

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: Smee School District

Date of Administrative Review (Entrance Conference Date): 12/13/18

Date review results were provided to the School Food Authority: 1/10/19

Date review summary was publicly posted: 2/8/19

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

This institution is an equal opportunity provider.

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

YES	NO	REVIEW FINDINGS	
☐	X	A. Program Access and Reimbursement	
		YES	NO
		☐	X
		☐	X
		☐	X
		No findings in this area.	
X	☐	B. Meal Patterns and Nutritional Quality	
		YES	NO
		X	☐
		X	☐
		☐	X
		<p>Finding(s) Details:</p> <ul style="list-style-type: none"> • Finding 1 (Onsite 401): Reviewer observed six incomplete breakfast meals (five – juice & pancake; one – juice & milk) which did not meet minimum Offer Versus Serve requirements. All meals claimed for reimbursement must contain at least three items at breakfast and at least three components at lunch, with one being at least of ½ cup fruit and/or vegetable. All staff responsible for reimbursable meals must be able to identify a complete and reimbursable meal. This error will result in a fiscal action calculation. • Finding 2-A (Onsite 410): Reviewer observed meal pattern quantity violations during the menu review from the review period for breakfast and lunch, and product observed in storage from the day of review. <ul style="list-style-type: none"> ○ Rice provided at lunch on 11/7 was not whole grain-rich. All grain products must be whole grain-rich or have an approved waiver on file. ○ Dinner roll/grain offering provided at lunch on 11/8 was short of the 2-ounce equivalent requirement for grade levels 9-12. ○ Ham sub sandwich and Combo (Ham/Turkey) sub sandwich provided at lunch on 11/9 was short of the 2-ounce equivalent meat/meat alternate requirement for grade levels 9-12. ○ Cornbread mix observed in the pantry on the day of review did not meet whole grain-rich requirements. ○ Spaghetti noodles observed in the pantry on the day of review did not meet whole grain-rich requirements. <p>As specified in 7 CFR 210.10(c), schools must offer the food components and quantities required in the established meal pattern.</p> <ul style="list-style-type: none"> • Finding 2-B (Onsite 410): The menu review from the review period identified that the menu planner does not have recipes and/or would need to revise recipes for the following meals from the review period: <ul style="list-style-type: none"> ○ Breakfast Burrito (11/7 B) ○ Cheeseburger Mac (11/6 L) ○ Scalloped Potato (11/8 L) ○ Sub sandwiches (11/9 L) <p>As specified in 7 CFR 210.18(g)(2)(i)(A), crediting documentation must be</p>	

		maintained (such as a CN label, Product Formulation Statement, or accurate recipe) to demonstrate compliance with the meal pattern.
X	□	C. School Nutrition Environment
		YES NO
		X <input type="checkbox"/> Food Safety
		X <input type="checkbox"/> Local School Wellness Policy
		<input type="checkbox"/> X Competitive Foods
		X <input type="checkbox"/> Other: Professional Standards
		<p>Finding(s) Details:</p> <ul style="list-style-type: none"> • Finding 5 (Offsite 1000 Series): Local Wellness Policy is missing the following required elements: <ul style="list-style-type: none"> ○ Permit marketing on the school campus during the school day of only foods and beverages which meet nutrition standards. ○ Identify the position of the LEA or school official(s) responsible for the implementation and oversight of the local school wellness policy. • Finding 6 (Offsite 1202, Offsite 1204, Onsite 1212, Onsite 1214): Hired Food Service Director does not meet Professional Standards Hiring Requirements at the time of hire. All Food Service Directors hired after July 1, 2015 must meet the hiring professional standards. The CANS office has issued a Corrective Action Plan regarding hiring requirements. Food Service Director salary cannot be paid out of the food service account until hiring requirements are met. • Finding 7 (Onsite 1403, Onsite 1411): Reviewer observed one product with a country of origin outside of the USA (Pineapple from Philippines). The SFA did not have documentation on file to support an exception to the Buy American requirement for these products at the time of the onsite review. <p>The Buy American requirement states that a food or food product is grown and/processed in the USA. At least 51% of the final processed product must be made up of domestically grown commodities. For products that are <u>not</u> USA grown and processed, the SFA needs to maintain documentation indicating that domestic products are unavailable or are not reasonably priced.</p> • Finding 8 (Onsite 1407): Food Safety Plan/Standard Operating Procedures (SOPs) were not implemented, reviewed, and updated as required. The Food Safety Checklist is also not completed. The checklist must be completed at least monthly, but the SOPs and checklist must identify an accurate reflection of frequency.
X	□	D. Civil Rights
		<p>Finding(s) Details:</p> <ul style="list-style-type: none"> • Finding 3 (Offsite 803): School Food Authority (SFA) does not have a formal or informal policy to handle complaints of discrimination within the school meals program. • Finding 4: (Offsite 805): Reviewer determined that the SFA does not have a standardized internal process for providing a meal modification when needed

		<p>and ensuring that the menu planner has applicable dietary information needed to make substitutions. Per 7 CFR 210.10(m), school must make substitutions when a dietary restriction is present; substitutions must be made on a case by case basis.</p>
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