

## 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:** Crazy Horse School \_\_\_\_\_

**Date of Administrative Review (Entrance Conference Date):** 3/28/17; 5/4/17; 12/4/17; 5/16/18

**Date review results were provided to the School Food Authority:** 5/30/18

**Date review summary was publicly posted:** 5/30/18 \_\_\_\_\_

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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

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		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>A. Program Access and Reimbursement</b>		
		<b>YES</b>	<b>NO</b>	
		<input type="checkbox"/>	<input checked="" 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
<p>Finding(s) Details:</p> <p><b>Finding 1-A, 2, 3, 4, 5 (Onsite 316):</b></p> <ul style="list-style-type: none"> <li>• The current Point of Service (POS) meal count sheet does not contain columns needed to record the meals counts broken out by site. 7 CFR 210.7 (B) (iii) (iv) and 220.11 (b) (d) and (2) require that meal counts are correctly recorded, consolidated and reviewed for accuracy prior to submitting the monthly Claim for Reimbursement.</li> </ul> <p><b>Finding 1-B (Onsite 314):</b></p> <ul style="list-style-type: none"> <li>• Meal counts were being taken at the middle of the lunch line, before students have an opportunity to take all items offered. The food/salad bar was after the POS; items after the POS are not included as part of the reimbursable meal (7 CFR 210.1).</li> </ul> <p><b>Finding 1-C (Onsite 314):</b></p> <ul style="list-style-type: none"> <li>• During lunch, the POS person would often leave post to clean up spills, and then return to taking meal counts and try to catch up by counting students sitting at the table. POS meal counts are taken only at the point in the line where an eligible student has received a complete and reimbursable meal.</li> </ul> <p><b>Finding 1-E (Onsite 318):</b></p> <ul style="list-style-type: none"> <li>• On 3/28/17, Seconds were given to student who went back into the kitchen and asked for them. The Inspector counted 21 students that were given second entrees. It is unknown if, or how these a la carte foods are being counted and paid for.</li> </ul> <p><b>Finding 1-F (Onsite 314):</b></p> <ul style="list-style-type: none"> <li>• The Inspector noted that adults were served meals. Kitchen staff could not tell the Inspector how those meals are counted and paid for. All nonprogram meals must be tracked, documented, and paid for outside of the food service account.</li> </ul> <p><b>Finding 1-G (Onsite 314):</b></p> <ul style="list-style-type: none"> <li>• Per inspector note from 3/28/17, Meal service times are not followed. Forty-five students were given food outside of meal service hours, and counted for reimbursement. The Inspector could not determine how these meals are being documented. These meals will be assessed for fiscal action. 7CFR 201.9(b)(5)</li> </ul>				

		<p>and 220.7(e)(2) require that the SFA follow the meal times specified, and approved, in their (iCAN SNP) agreement with the SA.</p> <p><b>Finding 2 (Onsite 316):</b></p> <ul style="list-style-type: none"> <li>At Breakfast, there is no documentation to show how the meal counts were broken out by site for claiming. All documentation used to calculate the monthly claim for reimbursement must be maintained on file with the respective claim for reimbursement.</li> </ul> <p><b>Finding 3 (Onsite 316):</b></p> <ul style="list-style-type: none"> <li>The CEP Edit Check Worksheets do not reflect the correct daily enrollment. The Attendance Factor is not calculated correctly and the worksheet is missing the 2<sup>nd</sup> party signature. 7 CFR 210.7 (B) (iii) (iv) and 220.11 (b) (d) and (2) require that meal counts are correctly recorded, consolidated and reviewed for accuracy prior to submitting the monthly Claim for Reimbursement.</li> </ul> <p><b>Finding 4 (Onsite 316):</b></p> <ul style="list-style-type: none"> <li>Unable to verify the Claim for Reimbursement with the POS meal counts. 7 CFR 210.7 (B) (iii) (iv) and 220.11 (b) (d) and (2) requires that meal counts are correctly recorded, consolidated and reviewed for accuracy prior to submitting the monthly Claim for Reimbursement.</li> </ul> <p><b>Finding 5 (Onsite 316):</b></p> <ul style="list-style-type: none"> <li>SFA has been unable to demonstrate accurate POS meal counts; the counts are not recorded or tallied correctly; Edit Checks continue to be questionable; claim for reimbursement does not match the POS meal counts.</li> </ul> <p><b>Finding 8 (Onsite 215):</b></p> <ul style="list-style-type: none"> <li>Verification report was not submitted by due date of 11/15/16. Verification report must be submitted annually to the state office by November 15.</li> </ul>												
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>B. Meal Patterns and Nutritional Quality</b></p> <table border="1"> <thead> <tr> <th>YES</th> <th>NO</th> <th></th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Meal Components and Quantities</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Offer versus Serve</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Dietary Specifications and Nutrient Analysis</td> </tr> </tbody> </table> <p>Finding(s) Details:</p> <p><b>Finding 1-D (Onsite 401):</b></p> <ul style="list-style-type: none"> <li>During meal service, the Inspector observed that the POS was counting students going thru the line, they were not counting the reimbursable meals as required. Twenty-five non-reimbursable lunch meals were counted by the POS and included in the meal count for reimbursement. All non-reimbursable meals were</li> </ul>	YES	NO		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Meal Components and Quantities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Offer versus Serve	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dietary Specifications and Nutrient Analysis
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missing the fruit or vegetable component as required under Offer vs Serve (OVS). These meals will be subject to fiscal action.

**Finding 6A & 6B (Onsite 409, Onsite 410):**

**Component Violations**

- Breakfast – 4/11/17: No fruit available
- Breakfast – 4/12/17: No grain available
- Breakfast – 9/27/17: No grain available
- Lunch – 4/13/17: No vegetable available (potato chips provided, but no other vegetable served)
  - These menus will be subject to fiscal action, as a required component was missing.

Production records were requested from 10/1/16 through date of correction (provided production records in SY17-18 thru 10/6/17) for a component check.

- Production records from SY16-17 were unattainable. Crazy Horse School was offered the opportunity to reconstruct production records based on invoices, however, after internal discussion, Silas Blaine, Superintendent, sent email communication on 5/21/18 identifying that the school will choose not to reconstruct. **This will result in a fiscal calculation.**

\*\*\*Due to missing components, the State Agency was required to turn off 6-cent reimbursement eligibility until 1 week of menus meeting meal pattern compliance and passing a nutrient analysis has been served, and documentation provided to the State Agency. The school district will start SY17-18 with the 6-cent reimbursement turned off.

\*\*\* Information provided via email to Silas Blaine, Superintendent, and Tiffany Lamont, Business Manager on 7/24/17.

\*\*\* Performance-based reimbursement will be turned back on starting in the first full month after corrective action was completed, as identified in the Administrative Review Manual. Six-cent reimbursement will resume in June, 2018.\*\*\*

- See Finding 13 for details.

**Quantity Violations**

- Menu planner planned daily ½ cup fruit at breakfast, rather than the 1 cup requirement.
- Menu planner planned daily ½ cup fruit at lunch, short of the 1 cup requirement for 9-12.
- Menu planner did not exceed ½ cup daily vegetable serving size at lunch, short of the ¾ cup requirement for K-8, and 1 cup requirement for 9-12.
- Menu planner did not meet all vegetable subgroups, meeting only Starchy.
- Minimal amount of grain products are considered as whole

grain-rich.

- 4/10 Lunch
  - Dinner roll credits as 1 oz equivalent – 9-12 short grain
  - Tater Tot casserole provides ½ cup vegetable (K-8, 9-12 short vegetable), 1.75 oz equivalent meat/meat alternate (9-12 short MMA)
- 4/11 Lunch
  - Potato salad listed on production record and menu, but amount used is not recorded; quantity issue – unable to determine how potato salad credits
  - Baked chips not considered vegetable
  - Hoagie buns for sub sandwich listed as 1.5 oz equivalent grain, and not whole grain-rich (9-12 short grain)
- 4/12 Lunch
  - Macaroni used in goulash is not whole grain-rich
- 4/13 Lunch
  - Cheddarwurst – Unable to determine product crediting
  - Macaroni salad – Unable to determine how macaroni salad credits, amount used is missing from the production record

**Production Record/Menu Planning Findings**

- It is observed that the menu planner ‘breaks out’ aspects of a scratch cooking recipe, and is recording each part of the recipe separately on the production record. Only the recipe name should be recorded in the various component sections of the production record.
- Production record is not completely filled out. All aspects of the production record must be completed, including serving sizes, planned servings, total planned, total prepared, amount left over.
- Only three items provided on 4/11 breakfast – must provide at least four items for Offer Versus Serve at breakfast
- Production Records from SY16-17 were identified as unavailable, when requested by the reviewer.

**Finding 6-C (Onsite 403):**

- Reviewer observed an unallowable milk type provided, although, two acceptable milk types were also available. Allowable milk types include skim flavored, skim non-flavored, low-fat (1%) unflavored.

**Finding 6-D (Onsite 404, 502):**

- No signage observed for lunch or breakfast on 5/4/17. Identification of reimbursable meal must be present to program participants.

		<p><b>Finding 13 (Offsite 602):</b></p> <ul style="list-style-type: none"> <li>Nutrient analysis from the week of January 8-12, 2018 identified average daily breakfast calories (532) outside of the calorie range (350-500). K-8 Lunch average daily calories (702) were outside of the calorie range (600-650).</li> </ul> <p>*** Performance-based reimbursement will be turned back on starting in the first full month after corrective action was completed, as identified in the Administrative Review Manual. Six-cent reimbursement will resume in June, 2018.***</p>															
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>C. School Nutrition Environment</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 10%;">YES</th> <th style="width: 10%;">NO</th> <th></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Food Safety</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Local School Wellness Policy</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Competitive Foods (Smart Snacks)</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Other: Professional Standards; Afterschool Snack</td> </tr> </tbody> </table> <p>Finding(s) Details:</p> <p><b>Finding 7-A (Onsite 1400, 1403, 1406 &amp; 1407):</b></p> <ol style="list-style-type: none"> <li>SFA written food safety plan not implemented. Required temperature logs not kept and maintained. The School Food Safety Plan is not reviewed or signed each school year.</li> <li>Inspector did not observe staff wash hands as required in preparing and serving food.</li> <li>There is no barrier or sneeze guard on food bar as required by health code standards to prevent cross contamination.</li> <li>Students were observed serving themselves from the food bar with bare hands. This is a serious contamination violation. Staff did not replace contaminated food during meal service.</li> </ol> <p><b>Finding 7-B (Onsite 1408):</b></p> <ul style="list-style-type: none"> <li>Storage violations observed; raw eggs stored uncovered above ready to eat food in the walk-in cooler. Potentially hazardous foods must be stored below ready-to-eat foods.</li> </ul> <p><b>Finding 7-C (Onsite 1408):</b></p> <ul style="list-style-type: none"> <li>Additional food safety violations as noted by DPS Inspector: <ol style="list-style-type: none"> <li>Scoops used in the food bins and flour bin must have a handle. Using paper cups without a handle is not acceptable.</li> <li>Fans in reach in coolers are dusty and dirty and in need of cleaning. Door handles and doors of all coolers and food storage equipment dirty and in need of cleaning.</li> <li>The 3 compartment sink is set up for Quat Sanitizer. The SFA was using bleach at over 220 ppm. The SFA should use the Quat sanitizer at label strength of 200-400ppm or chlorine bleach may be used at 50 ppm. Proper test strips must be purchased and used to measure sanitizer strength.</li> <li>Hand washing sink did not have paper towels. The hand</li> </ol> </li> </ul>	YES	NO		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Food Safety	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Local School Wellness Policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Competitive Foods (Smart Snacks)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other: Professional Standards; Afterschool Snack
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washing station must always be stocked.

5. Damaged food containers have a great risk of being contaminated. Damaged cans should not be accepted if they are damaged during or before delivery. If the damage occurs onsite, the damaged foods must be properly written off and destroyed.
6. The ice machine needs an airgap installed on the drain line to prevent backflow and siphonage.

**Finding 7-D (Onsite 1410):**

- The reviewer observed product with a country of origin outside of the US (pineapple from Thailand). According to the Buy American rule, all products provided must have a country of origin of the US, or documentation must be maintained justifying usage of a foreign product.

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 not USA grown and processed, the SFA needs to have a documentation indicating that domestic products are truly not available or reasonably priced.

**Finding #10 (Offsite 1000-series):**

- SFA has not met Wellness Policy requirements, and policy is not compliant.

**Finding #11 (Onsite 1105):**

- Food items sold from midnight to 30 minutes after end of day bell must meet Smart Snack compliance. Products in vending machine (Gatorade) and after-school store (candy bars, soda, etc.) do not meet Smart Snacks compliance for elementary (K-12 building). Responsible entity not identified during discussion. Smart Snacks policy/method to ensure sales meet compliance not in place.

**Finding 12 (Offsite 1208)**

- SFA is not tracking training hours for employees whose responsibilities include duties related to the operation of the school nutrition program. SFAs are required to track training, and include minimum information, such as training topic, corresponding training code, type of training, date and length of training.

**Finding 14 (Onsite 1700):**

- Reviewer observed that the school submitted an Afterschool Snack monthly claim for November, 2016 (1,197 snacks) and December, 2016 (1124 snacks). No other claims were submitted. Upon

		<p>discussion with the current food service director and the superintendent, it is identified that documentation was not maintained for Afterschool Snack service, and there is uncertainty about whether the program was provided during the school day or after the school day. This afterschool snack claim will result in a fiscal calculation.</p> <p>The Afterschool Snack service must follow the current Afterschool Snack meal pattern, as found on the CANS webpage. Additionally, production records must be maintained, and the program must be provided after the official end of school day with an education enrichment activity available.</p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>D. Civil Rights</b></p> <p>Finding(s) Details:</p> <p><b>Finding 9-A (Offsite 800):</b></p> <ul style="list-style-type: none"> <li>• SFA provided outdated Nondiscrimination statement. Current nondiscrimination statement must be provided on program materials and SFA’s webpage.</li> </ul> <p><b>Finding 9-B (Offsite 803):</b></p> <ul style="list-style-type: none"> <li>• SFA does not have a formal or informal procedure regarding alleged discrimination complaints within the school meal programs.</li> </ul> <p><b>Finding 9-C (Onsite 811):</b></p> <ul style="list-style-type: none"> <li>• Reviewer (5/4/17) did not observe And Justice For All poster. Reviewer sent an And Justice For All poster to Crazy Horse Day School on 5/9/17.</li> </ul> <p><b>Finding 9-D (Offsite 806)</b></p> <ul style="list-style-type: none"> <li>• Food Service employees did not complete annual Civil Rights training requirement. Staff who interacts with program participants, staff working with eligibility, and their supervisors must complete Civil Rights training at least annually.</li> </ul>