

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:

Date of Administrative Review (Entrance Conference Date):

Date review results were provided to the School Food Authority:

Date review summary was publicly posted:

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)

<input checked="" type="checkbox"/>	School Breakfast Program
<input checked="" type="checkbox"/>	National School Lunch Program
<input type="checkbox"/>	Fresh Fruit and Vegetable Program
<input checked="" type="checkbox"/>	Afterschool Snack
<input type="checkbox"/>	Special Milk Program
<input type="checkbox"/>	Seamless Summer Option

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

<input type="checkbox"/>	Community Eligibility Provision
<input type="checkbox"/>	Special Provision 1
<input type="checkbox"/>	Special Provision 2
<input type="checkbox"/>	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) Two (2) student's <i>Income Eligibility Forms</i> were miscategorized.				
2) The school food authority did not maintain documentation to support the number of snacks served daily.				
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) Pre-K students did not receive the correct quantity of fruit during the breakfast meal service.				
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 school food authority was not following the local Hazard Analysis and Critical Control Point plan.		
	2) The school food authority did not date food items in the freezer.		
	3) The charge meal policy did not meet federal and state standards.		
	4) The exempt fundraiser attestations statement was not signed by the deadline.		
5) The school food authority did not have a copy of the public release.			
6) The school food authority <i>Child Nutrition Program Annual Report</i> was not correct.			
7) Production records were not complete.			
8) Monitoring was not conducted for the Afterschool Snack Program in accordance with regulatory requirements.			
9) The school food authority was not following proper procurement procedures.			
10) The CNP Director did not meet all of the education requirements.			
X		D. Civil Rights	
	Finding(s) Details:		
	1) The school food authority was not using the federal approved nondiscrimination statement.		
	2)		