

## 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:** St. Martins Lutheran School

**Date of Administrative Review (Entrance Conference Date):** April 30, 2019

**Date review results were provided to the School Food Authority:** May 23, 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 type="checkbox"/>	<input checked="" type="checkbox"/>	Meal Counting and Claiming
Finding(s) Details: 1) The SFA annualized income when it should have been determined at its stated frequency.  2) The SFA did not use the required verification notification letter nor did they create their own letter with the required content.				
<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) On the day of review the lunch menu did not provide the minimum vegetable portion required for the K-8 grade group. A hash brown was served. This only contributed 1/2 cup. The menu was short 1/4 cup vegetable.				
<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 checked="" type="checkbox"/>	Local School Wellness Policy
		<input type="checkbox"/>	<input checked="" 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 School Nutrition Program Director did not meet the training requirements and did not have scheduled/planned trainings for the remainder of the school year to meet annual training requirements. In addition, the school nutrition staff did not meet the training requirements and did not have scheduled/planned trainings for the remainder of the school year to meet annual training requirements.  3) The food service director has not completed any food safety training. The state requires that all director's complete food safety training at least every five years.  4) The SFA does not maintain a consolidated tracker for documentation of training hours for all food service staff.				

		<p>5) The SFA is not implementing all aspects of the food safety plan. They are not completing the weekly food safety checklist.</p> <p>6) Storage violations were observed on-site. The SFA had food that was opened and not dated with date opened.</p> <p>7) The SFA has not performed SFSP outreach.</p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>D. Civil Rights</b></p> <p>Finding(s) Details:</p> <p>1) The SFA does not have a civil right complaint process in place that ensures that all complaints will be forwarded to a USDA agency.</p>