

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: Most Pure Heart of Mary School

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

Date review results were provided to the School Food Authority: February 24, 2017

Date review summary was publicly posted: May 7, 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:		
		1) One applicant was approved at the incorrect benefit level. Two applications were missing information.		
		2) Direct Certification documentation was not maintained as required by regulations.		
		3) The school food authority did not consolidate meal counts correctly.		
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) On the day of review, meals were not properly planned to ensure all students receive the same meal.		
		2) Signage was not posted on the service line to assist students in identifying a reimbursable meal as required by federal regulations.		
		3) Production records were not complete.		

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 Wellness Policy's required changes, updates, or reviews were not implemented to comply with the Healthy, Hunger-Free Kids Act of 2010.		
		2) An approved formula for calculating the nonprogram food costs and nonprogram food revenues was not used.		
		3) Supportive documentation was not provided demonstrating that families were informed of the availability and location of Summer Food Service Program meals.		
		4) Supportive documentation was not provided demonstrating that families were informed of the availability of the School Breakfast Program meals.		
		5) A procurement plan was not available for review. Proper procurement procedures were not used for purchases.		
		6) The school food authority did not properly account for and deposit monies received in a timely manner.		
		7) Water was not readily available to students at all times during each meal service.		
		8) The food permit posted in the kitchen was not up-to-date.		
		9) The Hazard Analysis and Critical Control Points plan did not reflect the latest food code and was not being followed. Temperature logs were not maintained. Food items were not stored properly.		
		10)		

X		D. Civil Rights
		Finding(s) Details:
		1) Civil Rights training was not provided to nonprogram staff members who performed child nutrition tasks.
		2)