

APPENDIX B

**STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY**

Section 207 of the Healthy Hunger-Free Kids Act (HHFKA) amended section 22 of the National School Lunch Act (NSLA) (42 U.S.C. 1769c) to require State agencies (SA) 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 (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), 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)

<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 checked="" 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	<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)		
3)				
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) Daily Productions records were not completed correctly.		
		2) Offer versus serve was not being implemented properly.		
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 outdated and not adequately implemented.		
		2) Observation revealed that the triennial assessment was missing from the school website and there was no documentation of committee meetings regarding policy update.		
		3) The School Food Authority did not charge the correct price for adult, faculty, and visitors breakfast meals.		
		4) SFA has a net cash operating balance which exceeds USDA's three-month operating balance.		
		5) The Procurement Plan did not contain all the required provisions.		
		6) The School Food Authority did not comply with the approved State Agency agreement for the operation of the snack program.		
X		<b>D. Civil Rights</b>		
		Finding(s) Details:		
		1) The School Food Authority's did not submit the public release document as required.		
		2) The School Food Authority did not have a written Civil Rights Complaint Policy.		