

Baldwin County Commission

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 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 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 administrative review report available to the public upon request.

School Food Authority Name: **Baldwin County Commission**

Date of Administrative Review (Entrance Conference Date): **October 30, 2023**

Date final review results were provided to the School Food Authority: **December 13, 2023**

Date review summary was publicly posted: **January 31, 2024**

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 summary 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 SFA participate in? (Select all that apply)

X	School Breakfast Program
X	National School Lunch Program
	Fresh Fruit and Vegetable Program
X	Afterschool Snack
	Special Milk Program
	Seamless Summer Option

2. The School Food Authority operates under the following Special Provisions? (Select all that apply)

	Community Eligibility Provision
	Special Provision 1
	Special Provision 2
	Special Provision 3

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REVIEW FINDINGS

3. Were any findings identified during the review of this School Food Authority?

YES	NO
X	

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

A. Program Access and Reimbursement

YES	NO	REVIEW FINDINGS
X		Program Access and Reimbursement

YES	NO	AREAS of Program Access and Reimbursement
	X	Certification and Benefit Issuance
	X	Verification
X		Meal Counting and Claiming

Findings Details: Program Access and Reimbursement

1. The School Food Authority (SFA) incorrectly claimed meals for breakfast, lunch and snack for the month of review.

B. Meal Patterns and Nutritional Quality

YES	NO	REVIEW FINDINGS
X		Meal Patterns and Nutritional Quality

YES	NO	AREAS
X		Meal Components and Quantities
	X	Offer versus Serve
	X	Dietary Specifications and Nutrient Analysis

Finding(s) Details: School Nutrition Environment

1. The School Food Authority did not meet all required meal component and quantities as required by the United States Department of Agriculture (USDA) regulations.
2. The SFA didn't provide two varieties of milk.

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REVIEW FINDINGS (continued)

C. School Nutrition Environment

YES	NO	REVIEW FINDINGS
X		School Nutrition Environment

YES	NO	AREAS
X		Food Safety
	X	Local School Wellness Policy
	X	Competitive Foods
X		Other

Finding(s) Details: School Nutrition Environment	
1. Temperatures logs indicated temperatures did not meet required standards.	
2. The School Food Authority was not in compliance with Smart Snack standards.	
3. Professional Standards Tracking Tool was missing the required training topic codes.	
4. The Procurement Plan did not contain all the required provisions.	
5. The School Food Authority did not record the correct revenues and expenditures on the CNP Annual Report.	
6. The Afterschool Snack Program was not monitored as required by regulations.	

D. Civil Rights

YES	NO	REVIEW FINDINGS
X		Civil Rights

Finding(s) Details:	
1. The School Food Authority did not have a written Civil Rights Complaint Policy.	
2. Media release and other outreach documents did not contain correct nondiscrimination statement.	