

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: Hartselle City Board of Education

Date of Administrative Review (Entrance Conference Date): January 30, 2017

Date review results were provided to the School Food Authority: March 29, 2017

Date review summary was publicly posted: March 29, 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)

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:		
1) Preliminary written documents were used to prepare the November 2016 claim for reimbursement resulting in errors in the meal count consolidation.				
2)				
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) Juice was the only fruit served at breakfast. Fresh fruit was not served.				
2)				

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 HACCP plan must be updated to coincide with the 2013 Health Code. Food items were not stored properly.		
		2) The Wellness Policy did not have clear measurable goals and the public was not informed of updates and changes to the local wellness policy as required by the Healthy, Hunger-Free Kids Act of 2010.		
		3) The cafeteria was selling G2 as an a la carte item to middle school students which was not in compliance with USDA Smart Snack requirements.		
		4) Personnel and benefit costs were paid for a Child Nutrition staff member who was not certified and did not meet USDA's qualifications.		
	X	D. Civil Rights		
		Finding(s) Details:		
		1)		
		2)		