type="checkbox"/>	National School Lunch Program
<input type="checkbox"/>	Fresh Fruit and Vegetable Program
<input checked="" 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 checked="" 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>		
		YES	NO	
			X	Certification and Benefit Issuance
			X	Verification
		X		Meal Counting and Claiming
		Finding(s) Details:		
1) The school food authority incorrectly claimed meals for breakfast, lunch and snack for the month of review.				
2) Supporting documentation for Community Eligibility Provision was not maintained.				
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) Snacks served did not meet the required serving size.				
2) Food production records were not maintained daily were missing required information.				

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 Hazard Analysis of Critical Control Point Plan was not up to date, and written copies were not available at the school.		
		2) An approved formula for calculating the nonprogram food costs and nonprogram food revenues was not used.		
		3) The correct amount of change cash was not recorded.		
		4) The National School Lunch Program, School Breakfast Program, and Afterschool Snack Program were not monitored as required.		
		5) The Professional Standards Training Tracker Tool was missing required topics, and a plan was not in place to ensure all required training was completed by the deadline.		
		6) Free potable water was not available to students for breakfast.		
		7) The number of meals per labor hour was below the state standard 16-19.		
		8) The Charge Meal Policy did not meet regulatory requirements.		
		9) The STI Class Roster and the Cafeteria Roster did not match.		
X		<b>D. Civil Rights</b>		
		Finding(s) Details:		
		1) The school food authority did not have a written Civil Rights Policy.		
		2)		