

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 School Food Authority on the State agency's publicly available website no later than 30 days after the State agency provides the final results of the administrative review to the School Food Authority. The State agency must also make a copy of the final administrative review report available to the public upon request.

School Food Authority Name:

Trinity Evangelical Lutheran School

Date of Administrative Review (Entrance Conference Date):

March 13, 2017

Date review results were provided to the School Food Authority:

October 26, 2017

Date review summary was publicly posted:

July 10, 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 School Food Authority'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)

<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 checked="" 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

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) The school food authority did not maintain supporting documentation for verification.		
		2) Meal counts for National School Lunch, School Breakfast and Afterschool Snack Programs were consolidated incorrectly resulting in an overclaim.		
		3) Benefit issuance documentation was missing required information.		
		4) Meal counts for the Afterschool Snack Program were not taken after the participants received a snack.		
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) The school food authority did not have a United States Department of Agriculture workbook or Nutrient Analysis completed.	
		2) The Afterschool Snack Program meals did not meet the meal component requirements.	
		3) Production records were not completed correctly.	
		4) The school food authority did not meet Dietary Specification requirements for age/grade served.	
		5) Signage was not posted near or on the service line to assist students in identifying a reimbursable meal.	
X		C. School Nutrition Environment	
		YES	NO
		X	
		Food Safety	
		X	
		Local School Wellness Policy	
		X	
		Competitive Foods	
		X	
		Other	
		Finding(s) Details:	
		1) Records were not maintained by the school food authority as required by regulations.	
		2) The Wellness Policy did not include Nutritional Education, National School Lunch Program and Smart Snack guidelines, and goals for education and physical activity education.	
		3) The Hazard Analysis of Critical Control Points Plan was not up to date.	
		4) Food temperatures not taken during food preparation. Dry storage temperatures were not listed correctly.	
		5) Meal service times observed for breakfast and lunch did not coincide with the online application.	

		6) Meals per labor hours were below the acceptable standards.
		7) The school food authority did not monitor the Afterschool Snack Program as required by regulations.
		8) The Attestation Statement and Fund Raiser forms were not completed.
		9) The Child Nutrition Programs Annual Report was not completed correctly.
		10) The school food authority did not have a written Procurement Plan. Proper procurement procedures were not used for purchases.
		11) The procurement tool was not available for review. Documentation was not maintained as required by regulations.
		12) The school food authority did not have procedures to accurately track training for employees as required by regulations.
		13) The public release was incomplete.
X		D. Civil Rights
		Finding(s) Details:
		1) The school food authority displayed an older version of the "...And Justice for All" poster.
		2) Program materials did not contain the correct nondiscrimination statement.