

# CITY OF LEEDS

## 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) require 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:** City of Leeds  
**Date of Administrative Review** February 24-26, 2026  
**Date review results were provided to the School Food Authority:** March 30, 2026  
**Date review summary was publicly posted:** April 13, 2026

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

**The School Food Authority participates in the following Child Nutrition Programs:**

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

**The School Food Authority operates under the following Special Provisions:**

|   |                                 |
|---|---------------------------------|
| x | Community Eligibility Provision |
|   | Special Provision 1             |
|   | Special Provision 2             |
|   | Special Provision 3             |

## STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

### Review Findings

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

| YES | NO |
|-----|----|
| x   |    |

Please complete the following charts to indicate findings and details.

| YES | NO | REVIEW FINDINGS                            |
|-----|----|--------------------------------------------|
|     | x  | <b>A. Program Access and Reimbursement</b> |
| YES | NO | AREAS                                      |
|     | x  | Certification and Benefit Issuance         |
|     | x  | Verification                               |
|     | x  | Meal Counting and Claiming                 |

| YES | NO | REVIEW FINDINGS                                 |
|-----|----|-------------------------------------------------|
| x   |    | <b>B. Meal Patterns and Nutritional Quality</b> |
| YES | NO | AREAS                                           |
| x   |    | Meal Components and Quantities                  |
|     | x  | Offer versus Serve                              |
|     | x  | Dietary Specifications and Nutrient Analysis    |

| Finding(s) Details:                                                                          |
|----------------------------------------------------------------------------------------------|
| 1. Meat/Meat Alternate item not offered in sufficient quantity.                              |
| 2. Fruit item not offered in sufficient quantity.                                            |
| 3. 30 trays observed to have insufficient number of full components for a reimbursable meal. |

| YES | NO | REVIEW FINDINGS                        |
|-----|----|----------------------------------------|
| x   |    | <b>C. School Nutrition Environment</b> |
| YES | NO | AREAS                                  |
| x   |    | Food Safety                            |
| x   |    | Local School Wellness Policy           |
|     | x  | Competitive Foods                      |
|     | x  | Other                                  |

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| Finding(s) Details: |                                                                                    |
|---------------------|------------------------------------------------------------------------------------|
| 1.                  | Some equipment temperature logs unavailable (milk cooler and pass-through coolers) |
| 2.                  | Manager not using Food Safety Checklist                                            |
| 3.                  | Thermometer calibration logs not available                                         |
| 4.                  | Wellness Policy Triannual Assessment not completed by due date.                    |

| YES | NO | REVIEW FINDINGS |
|-----|----|-----------------|
|     | x  | D. Civil Rights |