

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 checked="" type="checkbox"/>	Fresh Fruit and Vegetable Program
<input 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		<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) Review of applications revealed that all selected applications were not approved correctly,				
2) SFA did not provide documentation of notification letter requesting information to verify eligibility status, notification letter determining eligibility status, notification letter of adverse action.				
3) Meals were underclaimed and overclaimed for the review period. Observation of the breakfast meal service revealed meals were distributed at kiosk and then counted by teacher in the classroom.				
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) Observation of the Breakfast in the Classroom indicated that the students were not offered two varieties of Milk, only 1% Unflavored Milk was provided at breakfast.	
		2) Observation of the production record revealed the K-3 students at breakfast were only provided flavored milk during Breakfast in the Classroom.	
		3)	
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) Review of the SFA's food safety plan revealed that the SFA has not updated their HACCP plan to represent their own District and Standard Operating Procedures (SOPs) taking place. Observation of the dry storage revealed cans missing dating which is not in alignment with the first-in, first-out (FIFO) method of inventory.	
		2) Observation revealed that the wellness policy did not address all the minimum required elements and there was no documentation of public solicitation.	
		3) In observation of lunch service, frying was utilized to prepare food.	
		4) Items from school store and al a carte did not comply with USDA's Smart Snack requirements.	
X		<b>D. Civil Rights</b>	
		Finding(s) Details:	
		1) Off-Site Assessment Tool and discussions with the director revealed there are no current procedures related to CNP Civil Rights complaints.	
		2)	