

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 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		A. Program Access and Reimbursement		
		YES	NO	
		X		Certification and Benefit Issuance
		X		Verification
		X		Meal Counting and Claiming
Finding(s) Details:				
1) Review of applications revealed one application was categorized incorrectly.				
2) Review of verification revealed the verification process was not completed by the required deadline November 15th.				
3) The School Food Authority incorrectly claimed meals for breakfast, lunch and snack for the month of review.				
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) School Food Authority did not meet meal pattern dietary specifications for the Child and Adult Care Food Program as required by the United States Department of Agriculture (USDA) regulations.		
		2)		
		3)		
X		C. School Nutrition Environment		
		YES	NO	
			X	Food Safety
			X	Local School Wellness Policy
			X	Competitive Foods
		X		Other
		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 utilize the correct function codes for revenues.		
		3) The Procurement Plan did not contain all the required provisions and proper procurement procedures were not followed.		
		4) The School Food Authority did not inform eligible families of the availability and location of Summer Food Service Program meals.		
		5) The SFA did not have a signed Attestation statement as required. This form should be completed and signed by July 1st each school year.		
	X	D. Civil Rights		
		Finding(s) Details:		
		1)		
		2)		