

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: Hamlin School District

Date of Administrative Review (Entrance Conference Date): 11/29/17

Date review results were provided to the School Food Authority: 12/29/17

Date review summary was publicly posted: 3/8/18

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	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	A. Program Access and Reimbursement	
		YES	NO
		<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<p>Finding(s) Details:</p> <ul style="list-style-type: none"> Finding 1 (Onsite 126): Two household applications (4 free, 3 reduced) were determined to be miscategorized (should have been determined as 4 reduced, 3 paid). It appears that farming/personal was not included in the original determination for one, and public assistance earnings were not included in the original determination for the other. All reported household earnings must be taken into consideration when making eligibility determination. This finding will result in a fiscal calculation. <p>* The school district reached out to the households, identifying the eligibility change. One household (3 students determined as reduced price, but identified by the reviewer to be paid) indicated that the earnings of \$5,000 included the \$906 of child support that was also identified on the application. The household provided the pay stub and child support check to the office on 1/4/18 for verification of evidence. The school made note on the application – the household remains at reduced price. This household is no longer included in the fiscal calculation.</p> Finding 15 (Onsite 126): It was identified that four students considered as enrolled with an education cooperative are attending Hamlin School District for education services and participating in meal service. Meals may only be claimed for enrolled students in a school that also participates in the National School Lunch Program (NSLP) or School Breakfast Program (7 CFR 210.2). Students placed in a school are not eligible to be claimed for reimbursement, unless the student is enrolled in the school district. This finding will result in a fiscal calculation. Finding 15 – UPDATE: Guidance from USDA Mountain Plains Regional Office (MPRO) identifies that since the students are considered as enrolled in an agency recognized by South Dakota Department of Education as eligible to participate in the National School Lunch Program, an SFA-to-SFA Addendum (Multiple SFA Addendum) may be utilized. This will allow Hamlin School District to add the cooperative as a site within their annual agreement with Child & Adult Nutrition 	

		<p>Services; students enrolled at the education cooperative would be able to be served meals at the preparing SFA (Hamlin), and the preparing SFA would determine household eligibility for cooperative-enrolled students, and claim the cooperative-enrolled students' meals for reimbursement.</p> <ul style="list-style-type: none"> • Finding 2 (Onsite 128): Household applications were all converted to annual income, regardless of income frequency. To reduce potential mathematical error, household application income frequencies should only be converted when there are multiple income frequencies reported on the application. • Finding 3 (Onsite 208): Documentation of the confirmation review for household applications selected for verification was not maintained. A confirmation review must be conducted and documentation maintained for household applications selected for verification prior to sending verification notification to households. This documentation can be maintained with the Confirmation Reviewer signature in the Confirmation Reviewer block of selected household applications.
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<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>B. Meal Patterns and Nutritional Quality</p> <table border="1"> <thead> <tr> <th>YES</th> <th>NO</th> <th></th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Meal Components and Quantities</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Offer versus Serve</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Dietary Specifications and Nutrient Analysis</td> </tr> </tbody> </table> <p>Finding(s) Details:</p> <ul style="list-style-type: none"> • Finding 4 (Onsite 401): During the onsite review, the reviewer observed five breakfast meals selected that did not meet a complete meal under Offer Versus Serve requirements. Per 7 CFR 210.10(e), schools utilizing Offer Versus Serve must ensure that all meals claimed for reimbursement include at least three of the minimum four breakfast items, including at least ½ cup fruit and/or vegetable. There were no issues observed at lunch; the point of service person has a fair understanding of Offer Versus Serve, however, there was a noticeable breakfast rush, which played a part in students taking incomplete meals. This finding will result in a fiscal calculation. • Finding 5 (Onsite 410): The menu review from the review period identified that the 'legume' vegetable subgroup was not provided during the week, and the 'other' vegetable subgroup was short of the minimum offering. As specified in 7 CFR 210.10(c), schools must offer the food components and quantities required in the established meal pattern. A missing vegetable subgroup automatically categorizes the school as high-risk. For sites determined to be at high-risk, the State Agency must conduct a weighted nutrient analysis for one week from 	YES	NO		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Meal Components and Quantities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Offer versus Serve	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dietary Specifications and Nutrient Analysis
YES	NO													
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Meal Components and Quantities												
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<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dietary Specifications and Nutrient Analysis												

		<p>the review period for breakfast and lunch.</p> <p>The reviewer also observed that production records do not identify the complete menu available for a reimbursable meal, two specific milk types are not recorded, and Total Units Prepared (Column I) was not completed for breakfast production records. According to 7 CFR 210.10(3), production and menu records must show how the meals offered contribute to the required food components and food quantities for each age/grade group every day.</p> <ul style="list-style-type: none"> • Finding 6 (Onsite 410): Reviewer observed meal pattern quantity violations during the menu review from the review period for breakfast and lunch. <ul style="list-style-type: none"> ○ CoCo Roos cereal (breakfast) has a primary ingredient of sugar. Ready-to-Eat (RTE) breakfast cereals must list a whole grain as the primary ingredient and the cereal must be fortified. Other 'true grain' was also available. ○ The honey wheat bun (lunch) provided on 10/3 was not whole grain-rich, and did not provide enough grain, as the bun credited as 1.5 ounce-equivalent. The 9-12 meal pattern has a daily requirement of two once-equivalent grain. ○ The Walking Taco meal (lunch) provided on 10/4/17 provides one ounce-equivalent of meat/meat alternate to 9-12 students before the Point of Service. The 9-12 meal pattern has a daily requirement of two once-equivalent meat/meat alternate. <p>As specified in 7 CFR 210.10(c), schools must offer the food components and quantities required in the established meal pattern.</p> <ul style="list-style-type: none"> • Finding 7 (Onsite 502): Signage observed during the day of review explained what constitutes a reimbursable meal to students; however, the signage did not include the requirement to select at least ½ cup fruit or vegetable. Signage is required to include language regarding the selection of ½ cup fruit and/or vegetable for a reimbursable meal. • Finding 14 (Onsite 605): Nutrient Analysis identified K-12 Breakfast average daily calories exceed the calorie range requirements, and K-5, 6-8, 9-12 Lunch calories and sodium exceed daily average requirements. Calorie and sodium requirements must be maintained, as identified in 7CFR 210.10 and 220.8. 		
☒	☐	<p>C. School Nutrition Environment</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">YES</td> <td style="width: 50%; text-align: center;">NO</td> </tr> </table>	YES	NO
YES	NO			

<input type="checkbox"/>	<input checked="" type="checkbox"/>	Food Safety
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Local School Wellness Policy
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Competitive Foods
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other: Summer Buy American, Food Service Program Outreach, Fresh Fruit and Vegetable Program
<p>Finding(s) Details:</p> <ul style="list-style-type: none"> <p>• Finding 8 (Offsite 1000 Series): Local Wellness Policy is missing the following required elements:</p> <ul style="list-style-type: none"> ○ Standards and nutrition guidelines for all foods and beverages sold to students during the school day (Smart Snacks Standards), lunch and breakfast meal pattern and nutrition requirements. (1000) ○ Permit marketing on the school campus during the school day of only foods and beverages which meet lunch nutrition standards. (1000) ○ Identify the position of the local education agency or school official responsible for implementation and oversight of the Local Wellness Policy. (1000) ○ Local Wellness Policy could not be located on the school district webpage. The policy must be available to the public. (1000, 1001) ○ Documentation of the most recent update was not maintained. (1002) ○ Policy does not specify that stakeholders are made aware of their ability to participate in the development, review, update, and implementation of the policy. (1003) ○ Documentation of outreach to stakeholders for Committee participation/update not maintained/completed. (1004) ○ Policy does not include description of assessment/measuring implementation, and assessment is not made available to the public. (1005, 1006) <p>• Finding 9 (Offsite 1101): During the review, the Food Service Director identified that homemade cookies sold a la carte do not meet Smart Snack Standards when packaged as two cookies per serving. All products sold to students during the school day (midnight to 30 minutes after official end of day bell) must meet Smart Snack Standards.</p> <p>• Finding 10 (Onsite 1104, 1105): A la Carte pizza sold to middle school and high school did not meet Smart Snack requirements. Products sold that are not part of the reimbursable meal for the day of, or the day before, must meet Smart Snack requirements.</p> <p>• Finding 11 (Onsite 1403, 1411): Reviewer observed pineapple from Indonesia and tropical fruit from Thailand. <i>7 CFR 210.21</i> requires that</p> 		

		<p>all foods served be agricultural commodities that are produced in the United States; and food products that are processed in the United States substantially using agricultural commodities that are produced in the United States.</p> <ul style="list-style-type: none"> • Finding 12 (Offsite 1601): SFA did not provide documentation demonstrating Summer Food Service Program (SFSP) outreach. All SFAs participating in the school lunch program must provide outreach/communication regarding availability of summer meals in the area. • Finding 13 (Offsite 1910): SFA used serving boats as a scoop when providing fresh fruit during day of review, rather than wearing gloves and/or using serving tongs. Food safety practices must be followed for all child nutrition programs and services.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>D. Civil Rights</p> <p>Finding(s) Details:</p> <ul style="list-style-type: none"> - No findings in this area.