

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: Marion School District

Date of Administrative Review (Entrance Conference Date): 01/12/17

Date review results were provided to the School Food Authority: 03/15/17

Date review summary was publicly posted: 7/19/2017

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	<input type="checkbox"/>	A. Program Access and Reimbursement		
		YES	NO	
		X	<input type="checkbox"/>	Certification and Benefit Issuance
		<input type="checkbox"/>	X	Verification
		<input type="checkbox"/>	X	Meal Counting and Claiming
Finding(s) Details: 1) Finding 1- Onsite 128: SFA was converting incomes to yearly. Per the Eligibility Manual for School Meals, Page 5, if a household has only one source of income, or if all sources are received in the same frequency, the LEA takes the sum of all income sources and compares the household's total income to the Income Eligibility Guidelines.				
<input type="checkbox"/>	X	B. Meal Patterns and Nutritional Quality		
		YES	NO	
		<input type="checkbox"/>	X	Meal Components and Quantities
		<input type="checkbox"/>	X	Offer versus Serve
		<input type="checkbox"/>	X	Dietary Specifications and Nutrient Analysis
Finding(s) Details:				
X	<input type="checkbox"/>	C. School Nutrition Environment		
		YES	NO	
		<input type="checkbox"/>	X	Food Safety
		X	<input type="checkbox"/>	Local School Wellness Policy
		X	<input type="checkbox"/>	Competitive Foods
		X	<input type="checkbox"/>	Other
Finding(s) Details: 1) Finding 3- Off Site 1002: SFA has not reviewed or updated their Wellness Policy since it was originally developed. (The Final Rule for the Wellness Policy SEC. 204 of Public Law 111-296 Local School Wellness Policy Implementations and the Code of Federal Regulation 210.30 and 220.7.) requires LEAs to assess, at least once every three years (triennially) compliance with the local wellness policy. During the on-site review, technical assistance was given to the SFA about the final rule requirements and suggestions on involving various members of the school and local community. 2) Finding 4- Off Site 1004: The SFA directly solicits members of for their Wellness Committee which limits participation from various stakeholders. SFAs must allow parents, students, representatives of the SFA, teachers of physical education, school health professionals, the school board, school administrators, and the general public to participate in the development, implementation, and periodic review and update of the local school wellness policy. During on-site interview, various options were discussed for soliciting various stakeholders, including a notification being included in the Parent Packets that are sent out yearly, information being included in the Student Handbook and flyers being put up in the				

		<p>school building.</p> <p>3) Finding 5- On Site 1105: SA observed that the SFA’s vending machine had Coke Zero, Mello Yellow and other caffeinated beverages which were available to all students, grades K-12. According to Smart Snack regulation, Elementary and Middle School students can only have beverages that are caffeine free. SA discussed possible options for finding beverages appropriate for all grades, turning off access to those specific items during the school day and/or moving those items to certain area within the SFA.</p> <p>4) Finding 6- Off Site 1204: The SFA’s School Nutrition Program (SNP) Director does not have the necessary training hours. Per the new regulation for Professional Standards, since the oversight and evaluation of the school meals program remains with the SFA regardless of having a Food Service Management Company (FSMC), the SFA is required to keep the role of program director within the SFA.</p> <p>5) Finding 7- Off Site 1208, On Site 1219: The FSMC tracks their employee’s training hours, however the SFA does not keep track of their staff’s training, which would include the SFA’s director and anyone employed by the school that supports the SNP. During the on-site review technical assistance was given explaining the Training Tracker Tool found on the Child and Adult Nutrition website, and who would need this training.</p> <p>6) Finding 8- Off Site 1210, On Site 1221: The SFA’s response to Off Site 1210 states that the employees that work outside of the school nutrition program, whose responsibilities include duties related to the operation of the school nutrition program, have not received training applicable to their duties. SFA’s employees that work at the Point of Sale need to have training on offer versus serve. Since employees at the Point of Sale are determining what is a reimbursable meal is, they need training specific to offer vs. serve and what a components are required for a reimbursable meal. Guidance was given during the onsite visit on finding online training for these topics at http://www.theicn.org in the Document Library or using the online training on the Child and Adult Nutrition website.</p> <p>7) Finding 9, Off Site 1601: SFA was unaware that it is required to inform families of the availability of meals offered through the Summer Food Service Program before the end of the school year. SFAs must cooperate with Summer Food Service Program sponsors to distribute materials to inform families of the availability and location of free Summer Food Service Program meals for students when school is not in session. During the on-site review, technical assistance was given to SFA about the requirement and ideas on how to inform families. An electronic poster is available at http://doe.sd.gov/cans/documents/SFO-Flyer.pdf.</p>
X	<input type="checkbox"/>	D. Civil Rights

		<p>Finding(s) Details:</p> <ol style="list-style-type: none">1) Finding 2- Off Site 803: Currently the SFA has a general Complaint Policy that references Federal Funds, but does not specifically reference discrimination within the USDA FNS School Meal Program. All SFAs are required to have an informal or formal method to handle complaints of discrimination with in the school meals program. Please review CANS memo #108, Civil Rights Instructions, starting on page 22 for specific guidance on how complaints of discrimination within the school meals program need to be handled. This memo is posted on the CANS website (http://doe.sd.gov/cans/index.aspx) under Documents, Numbered Memos.
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