

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:** Russell County Board of Education

**Date of Administrative Review (Entrance Conference Date):** February 5, 2018

**Date review results were provided to the School Food Authority:** February 9, 2018

**Date review summary was publicly posted:** July 30, 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
	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?

 X

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>		
		<b>YES</b>	<b>NO</b>	
		X		Certification and Benefit Issuance
			X	Verification
			X	Meal Counting and Claiming
		Finding(s) Details:		
1) Review of applications revealed three applications were categorized incorrectly.				
2)				
X		<b>B. Meal Patterns and Nutritional Quality</b>		
		<b>YES</b>	<b>NO</b>	
		X		Meal Components and Quantities
			X	Offer versus Serve
			X	Dietary Specifications and Nutrient Analysis
		Finding(s) Details:		
1) Daily productions records were not completed correctly.				
2) Production records were not maintained for the Afterschool Snack Program.				

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 Hazard Analysis and Critical Control Points Plan was not updated to include current temperature codes for food storage and standard operating procedures for the Fresh Fruit and Vegetable Program.			
		2) The Wellness Policy was not updated to comply with regulations.			
		3) Community Eligibility Provision documentation was not maintained by the school food authority.			
		4) The Fresh Fruit and Vegetable Program was not publicized in the school.			
5) The Charge Meal Policy did not meet regulatory requirements.					
6) The number of meals per labor hour was below the standard 16-19.					
7) The Nonprogram Food Revenue Tool indicated that the nonprogram foods revenue did not cover the cost of the nonprogram foods.					
	X	<b>D. Civil Rights</b>			
		Finding(s) Details:			
		1)			
		2)			