

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 (SA) 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 (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: Midfield City Board of Education

Date of Administrative Review (Entrance Conference Date): March 18, 2019

Date review results were provided to the School Food Authority: April 12, 2019

Date review summary was publicly posted: August 29, 2019

The review summary must cover access and reimbursement (including eligibility and certification review results), the 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 SFA'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)

X	School Breakfast Program
X	National School Lunch Program
X	Fresh Fruit and Vegetable Program
X	Afterschool Snack
	Special Milk Program
X	Seamless Summer Option

2. Does the School Food Authority operate under any Special Provisions? (Select all that apply)

X	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) The meal counts for Breakfast in the Classroom were not consolidated and claimed correctly. Point of service meal counts were not taken.				
2) The meal counts for the Afterschool Snack Program were not consolidated and claimed correctly. Point of service meal counts were not taken.				
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) Meal components served in the Afterschool Snack Program were not creditable.				
2) Offer versus serve was not implemented correctly for Breakfast in the Classroom.				

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 Hazard Analysis of Critical Control Point Plan was not up to date, and the school was not following the plan.	
		2) The Wellness Policy did not contain the required changes or updates and was not reviewed annually.	
		3) The Charge Meal Policy did not meet federal and state requirements.	
		4) State mandated funds were not paid from the general fund. Indirect costs were not transferred.	
		5) Financial transactions were not coded correctly.	
		6) The Procurement Plan did not include all require information. Proper procurement procedures were not used for purchases.	
		7) Bid documentation did not include all of the required clauses. Invoice price did not coincide with contract price.	
		8) The information in the Nonprogram Revenue Tool was not correct.	
		9) The supporting documentation for the Community Eligibility Provision was not maintained.	
		10) The required media release was not completed.	

		11) School Breakfast Program and Summer Food Service Program outreach were not conducted.
		12) The Afterschool Snack Program was not monitored.
		13) Procedures were not in place to accurately track training for employees.
		14) Attestation and Exempt Fundraiser Forms were not completed.
		15) Snacks and a la carte items sold in the cafeteria did not meet Smart Snack standards.
		16) The correct production record was not utilized.
		17) The Fresh Fruit and Vegetable Program was not publicized throughout the school.
		18) Nondomestic produces were purchased without documentation to comply with the Buy American Provision.
		19) Employees were not charged the correct price for lunch meals.
X		D. Civil Rights
		Finding(s) Details:
		1) Civil Rights training was not properly documented. Some employees did not receive Civil Rights training.
		2) The school food authority did not have a written Civil Rights Complaint Policy.