

# HUNTSVILLE CITY BOARD OF EDUCATION

## 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 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 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:** **Huntsville City BOE**  
**Date of Administrative Review (Entrance Conference Date):** **January 11, 2024**  
**Date final review results were provided to the School Food Authority:** **February 26, 2024**  
**Date review summary was publicly posted:** **March 21, 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 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
	Afterschool Snack
	Special Milk Program
	Seamless Summer Option

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

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

### REVIEW FINDINGS

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

YES	NO	REVIEW FINDINGS
X		Administrative Review Findings

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

<b>Findings Details: Program Access and Reimbursement</b>	
1.	The eligibility status was determined incorrectly on ten applications.
2.	The correct number of applications was not verified.
3.	Clerical error in meal counting consolidation resulted in overclaiming of free lunch meals.

**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

<b>Finding(s) Details: School Nutrition Environment</b>	
1.	
2.	

**REVIEW FINDINGS (continued)**

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**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. The Food Safety Plan needed to be updated and Standard Operating Procedures were not implemented according to Hazard Analysis Critical Control Points (HACCP) .
2. The Wellness Policy needed to be updated.
3.

**D. Civil Rights**

YES	NO	REVIEW FINDINGS
X		Civil Rights

Finding(s) Details:
1. Public release was not implemented as required by Food and Nutrition Service (FNS).
2.