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: Little Flower Catholic School

Date of Administrative Review (Entrance Conference Date): February 21, 2017

Date review results were provided to the School Food Authority: August 15, 2018

Date review summary was publicly posted: August 15, 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)

- School Breakfast Program
- 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
3. Were any findings identified during the review of this School Food Authority?

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
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<tr>
<td>X</td>
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If yes, please indicate the areas and what issues were identified in the table below.

### REVIEW FINDINGS

#### A. Program Access and Reimbursement

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
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<tr>
<td>X</td>
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- **X** Certification and Benefit Issuance
- **X** Verification
- **X** Meal Counting and Claiming

Finding(s) Details:

1. Direct certification lists were not available for review.

2. A review of meal counts and claiming records showed free lunch meals were overstated by two (2).

#### B. Meal Patterns and Nutritional Quality

<table>
<thead>
<tr>
<th>YES</th>
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<tr>
<td>X</td>
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- **X** Meal Components and Quantities
- **X** Offer versus Serve
- **X** Dietary Specifications and Nutrient Analysis

Finding(s) Details:

1. The school food authority's staff could not readily identify a reimbursable meal.

2.)
### C. School Nutrition Environment

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>Food Safety</td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>Local School Wellness Policy</td>
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<tr>
<td>X</td>
<td>Competitive Foods</td>
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<tr>
<td>X</td>
<td>Other</td>
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</table>

**Finding(s) Details:**

1. Documentation demonstrating that families were informed of the availability and location of Summer Food Service Program meals was not provided.
2. Meal times in the Wellness Policy was not up-to-date.
3. The Hazard Analysis and Critical Control Points plan needed to be updated to reflect the latest Food Code.
4. The Nonprogram Revenue tool indicated an increase was needed in nonprogram revenues to offset expenditures.
5. The school food authority did not adhere to all federal requirements for the procurement of items.
6. Items sold at the school were not in compliance with the Smart Snack requirements.
7. Meals per labor hour were below the state standard of 16-19.
8. The school food authority did not provide documentation to reconcile the income generated from sales to total number of meals served.

### D. Civil Rights

**Finding(s) Details:**

1. Civil Rights training was not conducted as required by regulations.
2. 

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**Note:** The table structure and content are related to the evaluation of school nutrition environments and civil rights training.