

## 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:** Hitchcock-Tulare School District

**Date of Administrative Review (Entrance Conference Date):** 03/14/2017

**Date review results were provided to the School Food Authority:** 03/15/2017

**Date review summary was publicly posted:** \_\_\_\_\_

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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		
X	<input type="checkbox"/>	<b>A. Program Access and Reimbursement</b>		
		<b>YES</b>	<b>NO</b>	
		X	<input type="checkbox"/>	Certification and Benefit Issuance
		<input type="checkbox"/>	X	Verification
		X	<input type="checkbox"/>	Meal Counting and Claiming
Finding(s) Details:				
<p>1) Finding 1 (Onsite 128): Numerous applications were converted to annual income when not necessary. Please ensure that conversions to annual income are only used when multiple payment intervals are reported on free/reduced applications. If annual income is calculated, leave the income as calculated and do not convert it to monthly. No applications were incorrectly approved. Please refer to the Eligibility Manual for School Meals Determining and Verifying Eligibility.</p> <p>2) Finding 2 (Onsite 318): Meal counts are not being taken accurately for breakfast or lunch. 7 CFR 210.8 Claims for Reimbursement states that the school food authority shall establish internal controls which ensure the accuracy of meal counts prior to the submission of the monthly Claim for Reimbursement. Meals can only be claimed for students present for the meal. At breakfast, the reviewer counted 29 students present; the SFA recorded 30. At lunch, the reviewer counted 28 students; the SFA recorded 30. An explanation was given to the reviewer that there is a new student who is not yet on the roster, so there could have been 31 students counted. A full recalculation is required to ensure meal counts are accurate.</p>				
X	<input type="checkbox"/>	<b>B. Meal Patterns and Nutritional Quality</b>		
		<b>YES</b>	<b>NO</b>	
		X	<input type="checkbox"/>	Meal Components and Quantities
		X	<input type="checkbox"/>	Offer versus Serve
		<input type="checkbox"/>	X	Dietary Specifications and Nutrient Analysis
Finding(s) Details:				
<p>1) Finding 3 (Onsite 404): No signage was available explaining to students what constitutes a reimbursable lunch or breakfast. Regulations in 7 CFR 210.10(a)(2) require schools to identify reimbursable meals to students.</p> <p>2) Finding 4 (Onsite 407): No planned menu was available for lunch on the day of review. The monthly menu ended with breakfast on the day of review. Menus do not have dates, so there is no identifiable information to determine when the menu is for. 7 CFR 210.10 Meal Requirements for Lunches and Requirements for Afterschool Snacks states that schools must follow a food-based menu planning approach and produce enough food to offer each child the quantities specified in the meal pattern for each age/grade group served in the school. In addition, school lunches must meet the dietary specifications.</p> <p>3) <b>REVISED Finding 5 (Offsite 409):</b> Received production records for the week of 8/28/17. (Please note some figures are estimated because no labels, recipes, etc. were submitted.)</p>				

		<p><u>Breakfast</u> Menu will still be quite high in calories, sodium, and saturated fat due to meat being served every day. Fruit servings are short for the week; only 1/2 of the fruit offering for the week can be in the form of 100% juice.</p> <p><u>Lunch</u> The minimum weekly grain requirement is not met; a minimum of 6.5 oz. equivalents must be served.</p> <p><u>Production Records</u> Production records do not reflect an accurate count of meals; seconds are not recorded. For example, the "Planned Meal Counts" show 28+98=150. However, 28+98=126. If seconds are being planned they must be recorded and tracked in column F of the production record.</p> <p>4) Finding 6 (Onsite 500): Students were not allowed to decline food items. Students had no choice in which milk they received. 7 CFR 210.10 Meal Requirements for Lunches and Requirements for Afterschool Snacks.</p> <p>5) Finding 7 (Onsite 502): No signage was available explaining to students what constitutes a reimbursable lunch or breakfast. Regulation 7 CFR 210.10 Meal Requirements for Lunches and Requirements for Afterschool Snacks requires schools to identify reimbursable meals to students. For Offer versus Serve, students must be informed that they must have at least 1/2 cup fruit and/or vegetable on their plate.</p>
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X	<input type="checkbox"/>	<b>C. School Nutrition Environment</b>		
		<b>YES</b>	<b>NO</b>	
		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:		
<p>1) Finding 10 (Offsite 900; Onsite 901-904): Superintendent visits the colonies at least once a month. However, the monitoring form was not completed prior to February 1, 2017. Whoever conducts the program onsite monitoring and completes the form must have knowledge of the program and ensure program rules are being followed. Refer to CANS Policy Memo 52.1 for more information and to find the form.</p> <p>2) Finding 11 (Offsite 1000-1006): The Local Wellness Policy has not been reviewed or updated since 2006. The Local Wellness Policy could not be located on the SFA website. Also, no assessment has been completed.</p> <p>3) Finding 12 (Offsite 1200-1211; Onsite 1212-1221): SFA is not tracking professional standards training hours as required in 7 CFR 210.31.</p> <ul style="list-style-type: none"> <li>• Food Service Director (12 hours/year)</li> <li>• Food Service Managers (10 hours/year)</li> <li>• Full Time Nutrition Staff (6 hours/year)</li> <li>• Part Time Nutrition Staff (4 hours/year)</li> <li>• Non-school Nutrition Staff</li> </ul> <p>4) Finding 13 (Onsite 1300): Water did not appear to be available to students during breakfast or lunch. As indicated in 7 CFR 210.10 Meal Requirements for Lunches and Requirements for Afterschool Snacks,</p>				

		<p>Schools must make potable water available and accessible without restriction to children at no charge in the place(s) where lunches are served during the meal service.</p> <p>5) Finding 14 (Offsite 1400, 1403, 1406): No food safety plan was available onsite. No temperature logs were completed; no thermometer calibration logs were completed. SOPs are required for all agencies per Public Law 111-296 Section 302. This requires the food safety plan to include any facility or part of a facility in which food is stored, prepared, or served for the purposes of the school nutrition programs.</p> <p>6) Finding 15 (Offsite 1405, 1407): The most recent food safety inspection was not posted in a publicly visible location. According to 7 CFR 210.13 Facilities Management, schools shall post in a publicly visible location a report of the most recent inspection conducted, and provide a copy of the inspection report to a member of the public upon request.</p> <p>7) Finding 16 (Offsite 1408): An open bag of flour was stored on the floor in the dry storage area, which is a food safety violation.</p>
X	<input type="checkbox"/>	<p><b>D. Civil Rights</b></p> <p>Finding(s) Details:</p> <p>1) Finding 8 (Onsite 811): No USDA “And Justice for All” poster was displayed. FNS Instruction 113-1 requires that participating schools prominently display the USDA nondiscrimination poster “And Justice for All”. All posters must be 11” x 17”. The poster must be placed in a location that enables program participants to read the text of the poster without obstruction.</p> <p>2) Finding 9 (Onsite 812): Boys are seated on one side of the room and girls were seated on the other. The school meals program prohibits gender separation of students during meal service (7 CFR Parts 15, 15a, and 15b). Federal law prohibits discrimination based on gender at any educational institution receiving Federal assistance. An SFA may request a waiver based on “Meal service at religious institutions operating under the dictates of the religion with which they are affiliated” from US Department of Education or US Department of Agriculture.</p>