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: St. Mary's School

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

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

Date review summary was publicly posted: April 26, 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)

- 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?

[X] Yes  [ ] No

If yes, please indicate the areas and what issues were identified in the table below.

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>REVIEW FINDINGS</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td></td>
<td>A. Program Access and Reimbursement</td>
</tr>
<tr>
<td></td>
<td></td>
<td>YES</td>
</tr>
<tr>
<td></td>
<td>X</td>
<td>Certification and Benefit Issuance</td>
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<td></td>
<td>X</td>
<td>Verification</td>
</tr>
<tr>
<td></td>
<td>X</td>
<td>Meal Counting and Claiming</td>
</tr>
</tbody>
</table>

Finding(s) Details:
1) Review of benefit issuance documentation revealed three (3) applications (three (3) applicants) were approved at the incorrect income benefit level.
2) The Direct Certification list was not on file at the school food authority.

<table>
<thead>
<tr>
<th>X</th>
<th></th>
<th>B. Meal Patterns and Nutritional Quality</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td>YES</td>
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<tr>
<td></td>
<td>X</td>
<td>Meal Components and Quantities</td>
</tr>
<tr>
<td></td>
<td>X</td>
<td>Offer versus Serve</td>
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<tr>
<td></td>
<td>X</td>
<td>Dietary Specifications and Nutrient Analysis</td>
</tr>
</tbody>
</table>

Finding(s) Details:
1) The school did not meet the Dietary Specifications for the appropriate age/grade group being served.
2)
### C. School Nutrition Environment

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Food Safety</td>
</tr>
<tr>
<td>X</td>
<td></td>
<td>Local School Wellness Policy</td>
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<tr>
<td>X</td>
<td></td>
<td>Competitive Foods</td>
</tr>
<tr>
<td>X</td>
<td></td>
<td>Other</td>
</tr>
</tbody>
</table>

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) Temperature logs were not maintained for the freezer and cooler.

3) The school’s accounting system did not accurately record revenues and expenses and reconcile prepaid and charged meals.

4) The USDA Nonprogram Food Revenue Tool was not completed.

5) Documentation demonstrating that families were informed of the availability and location of Summer Food Service Program meals was not provided.

6) Hazard Analysis Critical Control Point policies and procedures were not up-to-date with the latest adopted food code.

7) The procurement plan did not address compliance with "Buy American" and did not have checks and balances in terms of validating prices against invoice items. Proper procurement procedures were not used for small purchases.

8) The school did not have any internal control procedures for cash receipting and depositing.

9) The school was not in compliance with Smart Snack requirements.

### D. Civil Rights

Finding(s) Details:

1) Documentation was not provided for Civil Rights training of teachers and aides who were counting and claiming meals.

2)