

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: East Dakota Educational Cooperative

Date of Administrative Review (Entrance Conference Date): 2/22/17

Date review results were provided to the School Food Authority: 3/20/17

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

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)

- XX School Breakfast Program
 XX 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
		X	<input type="checkbox"/>	Verification
		<input type="checkbox"/>	X	Meal Counting and Claiming
Finding(s) Details:				
1) Finding #1 (Offsite 200, Onsite #209): SFA selected 2 applications instead of 1 application, as required in the Verification process. 2) Finding #2 (Onsite #209): SFA selected a directly certified student for verification. Directly certified students are exempt from verification selection. Household provided copy of EBT card to serve as documentation. In the event of verifying a categorically eligible application, acceptable documentation for verification must include recipient's name and be from a qualified assistance program, such as a SNAP notification of benefits letter.				
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) Finding #3 (Onsite #404): Signage explaining what constitutes a reimbursable breakfast was not available. Reimbursable meal signage must be available for both breakfast and lunch. 2) Finding #4 (Onsite #410): Chili recipe served 1/12 uses 80/20 ground beef, however, crediting information on recipe and kitchen actually used 85/15 ground beef. This error did not result in a quantity issue; however, recipes used must reflect actual practice. 3) Finding #5 (Onsite #410): Reviewer observed three items on lunch production record/food bar form which were incorrectly recorded (serving size, total amount used). Errors did not result in a quantity issue; however, information recorded on production records/food bar forms must accurately reflect quantities planned, prepared, and used.				
X	<input type="checkbox"/>	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
Finding(s) Details:				
1) Finding #9 (Onsite 1400): Standard Operating Procedures in the Food Safety Plan are identified as 'Sample SOP's'. The Food Safety Plan must be titled and updated for each specific school. See the instruction page				

		<p>on inside cover of Food Safety Plan for additional information.</p> <ol style="list-style-type: none"> 2) Finding #10 (Onsite 1400): Food Safety Checklist is not completed regularly. At minimum, the Food Safety Checklist must be completed monthly, and more frequent if areas of concern are observed. 3) Finding #11 (Onsite 1405): Most recent kitchen inspection was posted on the back wall of the kitchen, out of visibility to participants. The most recent kitchen inspection must be posted in a location visible to program participants. 4) Finding #12 (Onsite 1406): 'Cleaning & Sanitizing Food Contact Surfaces' Standard Operating Procedure (SOP) was not reviewed and signed at time of Onsite review. All SOP's in the Food Safety Plan are required to be reviewed, revised, and signed annually. 5) Finding #13 (Onsite 1407): Reviewer observed that refrigerator temperatures for milk are recorded every other day. Temperatures must be recorded daily. 6) Finding #7 (Offsite 1000-series): The following areas of the Local School Wellness Policy (LWP) are identified as out of compliance with Wellness Policy Final Rule (implementation date 7/1/17): <ol style="list-style-type: none"> a. LWP does not identify a stance on marketing of foods and beverages that meet lunch nutrition standards (Offsite 1000). b. Documentation not maintained demonstrating how potential stakeholders (at minimum: parents, students, representatives of the SFA, teachers of PE, school health professionals, school board, school administration, and general public) are made aware of their ability to participate in the development, review, update, and implementation of the policy (Offsite 1004). c. Assessment of policy not completed at time of review. Assessment must be completed triennially (Offsite 1005). d. Triennial assessment results must be made available to the public (Offsite 1006). 7) Finding #8 (Offsite 1208, Onsite 1219): Tracking of training hours does not include key areas/key topics, as identified in professional standards requirements. Local agencies have discretion on methods used to annually track training; however, minimum required fields must be included in tracking. 8) Finding #14 (Offsite 1601): All SFAs participating in the school lunch program must provide outreach/communication regarding availability of summer meals in the area.
X	<input type="checkbox"/>	<p>D. Civil Rights</p> <p>Finding(s) Details:</p> <ol style="list-style-type: none"> 1) Finding #6 (Onsite #811): 'And Justice For All' poster was in the kitchen on the back wall; location of poster is not prominently visible to program participants.