

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 Joseph Catholic School

Date of Administrative Review (Entrance Conference Date): 3/7/2023

Date review results were provided to the School Food Authority: 5/3/2023

Date review summary was publicly posted: 5/4/23

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	
		<input type="checkbox"/>	X	Certification and Benefit Issuance
		<input type="checkbox"/>	X	Verification
		X	<input type="checkbox"/>	Meal Counting and Claiming
Finding(s) Details: 1) Based on day of review meal service observation, the meal counting procedure utilized by the SFA for grades K-3 requires the students to travel a large distance through the school after the meal counts are taken before meals are received. This method may result in inaccurate claims as too much time passes from start to finish. Meal counts must be taken at the point of service.				
X	<input type="checkbox"/>	B. Meal Patterns and Nutritional Quality		
		YES	NO	
		X	<input type="checkbox"/>	Meal Components and Quantities
		<input type="checkbox"/>	X	Offer versus Serve
		<input type="checkbox"/>	X	Dietary Specifications and Nutrient Analysis
Finding(s) Details: 1) The SFA did not maintain all of their supporting menu documentation. SFAs must keep production and menu records for reimbursable meals offered. Labels were missing for rice and pasta during the week of review. 2) During the week of menu review, the lunch menu did not meet the grain requirement on Thursday. A grain was provided, rice, however the minimum required portion size was not offered.				
X	<input type="checkbox"/>	C. School Nutrition Environment		
		YES	NO	
		X	<input type="checkbox"/>	Food Safety
		<input type="checkbox"/>	X	Local School Wellness Policy
		<input type="checkbox"/>	X	Competitive Foods
X	<input type="checkbox"/>	Other: Professional Standards, Buy American, Outreach		
Finding(s) Details: 1) The new School Nutrition Program Director did not complete food safety training within 30 days of being hired, and no previous food safety certification was obtained in the last 5 years. 2) The Food Safety Plan/Standard Operating Procedures (SOP) was not implemented, reviewed, and updated as required. The Food Safety Checklist is not completed as described. SOPs must be updated to accurately reflect processes and procedures. The checklist must be completed at least monthly, and the SOPs and checklist must identify an accurate reflection of frequency.				
<input type="checkbox"/>	X	D. Civil Rights		
Finding(s) Details:				