

## 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:** Colome School District

**Date of Administrative Review (Entrance Conference Date):** April 5, 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 checked="" type="checkbox"/>	<input type="checkbox"/>	Verification
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Meal Counting and Claiming
Finding(s) Details: 1) Not all meal benefit applications were correctly approved. There were applications that were missing a social security number or an indication of no number and applications that were missing household members. There was one application that was calculated incorrectly and resulted in a change in status.  2) The SFA was not processing completed meal applications within the 10-day timeline.  3) The SFA was annualizing income on applications where one pay frequency was reported.  4) The SFA did not select and error prone application for Verification.  5) The SFA overclaimed one free meal for the month of review (February)  6) The SFA is providing meals at no charge to new students without an approved meal application or direct certification on file. They are claiming these meals as free.  7) The SFA is not completing an edit check.				
<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 type="checkbox"/>	Offer versus Serve
		<input type="checkbox"/>	<input type="checkbox"/>	Dietary Specifications and Nutrient Analysis
Finding(s) Details: 1) For the week of menu review, the K-8 lunch menu did not meet the weekly requirements for grains.  2) For the week of menu review, for K-8 and 9-12, the lunch menu did not meet the minimum weekly requirements for the Red/Orange vegetable sub-group or the Bean/Pea vegetable sub-group.				
<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 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:				

		<ol style="list-style-type: none"> <li>1) The SFA incorrectly assessed compliance with non-program food revenue requirements.</li> <li>2) The SFA did not complete on-site monitoring by February 1.</li> <li>3) The SFA does not have any documentation to demonstrate that the Food Service Director has meet the annual training requirements.</li> <li>4) The SFA does not have any documentation to demonstrate that the food service staff has meet the annual training requirements.</li> <li>5) The SFA does not have any documentation to demonstrate that they non-food service staff with related duties were trained properly for the assigned responsibilities.</li> <li>6) The SFA does not maintain a consolidated tracker for documentation of training hours for all food service staff.</li> <li>7) The food safety plan has not been customized to the specific food service operation within the SFA.</li> <li>8) The SFA is not properly dating food products and not all food products were stored at least 6 inches from the floor.</li> <li>9) The SFA did not preform SFSP outreach.</li> </ol>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>D. Civil Rights</b></p> <p>Finding(s) Details:</p> <ol style="list-style-type: none"> <li>1) The sponsor does not have a process in place for accommodating students with special dietary needs.</li> </ol>