

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: Scotland School District 04-3

Date of Administrative Review (Entrance Conference Date): 12/14/2016

Date review results were provided to the School Food Authority: 1/10/2017

Date review summary was publicly posted: 3/3/2017

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?
 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		
XX	<input type="checkbox"/>	A. Program Access and Reimbursement		
		YES	NO	
		XX	<input type="checkbox"/>	Certification and Benefit Issuance
		XX	<input type="checkbox"/>	Verification
		<input type="checkbox"/>	XX	Meal Counting and Claiming
Finding(s) Details:				
1) Finding 1 – Onsite 126: Reviewer observed one application with reported child earnings not considered in the eligibility determination. Inclusion of child income does not change household eligibility. Child income must be included in eligibility determination, unless earnings are documented as infrequent.				
2) Finding 2 – Onsite 126: Reviewer observed one application with only annual household earnings listed. Per the Income Eligibility Manual, if the household provided only annual income, the LEA must ensure that the amount is an accurate reflection of the household’s current income.				
3) Finding 3 – Onsite 128: Reviewer observed household income applications with same income frequency being converted to annual, however, no mathematical errors were observed. Only convert frequency to ‘annual’ when multiple income frequencies are provided on the household application.				
4) Finding 4 – Onsite 211: Verification Notification Selection Letter does not display current Non-Discrimination Statement.				
XX	<input type="checkbox"/>	B. Meal Patterns and Nutritional Quality		
		YES	NO	
		<input type="checkbox"/>	XX	Meal Components and Quantities
		<input type="checkbox"/>	XX	Offer versus Serve
		XX	<input type="checkbox"/>	Dietary Specifications and Nutrient Analysis
Finding(s) Details:				
1) Finding 5 – Onsite 604: Reviewer observed soup base in pantry, trans-fat. Products containing trans-fat are not permitted for use in child nutrition programs.				
XX	<input type="checkbox"/>	C. School Nutrition Environment		
		YES	NO	
		<input type="checkbox"/>	XX	Food Safety
		XX	<input type="checkbox"/>	Local School Wellness Policy
		<input type="checkbox"/>	XX	Competitive Foods
		XX	<input type="checkbox"/>	Other: Professional Standards, Buy America, Outreach
Finding(s) Details:				
1) Finding 7 – Offsite 1000: Local Wellness Policy: Milk and beverage description does not meet meal pattern requirements/smart snacks requirements.				
2) Finding 8 – Offsite 1000: The local wellness policy does not identify parents,				

		<p>students, representatives of the SFA, teachers of PE, school health professionals, school board, school administration, and general public to participate in the development, implementation, and periodic review/update of the local school wellness policy.</p> <p>3) Finding 9 – Offsite 1001, 1002: Local Wellness Policy must be updated, including posting of local wellness policy to webpage, and documentation of update maintained when update occurs.</p> <p>4) Finding 10 – Offsite 1003: Positions of personnel involved in the review and update of the Local Wellness Policy must be identified in the policy.</p> <p>5) Finding 11 – Offsite 1004: Potential stakeholders must be made aware of their ability to participate, and documentation maintained to demonstrate the notification of stakeholders’ ability to participate in the development, review, update, and implementation of the Local Wellness Policy.</p> <p>6) Finding 12 – Offsite 1005: Assessment of Local Wellness Policy was not completed at time of review. Assessment must include: The extent to which schools are in compliance with the LEA policy The progress made toward attaining the goals set forth in the LEA policy The extent to which the LWP compares to the state or national model policy</p> <p>7) Finding 13 – Offsite 1006: Assessment of Local Wellness Policy not completed at time of review. Public must be notified of the assessment of the Local Wellness Policy.</p> <p>8) Finding 14 – Onsite 1216: The Business Manager has not met the annual training hours requirement of 12 hours for a “food service director” under the Professional Standards requirements. School districts with food service management companies are required to identify a school employee to manage and oversee the contract with the food service management company. This person is also considered as the “food service director” under this requirement.</p> <p>9) Finding 15 – Onsite 1221: The secretary serves as point of service person for lunch and breakfast. She has not completed the required training hours under the Professional Standards requirement. Since her duties in food service are less than 20 hours per week, the part-time annual training requirement of 4 hours need to be met.</p> <p>10) Finding 16 – Onsite 1410: Buy America: Reviewer observed two products with a country of origin outside of the USA (Mandarin Oranges, Pineapple). At the time of review observation, the SFA did not have documentation to support an exception to the Buy American requirement. According to the Buy American rule, all products provided must have a country of origin of the USA, or documentation must be maintained for each procurement event to justify purchase of product from an outside country of origin.</p>
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		11) Finding 17 – Offsite 1601: Outreach: All SFAs participating in the school lunch program must provide outreach/communication regarding availability of summer meals in the area.
XX	<input type="checkbox"/>	<p>D. Civil Rights</p> <p>Finding(s) Details:</p> <p>1) Finding 6 – Offsite 806: Three staff members have not completed Civil Rights training. All staff and supervisors who interact with program applicants or participants must observe Civil Rights Training.</p>