

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: Freeman School District

Date of Administrative Review (Entrance Conference Date): 3/1/17

Date review results were provided to the School Food Authority: 3/28/17

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)

- 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?

- X 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
		X	<input type="checkbox"/>	Verification
		<input type="checkbox"/>	X	Meal Counting and Claiming
Finding(s) Details:				
<p>1) Finding #1 (Onsite 128): Reviewer observed determination of income from household applications is converted to a monthly frequency. Income reported on an application must only be converted if a household has multiple income frequencies. In the event of multiple income frequencies, the Local Education Agency (LEA) must convert income to annual. Use instruction provided on the income eligibility guidelines document.</p> <p>2) Finding #2 (Offsite 202): Staff member listed as the confirmation reviewer in the annual iCAN SNP agreement with Child & Adult Nutrition Services (CANS) does not match the staff member that actually conducts confirmation reviews. Your annual agreement with CANS must reflect current practices.</p>				
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:				
<p>1) Finding #3 (Onsite 401): Reviewer observed 1 lunch meal (pizza-2 oz eq meat/meat alternate, 2 oz eq grain, milk-1 cup, iceberg lettuce- ¼ cup) counted for reimbursement during the day of review which did not have enough fruit and/or vegetable under Offer Versus Serve requirements. Reimbursable lunch meals must contain at least 3 components, 2 in full quantity and 1 at least ½ cup fruit and/or vegetable.</p> <p>2) Finding #4 (Onsite 410): Below are the menu observations noted by the reviewer. The menu review contained one quantity issue (whole grain roll provided on 2/6); the remaining menu observations were in regard to recordkeeping of production records and crediting of recipes:</p> <ol style="list-style-type: none"> Whole grain roll (2/6) credits as 1.25 oz eq grain, instead of the menu planned 2.0 oz eq grain. The planned menu must meet minimum meal pattern quantity requirements. Carrots recipe (2/6) is short of the ½ c vegetable per serving, as menu planned. The minimum available vegetable quantities still meet weekly and daily requirements; however, menu planning must be accurate. Hot ham & cheese (2/7) meets the meat/meat alternate requirement, however, recipe crediting is based on smoked ham in own juices, but should be based on actual product, boiled ham in water. Calculation using the food buying guide does not result in a quantity issue. However, menu planning and documentation must 				

		<p>be accurate.</p> <p>d. Corn chips (2/8) recipe indicates 1 oz eq whole grain credited, however, product formulation statement indicates the product credits as 1.25 oz eq grain.</p> <p>e. Cinnamon roll (2/8) on the production record indicates that the serving size is "1-2oz". The product by weight is 2.5 ounces, but credits as 2 oz eq. of grain. Serving size should consistently indicate either product size of serving or component credit amount.</p> <p>f. Food Bar forms indicate that the food bar is located both before the point of service and after the point of service. Based on observation and conversation with food service staff, the actual practice has the food bar located before the point of service. This is very important information, and recordkeeping must reflect actual practice.</p>															
X	<input type="checkbox"/>	<p>C. School Nutrition Environment</p> <table border="1"> <thead> <tr> <th>YES</th> <th>NO</th> <th></th> </tr> </thead> <tbody> <tr> <td>X</td> <td><input type="checkbox"/></td> <td>Food Safety</td> </tr> <tr> <td>X</td> <td><input type="checkbox"/></td> <td>Local School Wellness Policy</td> </tr> <tr> <td>X</td> <td><input type="checkbox"/></td> <td>Competitive Foods</td> </tr> <tr> <td>X</td> <td><input type="checkbox"/></td> <td>Other</td> </tr> </tbody> </table> <p>Finding(s) Details:</p> <ol style="list-style-type: none"> 1) Finding #8 (Onsite 1400): Elementary satellite kitchen does not complete a Food Safety Checklist. Food Safety Checklist must be completed at every preparation & serving site at least monthly. 2) Finding #5 (1000-series): The following areas do not meet the Local Wellness Policy requirements in the final rule, which goes into effect on July 1, 2017: <ol style="list-style-type: none"> a. The local wellness policy does not identify a stance on marketing of foods and beverages. Local wellness policies must include policy for food and beverage marketing that allow marketing and advertising of only those foods and beverages that meet the Smart Snacks in School nutrition standards. (Offsite 1000) b. The local wellness policy does not identify standards and nutrition guidelines for all foods and beverages sold to students during the school day on campus. All foods and beverages sold to students during the school day outside of reimbursable meals must meet Smart Snack Nutrition Standards. (Offsite 1000) c. The local wellness policy does not identify the position of the LEA or school official(s) responsible for the implementation and oversight of the local school wellness policy. The policy must identify a position or school official responsible. (Offsite 1000) d. Documentation of the most recent policy update is not maintained on file. The local wellness policy must be updated periodically, and documentation of update must be maintained on file. (Offsite 1002) e. Documentation is 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 local wellness policy. The LEA must maintain documentation 	YES	NO		X	<input type="checkbox"/>	Food Safety	X	<input type="checkbox"/>	Local School Wellness Policy	X	<input type="checkbox"/>	Competitive Foods	X	<input type="checkbox"/>	Other
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X	<input type="checkbox"/>	Other															

		<p>demonstrating potential stakeholders are allowed to participate in the policy update. (Offsite 1004)</p> <p>f. The local wellness policy does not provide a description to measure implementation and assessment of the policy. The policy must be assessed triennially, starting on July 1, 2017, or when updates to meet policy compliance are made. (Offsite 1005)</p> <p>g. The local wellness policy assessment was not completed at the time of the review. The public must be notified of the assessment of the local wellness policy; posting to webpage is sufficient. (Offsite 1006)</p> <p>3) Finding #6 (Onsite 1105): The following a la carte products do not meet Smart Snack requirements:</p> <ul style="list-style-type: none"> • Packaged bagel, 69g • Tony’s turkey breakfast scramble pizza, 84g • Foster Farms Pancake wrap, 2.85 oz • Farm Rich WG French Toast Sticks, 3.56 oz <ul style="list-style-type: none"> ○ All nonprogram foods sold during the school day must meet Smart Snack requirements. <p>The following vending machine products do not meet Smart Snack requirements (grades 6-8 and/or grades 9-12):</p> <ul style="list-style-type: none"> • Vita flavored water, 17 oz (grades 6-8 – plain or plain carbonated water only) • Diet Mountain Dew, 12 oz (Other flavored/carbonated beverages allowed for grades 9-12 only) • Sprite Zero, 12 oz (Other flavored/carbonated beverages allowed for grades 9-12 only) • Gatorade, 20 oz, 140 calorie (Other flavored/carbonated beverages allowed for grades 9-12 only; grades 9-12 limit is 10 calories per 20 oz) • Chex Mix – Cheddar, 49g, 210 calorie, Enriched flour - (Not Whole grain-rich) • Cheese-It, 42g, 210 calorie, Enriched flour – (Not whole grain-rich) <p>4) Finding #7 (Offsite 1210, Onsite 1221): Determining Official is not on track to meet professional training hours requirement (4 hours, considered part-time), and is retiring at the end of SY16-17. All employees with program responsibilities must meet annual training hour requirement, based on employment status (Food Service Director, Manager, Full-Time, Part-Time).</p> <p>5) Finding #9 (Offsite 1601): SFA did not provide documentation demonstrating Summer Food Service Program outreach. All SFAs participating in the school lunch program must provide outreach/communication regarding availability of summer meals in the area.</p>
□	X	<p>D. Civil Rights</p> <p>Finding(s) Details:</p> <p>1)</p>