

## STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

Section 207 of the HHFKA amended section 22 of the NSLA (42 U.S.C. 1769c) to require State agencies 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 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:** Bison School District

**Date of Administrative Review (Entrance Conference Date):** April 24, 2019

**Date review results were provided to the School Food Authority:** May 3, 2019

**Date review summary was publicly posted:** August 30, 2019

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The review summary must cover access and reimbursement (including eligibility and certification review results), an 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 SFAs 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)

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

2. Does the School Food Authority operate under any Special Provisions? (Select all that apply)

- Community Eligibility Provision
- Special Provision 1
- Special Provision 2
- 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		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>A. Program Access and Reimbursement</b>		
		<b>YES</b>	<b>NO</b>	
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Certification and Benefit Issuance
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Verification
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Meal Counting and Claiming
Finding(s) Details: 1) The SFA did not maintain proper records for certification. This includes; documentation of notifications to households, Direct Certification reports, and Verification documents and notifications.				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>B. Meal Patterns and Nutritional Quality</b>		
		<b>YES</b>	<b>NO</b>	
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Meal Components and Quantities
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Offer versus Serve
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dietary Specifications and Nutrient Analysis
Finding(s) Details: 1) For the week of menu review, the lunch menu did not meet the whole grain-rich requirement. Not all grains provided were whole grain-rich.  2) For the week of menu review, the lunch menu did not meet the minimum daily or weekly requirement for grain. A grain was offered daily, however the minimum required portion size was not met.				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>C. School Nutrition Environment</b>		
		<b>YES</b>	<b>NO</b>	
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Food Safety
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Local School Wellness Policy
		<input type="checkbox"/>	<input type="checkbox"/>	Competitive Foods
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other		
Finding(s) Details: 1) The sponsor incorrectly assessed compliance with non-program food revenue requirements.  2) The wellness policy has not been updated or revised since it was initially created.  3) The full-time staff has not met the required annual training hours and does not have a training plan in place for the remainder of the year.  4) The SFA does not maintain a consolidated tracker for documentation of training hours for all food service staff.  5) The SFA is not maintaining a temperature log for the dry storage area.  6) The SFA has products that violate the Buy American provision and there is no documentation on file from the vendor documenting the exceptions.				
<b>D. Civil Rights</b>				

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Finding(s) Details:</p> <ol style="list-style-type: none"><li>1) The SFA is not using the correct USDA non-discrimination statement on all program materials.</li></ol>
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