

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 (SA) 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:** NEW LIFE CENTER FOR CHANGE

**Date of Administrative Review (Entrance Conference Date):** March 27, 2017

**Date review results were provided to the School Food Authority:** March 30, 2017

**Date review summary was publicly posted:** July 8, 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 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
	Fresh Fruit and Vegetable Program
X	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	<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)		
2)				
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) Staff members were not properly trained to identify what constitutes a reimbursable meal. Signage was not posted near or at the beginning of the service line to assist students in selecting a reimbursable meal.		
2) Production records were not completed on a timely basis. The school food authority did not use the updated production records.				
3) Breakfast meals served did not provide the full quantity serving and required components for a reimbursable meal.				
4) Lunch meals served did not provide the full quantity serving for a reimbursable meal.				
5) The meal certification worksheet was not completed to verify weekly meal pattern.				

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 Wellness Policy was not updated to comply with the Healthy, Hunger-Free Kids Act of 2010.		
		2) The Hazard Analysis of Critical and Control Points Plan was not updated to reflect the correct Food Code and standard procedures to ensure food safety.		
		3) Food temperatures were not documented.		
		4) The school food authority did not mark items to ensure the First In, First Out method of inventory management was practiced.		
		5) The school food authority did not provide documentation to demonstrate families were informed of the availability of Summer Food Service Program meals.		
		6) The school food authority did not monitor the Afterschool Snack Program.		
		7) The school food authority did not have tracking tool to document training for employees.		
		8) The online application did not contain the correct information.		
		9) Proper procurement procedures were not used for purchases. The school food authority did not have a Procurement Plan and did not provide adequate documentation to support procurement activities.		
X		<b>D. Civil Rights</b>		
		Finding(s) Details:		
		1) The school food authority did not provide documentation for annual Civil Rights training.		
		2) The incorrect nondiscrimination statement was used on program material.		
		3) The school food authority did not have a written policy for receiving and processing complaints alleging Civil Rights discrimination.		